

PUBLIC PARTICIPATION AT MEETINGS POLICY

Meetings of the Bradford Public Library Board of Trustees are held on the 4th Monday of each month at 5:30 pm. Changes to this schedule will be posted in the Library, on our webpage and on our social media outlets one week in advance, unless for emergency purposes. Trustee meetings will be held in the Library unless otherwise posted. Trustee Meetings are open to the public to observe. In some instances, the public may want to address the Board. The Library Board welcomes comments from the public. So that order may be maintained and the Board will have ample time to conduct the business of the Library the following guidelines will be required:

1. Oral or written communication to the Library Director, stating the concern or topic, at least 24 hours in advance prior to the meeting.
2. Bradford Public Library will only hear speakers residing in Miami and Darke Counties without approval of the Library Board President.
3. Visitors must sign in prior to the meeting Call to Order, stating whether they are there to observe or wish to address the Board along with the topic.
4. Visitors will be recognized in the order which they signed in.
5. Visitors will be allowed one opportunity to address the Board.
6. Comments will be limited to no more than three (3) minutes per individual. The Board reserves the right to waive the three (3) minute time limit.
7. Speakers must begin stating their full name and organization they represent, if applicable, in order to maintain accurate recording of the proceedings.
8. Visitors will be permitted to speak only after being recognized by the presiding Board officer.
9. If several people wish to speak, each will be given three (3) minutes until a total of thirty (30) minutes is used.
10. The Board must be notified in advance for approval to record the proceedings.
11. It should not be expected that the Board will take immediate or official action on any subject brought before it without having the time to review the matters presented.
12. The presiding officer will recognize each registered speaker. Trustees will listen, but are not required to interact with the speaker. The Board reserves the right to ask questions for more information from any person appearing before the Board.
13. No library personnel issues will be discussed in open session. Discussion can be done in executive session.
14. The presiding officer will appoint someone to be a timekeeper.
15. Unsolicited comments, interruptions, disturbances and remarks of a personal or threatening nature will not be tolerated, and offenders will be asked to leave.