



Sandwich Public Library District

Public Comment Policy

The Sandwich Public Library District permits comments by members of the public at regular meetings of the Board of Trustees on current agenda items or other matters of public concern. These comments are permitted as they appear under the agenda item identified as "Public Comment". The Public Comment section shall be limited to three minutes per person and fifteen minutes per topic. Comments shall not exceed three minutes per speaker unless limited to a shorter duration by the Presiding Officer, if numerous people wish to speak. In order to expedite Library business and avoid repetitious presentations, it shall be in order for the Presiding Officer to encourage that a spokesperson be chosen for individuals wishing to speak about the same subject matter.

The library values the opinions of the public. Due to in-person public comment time limits, comments are encouraged to be submitted in the form of email to the Library Director at minimum five days prior to the regularly scheduled board meeting. Any email submissions will be included in the board packet and accessible via the library website at minimum 48 hours prior to the meeting.

No person shall address the Board without first being recognized by the Presiding Officer, usually the President of the Board of Trustees.

Each person wishing to address the Board in-person shall sign in on the public comment form provided prior to the start of each meeting, giving their name and identifying the subject upon which they wish to speak. Speakers will be called in the order in which they signed up on the form.

All remarks should be addressed to the Board as a whole rather than to an individual member thereof. The public should be aware that the Board and/or administrative staff may decline to answer.

Each speaker shall maintain civility and decorum. The Presiding Officer retains the right to stop or remove any speaker who uses profanity, makes threats or is otherwise abusive or disruptive.

Policy Adoption & Revisions by the Board of Trustees:

Est. May 12th, 2015

February 13th, 2024

