

SKFL Public Comment Policy

Approved 10/18/22

The regular meetings of the Board of Trustees of the Sherrill-Kenwood Free Library are open to members of the public. Members of the public are welcome to speak at meetings of the Board of Trustees of the Sherrill-Kenwood Free Library. At each regular open meeting, the members of the public may comment on matters relevant to Library Board operations, subject to reasonable constraints.

1. Members of the public may address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
2. Comments by members of the public are limited to two minutes per speaker, on a first come, first served basis. The President has the authority to oversee the orderly conduct of comments of the public, including but not limited to, extending the time limit for or order of the speakers.
3. The amount of time allotted for public comment will be defined on the agenda for the meeting.
4. All persons wishing to speak must sign up prior to the meeting. A sign-in roster will be provided. The roster will determine the speaking order for people who wish to make public comments. People wishing to address the Board will be asked to provide their name. Anyone refusing to identify himself or herself will be prohibited from speaking.
5. Public comments must pertain to an item on the agenda or to an issue that is relevant to the Board's work. The President of the Board of Trustees retains the right to stop any speaker who raises issues that are not on the agenda or are not relevant to the duties of the Library.
6. To ensure active listening and time for calm deliberation, the Board, by policy, shall take note of comments but shall not respond to public comments during the meeting, unless the response is to note where requested information is currently available. When efficient and in service to the mission of the Library, responses to public comment may be presented at future meetings, published on the Library's web site, and/or transmitted to the media.
7. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or President pro tem may declare that person out of order and refuse him or her permission to continue to address the Board.
8. Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.
9. The President shall have the authority to determine reasonable procedures regarding public participation not otherwise defined in Board policy.

A summary of public comments including names will be included in the meeting minutes.