



## **Citizen Participation in Library Board Meetings Policy**

Public comment periods are held at the beginning of regular monthly meetings and are not included as part of the agenda for special meetings or public presentations.

Grand Forks County residents wishing to address the Library Board must sign in and will be recognized to speak in the order in which they registered. Signups must be completed prior to the meeting being called to order. The Library Board President will acknowledge and ask visitors to state their name and address.

At the start of a meeting, the agenda will call for citizen comments. Individual participation is limited to three (3) minutes.

Residents may comment on any library-related subject. Discussion of matters irrelevant to library business is not permitted. The Library Board reserves the right to limit the public comment period to three minutes when multiple people have signed up to share similar comments on the same topic or inappropriate topics are discussed.

The Library Board reserves the right to comment after a statement has been completed or to immediately move on to the next speaker.

### **Procedures for Public Comment Period:**

To address the Library Board:

- Please sign in with your name and address prior to the meeting being called to order
- Stand when your name is called.
- State your name and address clearly for the record.
- Make your statement to the Library Board. You will have three minutes to speak. You will be notified when your time has elapsed.
- Be seated when you are finished or when you are informed that your time is up.
- Please keep your comments civil and polite.