

## **Fairport Public Library**

### **Citizen Participation in the Library Board of Trustees Meetings Policy**

Public comment periods are held at the beginning of regular monthly meetings, and are not included as part of the agenda for special meetings or public presentations.

People wishing to address the Board must sign in with the Board Clerk and will be recognized to speak in the order in which they registered. Signups must be completed prior to the meeting being called to order. Visitors to the Fairport Public Library Board meetings will be recognized by the Board President and asked to state their name and address.

At the start of a meeting, a maximum of 30 minutes is allowed for public comments. Individual participation is limited to three (3) minutes.

Citizens may comment on any library-related subject. Discussion of matters irrelevant to library business is not permitted. The Board reserves the right to limit the public comment period when inappropriate topics are discussed.

The Board reserves the right to comment after a statement has been completed or to immediately move on to the next speaker.

#### **Procedures for Public Comment Period**

To address the Board:

- Please sign in with your name and address with the Board Clerk prior to the meeting being called to order.
- Come to the podium when your name is called.
- State your name and address clearly for the record.
- Make your statement to the Board. You will have three minutes to speak. You will be notified when your time has elapsed.
- Return to your seat when you are finished or when you are informed that your time is up.
- Please keep your comments civil and polite.

Approved by the Facilities and Services Committee 1-11-12

Approved by Board of Trustees January 12, 2012

Amended March 1, 2012