

CROMAINE DISTRICT LIBRARY
BOARD OF TRUSTEES OPERATING
PROCEDURE
PUBLIC COMMENTS AT BOARD MEETINGS

Number 8015

Page 1 of 3

POLICY ADOPTED: 3/19/2026

I. Purpose

The Cromaine District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

II. Public Comment Period; Meeting Agendas

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public, as per outlined in the agenda. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

III. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President’s duties under this policy.

- B. The President will ask persons wishing to speak to fill out a *Call to the Public* card provided. The card should be given to the Board President. People who turn in cards will be asked to speak. The President will recognize one person to speak at a time, and each speaker will be asked to provide their name, city or township in which they reside, and whether they are within the Hartland Consolidated School District. No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.
- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary prior to the start of the meeting. Written materials submitted to the Library Board are regarded as correspondence and considered public documents.
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach ‘the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H. All public comments will be acknowledged in the minutes by referencing the name of the person who spoke or submitted written correspondence.
- I. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.
- J. Members of the public must remain seated, stand in the back of the room or along the sides of the room during Public Comment. Members of the public should only approach the podium when called on by the Board President. Members of the public may not stand in the area in front the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Board President.
- K. All signs are prohibited in the Board meetings.

IV. Recording of Rules

These rules will be recorded in the minutes and kept on file with the Library Board Secretary.