



Merrimack Public Library Board of Trustees Library Board Meeting Public Comment Policy

PURPOSE

The Merrimack Public Library Board of Trustees encourages and welcomes public participation and input. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner.

RULES AND PROCEDURES

1. Public comments are only permitted during the time designated on the meeting agenda.
2. A maximum of five speakers can be heard, and each speaker will have a maximum of three minutes.
3. Prior to commenting, speaker must state first and last name and residential address for the record. Anyone refusing to identify themselves will not be permitted to speak. As a courtesy, it is appreciated if notice of an intention to speak is given to the Library Director in advance of the meeting.
4. Groups wishing to comment must select one representative to present the group's view.
5. The Chairperson is the designated spokesperson for the Board. As spokesperson, the Chairperson will call individuals to the microphone.
6. The Chairperson and Board shall not engage in dialogue with the speakers, and there shall be no debate.
7. Comments should be brief and to the point. Negative comments to individual Board Members or Library Personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane. It is the responsibility of the Chairperson to declare the person out of order and to refuse him or her permission to continue to address the Board.
8. Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting. The Board may refer any matter of public comment to the Library Director, Library Staff, or the appropriate agency for review.
9. All comments made become part of the meeting record and Board minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the minutes.