

Service Policy 445

**Guidelines for Public Participation at SLDL meetings**

Approved: November 9, 1999

Revised: June 8, 2004

Reviewed: November 17, 2017

Members of the public are welcome and encouraged to attend all meetings of the Spring Lake District Library Board.

Any member of the public may address the Board after receiving recognition from the person chairing the meeting during Public Comment. Citizens shall not be permitted to address the Board other than during Public Comment, except as permitted by the Board President.

Any member of the public who speaks on a topic under discussion may speak once on the topic for up to five minutes. The Library Board is not required to provide an immediate response to questions at the meeting but may at their discretion direct the library staff to do so.

Members of the public shall address the chair with courtesy and civility.

When two or more persons wish to address the Board at the same time during Public Comment the person chairing the meeting shall designate the order in which such persons shall speak, except that when a Board member is one of those wishing to speak the chair shall recognize the Board member first.