



**MANISTEE COUNTY LIBRARY**  
**95 MAPLE STREET, MANISTEE MI 49660**  
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**WWW.MANISTEELIBRARY.ORG**

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## **Public Participation at Board Meetings Policy**

### **Purpose**

The Manistee County Library Board welcomes and encourages comments from members of the public who attend board meetings. Pursuant to the requirements of the Open Meetings Act, a person shall be permitted to address a meeting of a Library under rules established and recorded by the Library Board.

### **Application**

1. The Library shall have copies of the agenda available for members of the public who attend the Board meeting. The agenda shows the designated times for the public to provide comments to the Board.
2. Members of the public normally must offer comments at the designated time. At any other time the Library Board, in its discretion, may accept comments from the public.
3. Prior to a Board meeting, a person should direct any written comments to the Board President. Written materials submitted to the Library are considered public documents.

### **Rules of Public Comment**

The Library has adopted the following procedures to receive public comments at Board meetings:

1. When the board meeting reaches a designated time for Public Comments, the President (or other person who is chair of the meeting) shall call for public comments.
2. The President (or meeting chairperson) shall ask persons wishing to speak to raise their hands to be recognized by the President. The President shall recognize one person to speak at a time, and each speaker shall provide his/her name and address.
3. Public comments shall be addressed to the Library Board, not to other members of the audience or specific Board members.

4. Public comments shall be limited to three (3) minutes. Each speaker is only entitled to one (1) three (3) minute time during each meeting and may not split the time.
5. The Library Board encourages free and complete public dialogue on library issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
6. If the speaker includes specific questions to the Library Board or Executive Director in his/her public comments, the Library Board has no obligation to respond.
7. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make such a designation.
8. Speakers shall understand the Library Board has full discretion of the inclusion and detail of any public comment, including written correspondence, within the minutes. Speakers shall not expect the minutes to include verbatim transcripts or details on any individual comment.

**Amended and MCL Board Approved: October 27, 2015**

**Amended and MCL Board Approved: March 22, 2022**