

Public Participation Procedures at Library Board Meetings

PURPOSE:

The Marshalltown Public Library Board of Trustees values public input and endeavors to create an atmosphere where board members and members of the public can attend to business efficiently and fairly with full participation.

Members of the public have the right to attend library board meetings, subject to certain conditions and limitations.

The meeting space will, to the extent possible, be arranged so that all interested persons can observe the meeting and hear all discussions and votes.

All board members, city staff, and members of the public should speak one at a time in a civil and courteous manner to order to be heard by all persons in attendance

All cell phones or other communication devices should be silenced during library board meetings. No one should take a voice phone call during a meeting without first leaving the chambers and closing the doors behind them.

PUBLIC PARTICIPATION:

Public comment is allowed at the top of the agenda.

It is the responsibility of the Board President, Board members, Library staff, and members of the public to maintain an atmosphere of respect throughout the meeting.

The board will not respond at this meeting to questions, requests for information or requests for action. An appropriate response may be made later, after board members have sufficient opportunity to consider and deliberate on the issue.

Individuals wishing to address the board must have signed in at least five minutes prior to the start of the board meeting. An individual must list their name, home address, and topic to be discussed.

Each speaker will be allowed a maximum of three (3) minutes to address the board until the allotted time is up. Public Comment period should last no longer than 30 minutes.

The board president or chair of the meeting will call on those persons one at a time to stand and address the board for no more than the allocated time.

Upon recognition by the board president or presiding officer, the individual should state their full name, home address, and the reason for wishing to speak.

Should the number of speaker requests exceed the allotted time in the meeting, the Board President or chair of the meeting may limit speakers to two (2) minutes to accommodate as many voices as possible.

Requests for time to speak will usually be granted in the order the requests were received. Priority will be given to residents of the library taxing district.

Speakers may not yield their time to another individual as to allow someone more than three (3) minutes or the allotted time. To avoid repetition speakers supporting or opposing the same issue are encouraged to designate a spokesman and have the spokesperson request that members of the audience supporting the position stand during the presentation.

It is possible that not all persons requesting time will be allowed to speak. Anyone not allowed to speak will be considered signed in for the next board meeting.

Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the board.

The presiding officer may terminate a speaker's privilege to speak if, after being called to order, the speaker acts in a manner that is discourteous or disruptive.