

# Hutchinson Public Library Board of Directors

## Policy for Public Comment Sessions

Approved: 07/18/2023

**The Board will follow this policy during meetings with public comment sections included on the agenda. The Board reserves the right to adapt meeting procedures to facilitate an efficient use of meeting time as needed within the confines of KOMA and other applicable laws.**

Although there is not a requirement for public comments, the Library Board of Directors will occasionally seek public input and comments during its meetings. To check for meeting dates with a public comment period, visit the Library Board section under “About the Library” menu at the library’s website: [www.hutchpl.org](http://www.hutchpl.org) A form for signing up to speak will be available there. If you do not sign up to speak prior to the start of the meeting, you may not have an opportunity to speak.

The public comment portion of meetings, if included on the agenda, will be held at the start of the meeting.

The public comment session will work as follows:

1. The Board Secretary will provide the presiding officer with the list of speakers. The presiding officer will call names in the order received by date.
2. Upon arriving at the podium after the presiding officer calls the speaker forward, the time keeper will start the clock. Subsequently, the time keeper will indicate when 4 minutes have passed.
3. After speaking, or upon the passing of 4 minutes, the current speaker must step aside so that the next speaker may comment.

Considerations when planning to speak:

1. Any digital presentations must be submitted and checked for content prior to the meeting.
2. If you wish to bring hard-copies of documents to the meeting for the Board, you must submit 9 copies to the Board Secretary PRIOR to the meeting to allow time for distribution to and review by board members.

3. Citizens who attend the meeting as part of a group may not give their time to another member of the group.
4. Speakers must not employ tactics of defamation, intimidation, personal affronts, profanity, yelling, or threats of violence. Anyone who demonstrates these behaviors will be removed from the meeting.
5. The presiding officer may stop the person from speaking further if the remarks or gestures are profane, abusive, inflammatory, or otherwise offensive. Persons who refuse to stop speaking at the direction of the presiding officer may be escorted from the meeting by a law enforcement officer at the request of the presiding officer.
6. Members of the audience are not allowed to speak out of turn or to interrupt the presiding officer, board members, staff, or other speakers when they are speaking.
7. Public comment sessions at Library Board meetings are meant for gathering information, not debate. The purpose is not to win an argument, but to hear many points of view and explore many options for a topic in question.