

# **Fort Dodge Public Library**

## **Public Participation Policy**

### **Purpose**

The Fort Dodge Public Library Board of Trustees encourages community members to share their views. The Board agenda includes time at each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 20 minutes of public participation will be permitted. Comments from community members will not change the scheduled meeting agenda.

### **General Policies**

Members of the public wanting to address the Library Board are asked to sign in prior to the meeting being called to order and provide their name, address, group affiliation (if appropriate), and topic on which they wish to speak. Those who have indicated they wish to speak will be recognized in the order in which they signed in.

Each speaker will be given a maximum of five (5) minutes to share their views with the Board and no person may speak more than once per meeting. If several community members wish to speak, the presiding officer will determine how much time each will be allotted until the total public participation time of 20 minutes is used. The rules may be suspended at the presiding officer's discretion.

All remarks should be addressed to the Board of Trustees as a body and not to any Trustee specifically. Public comments must be relevant to the operation of the Library. The presiding officer will rule on the relevancy of public comments. Behavior that is abusive, personal, impertinent, irrelevant, loud, threatening, slanderous or profane will not be allowed. Persons not following this policy may be asked to leave the meeting.

The Library Board will not take immediate action on issues raised during the public comment portion of the meeting. However, the Board may ask questions for clarification. If a response or action is needed, it will come after the Board has had time to deliberate the issue or seek additional information.

If a community member wishes to share additional comments, or did not have the opportunity to speak due to time constraints, they may put their comments in writing. All communication with the Library Director or Board of Trustees is public information.

All meetings are held in open session unless closed sessions are held as expressly permitted by State law (Code of Iowa, Section 21.3 Meetings of governmental bodies). The public cannot attend closed sessions. A closed session may be held only by affirmative vote of either two-thirds of the body or all of the members present at the meeting and in accordance with State law (Code of Iowa, Section 21.5 Closed session).