

Public Participation at Board of Trustees Meetings

Adopted by the Board of Trustees December 19, 2022

Purpose

The Board recognizes that it must balance the needs of individuals who wish to appear before the Board and request to be heard and the need to conduct its meetings properly, efficiently, and in an orderly manner.

Authority

The Board will allow public participation under provisions of law and this procedure.

Procedures

Board Meetings

Board meetings are meetings of the Board of Trustees in public.

Public comments from the first ten (10) individuals that register with the Library Director will be accepted at the beginning of the Board meeting. Speakers must identify themselves, provide their address and purpose. Only Norwin School District taxpayers and residents will be permitted to address the Board, unless otherwise approved by a majority of the Board members present.

At the end of the meeting, further public comments may be accepted.

Public Comment Guidelines

The Presiding Officer shall be responsible for recognizing all speakers, who shall properly identify themselves, for maintaining proper order and obtaining adherence to the time limits set forth below.

Public comments shall be directed to the Presiding Officer only. The Presiding Officer may, at his/her discretion, redirect any questions or comments, if deemed appropriate.

Public comments will be limited to two (2) minutes per individual. The Presiding Officer retains the discretion to adjust time limits, and limit comments that are repetitive. The adjustment, waiver, or failure to enforce the time limits for a speaker by the Presiding Officer is not a waiver of such time limits for any other speaker at the meeting, nor any speaker at any subsequent meeting of the Board.

The Presiding Officer may interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant.

The Presiding Officer may, in cases of group action or concern, limit public comment by the group to one (1) spokesperson.

Because of room capacity, the audience size will be limited to the first 55 people who register to attend a meeting.

Matters of personnel, litigation, and negotiation will be treated with confidentiality. Board and public comments will be limited to non-confidential aspects of such matters.

Advance Notice

Advance notice to address the Board will allow the Board time to prepare and understand the issue. The Board will be better prepared to respond at the meeting should it choose to do so. Without advance notice, the Library may not be able to provide an appropriate response.

Speakers providing advance notice shall be called first, in order of the receipt of their requests.

Requests may be made in writing or by telephone to the Library Director and must be received at least one (1) week prior to the meeting.

Time Limitations

Individuals who, because of time limitations, were not able to address the Board during the public comments section of the Board Meetings, may be given the first opportunity to address the Board at the next respective Board Meeting, at the discretion of the Presiding Officer.

These individuals must inform the Library Director that they were unable to address the Board previously.

Responsibilities of Speakers

- Speakers will be recognized by the Presiding Officer.
- Public comments shall be directed to the Presiding Officer only; no speaker may address or question Board members individually.
- Speakers must limit their comments to two (2) minutes
- No placards or banners will be permitted within the meeting room.

- Speakers must observe reasonable decorum in making comments. Failure to do so may result in a request to leave the meeting.