

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Smithtown Library Board of Trustees encourages public comment at Board meetings. One (1) period for public expression is provided within the agenda for each regular meeting of the Board. During this period, the Board President will solicit brief comments from the public. The speaker must address the Board directly: and not Library administration or staff present.

The Board President will set a time limit on such public comments period. The total time limit will be set between thirty (30) and ninety (90) minutes. Individual comments shall be limited to three (3) minutes, but may be extended to five (5) minutes by the Board President in his/her discretion. The Board President can make an exception to these prescribed limits in his/her discretion which will be announced prior to the public comments portion of the meeting,

Pursuant to Article IV, Section 6 of the Bylaws of the Board of Trustees, the public shall be recognized immediately following “Unfinished Business” on the agenda. “Public Comments” may be placed earlier on the agenda at the discretion of the Board President.

Persons wishing to speak will identify themselves and their town of residence; any organizations they may be representing at the meeting and; where applicable, the agenda topic they elect to discuss. While all members of the public are permitted to comment, sequence preference may be given to Smithtown residents and Smithtown Library card holders.

Comments should be kept as brief as possible and relate to public library matters. The public will follow department guidelines as set forth in *Policy 700-10 Public Behavior On Library Property*. This includes, but is not limited to, restriction of:

- abusive and/or obscene language or images,
- violence in any form,
- distribution of unauthorized print materials, and
- any attempts to prevent orderly conduct.

The Board of Trustees are not obligated to respond to questions or comments from the public. Any responses from the Board must follow the rules of parliamentary procedure adopted in the Bylaws.

The Board President is responsible for the orderly conduct of the meeting. Undue interruption or other interference with the orderly conduct of Board business will not be allowed. Defamatory or abusive remarks are out of order and will not be condoned. The presiding officer may terminate a speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

Policy 700-20

At a public meeting of the Board, no persons shall verbally initiate charges or complaints against individual employees of the Library. All such charges and or complaints shall be presented to any of the *Designated Contact Persons* as outlined in *Policy 500-85 Anti-Bullying* in writing, signed by the complainant. All such charges, if properly presented and warranting investigation, shall be reviewed by Library administration for investigation and report.

Policy 700-20

Adopted: 6/19/01

Last Revised: 5/16/2023