

**COMSEWOGUE PUBLIC LIBRARY  
PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Comsewogue Public Library Board of Trustees encourages public expression at Board meetings.

A period for public expression will be provided at each regular meeting of the Board.

During this period, the Board President will solicit brief comments from the audience.

In order to assure timely attentions to the business of the agenda, the following policy is established:

The Board President is to be responsible for the orderly conduct of the meeting.

He or she shall recognize speakers and shall rule on such matters as:

- the time to be allowed for the period of public expression (generally, 15 minutes)
- the appropriateness of the topic being presented

Comments from the public are limited to a maximum of three (3) minutes per speaker.

Speakers will identify themselves, state the organization (if any) they are representing at the meeting, and, where applicable, the agenda topic they wish to discuss.

Comments should be kept as brief as possible and must relate to Comsewogue Public Library matters.

Speakers are to face and address the Board - not the audience- during the "Period of Public Expression".

Undue interruption or other interference with the orderly conduct of board business will not be permitted.

Defamatory or abusive remarks will be ruled out of order.

The Board President may terminate a speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks.

At a public meeting of the board, no persons shall orally initiate charges or complaints against individual employees of the Library or challenge materials in the Library collections. All such charges, complaints, or challenges shall be presented to the Library Director in writing and signed by the complainant.

*Board Adopted- 8/15/17*