

Procedures for Public Comments at Board Meetings

The Indian Valley Public Library Board of Trustees welcomes public comments. The following procedures are intended to accommodate input from community members in a fair, reasonable, and orderly fashion.

Procedures for Attendance

Members of the public who wish to address the Indian Valley Public Library Board of Trustees must be current residents of Franconia, Lower Salford, Salford, Souderton and Telford.

The Indian Valley Public Library Board of Trustees meets on the third Thursday of each month at 8:00 am. Meetings are held at the Library. There is no Board meeting during the month of August.

Procedures for Public Comment at a Board Meeting

1. Audience comments are permitted during the "Public Comments" portion of the agenda.
2. The Board President, in the exercise of his or her discretion, may grant or deny a request to address the Board during other portions of the agenda.
3. During the "Public Comments" portion of the meeting, the Board President will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
4. The Board President will identify an audience member who wishes to speak.
5. Each speaker will provide his or her name and address, as well as any group affiliation being represented.
6. All speakers must address comments and questions to the Board, and not to other members of the audience.
7. Statements should be kept brief and to the point.
8. The Board President has the right and discretion to determine when and how to respond to public comments. An immediate response, discussion or debate is not required.
9. The Board President has the authority to control discussion and to determine both the length of time and the number of times a speaker may speak.
10. Each person addressing the Board is allowed a maximum of three (3) minutes to speak unless an exception is granted by the Board President.
11. The Board President will determine if second public comments are permitted.
12. Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been given the opportunity to do so.
13. The Board President will determine the appropriate total amount of time for public comment and will close off public comment at his/her discretion.
14. Board minutes are a summary record of the Board's discussions and actions. As such, it is at the discretion of the Board President to honor or not public attendee requests to append written statements or correspondence to the meeting minutes.

Approved December 2021 by the Board of Trustees