**Policy on Citizen Input and Conduct at Board Meetings**

It is important to note that a board meeting is a meeting conducted in public, not a public meeting. In

other words, the public and possibly media representatives are there to watch the board work, not to

participate in the board meeting.

**Citizen Input:**

Individuals or groups wishing to address the Board are encouraged to complete an Agenda Request

Form and request that an item be put on the agenda for discussion or action at a regular board meeting.

The deadline for such requests is noon on the second Thursday of the month preceding the meeting of the Trustees.

**Citizen Conduct at Meetings:**

The public is welcome and encouraged to attend any and all meetings of the McIver’s Grant Public Library Board of Trustees. In order to facilitate input regarding board actions and activities, the following procedures will be followed at all meetings:

**AGENDA ITEMS**

1. You may address any item on the agenda by stepping to the podium when that item is up for discussion.
2. After recognition by the chair, state your name, address and group affiliation (if appropriate.)
3. You may speak one (1) time per item for a maximum of five (5) minutes.

**PUBLIC COMMENT**

While not required by the organization’s by-laws, state law or the city code, oral presentations may be

allowed at the Board’s discretion. Any input shall be heard during the public comment section on the

agenda. This is an opportunity to address items not on the agenda. The following procedures will be

followed:

1. You may speak to one issue per meeting.
2. Please step to the podium and, after recognition by the chair, state your name address and group affiliation (if appropriate.)
3. You may speak for a maximum of 5 minutes.

The board will listen to your commentary and may ask questions for clarification. It should be noted

that this is a time for listening, not uncontrolled debate. If there is a need for response from the board,

it should come at a later time when the board has had time to deliberate the issue or to seek more

information.