



**ELKHART PUBLIC LIBRARY**

## **Policy**

### **Board Meeting Public Participation**

Adopted by the Library Board of Trustees  
October 21, 2014

#### **A. PURPOSE**

The Elkhart Public Library has established this policy and standard practice for allowing orderly public expression and commentary at every regular meeting of the Board of Trustees.

#### **B. POLICY**

1. The Elkhart Public Library and its Board of Trustees recognizes the value of public commentary on Library-related issues and the importance of allowing members of the public to express themselves on Organizational matters.
2. To permit fair and orderly public expression, the Board of Trustees shall provide a period for questions and public comment regarding agenda item(s) at every regular meeting open to the public.
3. Members of the public wishing to be placed on the Library Board meeting agenda for the purpose of making a presentation or addressing non-agenda item(s) must submit a completed Board of Trustee Meeting Public Participation Request form to the Library Director, prior to the meeting, or to the Board President, if submitted just prior to the meeting's call to order. Requests submitted after the meeting's call to order will be held over until the next regularly-scheduled open session.
4. Personnel and personal patron issues will not be addressed during open sessions.
5. The Board President (or presiding officer) shall be guided by the following rules:
  - a. Public participation shall be permitted at the discretion of the Board President (or presiding officer).
  - b. Participants must be recognized by the Board President (or presiding officer) and will be requested to preface their comments with an announcement of their name, address and group affiliation, when appropriate.
  - c. Each statement made by a participant shall be limited to five (5) minutes' duration.
  - d. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
  - e. All statements shall be directed to the Board President (or presiding officer); no person may address or question Board members individually.
  - f. The Board President (or presiding officer) may:
    - 1) Interrupt, warn or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
    - 2) Request any individual to leave the meeting when that person does not observe reasonable decorum;
    - 3) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
    - 4) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

- 5) Waive these rules with the approval of the remaining Board members when necessary for the protection of privacy or the administration of the Board's business.
- g. Tape or video recordings are permitted, providing the person operating the recorder has contacted the Library Director prior to the Board meeting to review possible placement of the equipment and agrees to abide by the following conditions:
  - 1) No obstructions are created between the Board and the audience.
  - 2) No interviews are conducted during the Board meeting.
  - 3) No commentary is made that would distract either the Board or members of the audience.

**C. ADOPTION**

1. Adopted by the Elkhart Public Library Board of Trustees: October 21, 2014