Port Orford Public Library District **(3/23)**
Policy on Citizen Input and Conduct at Board Meetings

It is important to note that a board meeting is a meeting conducted in public, not a public meeting. In other words, the public (and possibly media representatives) are there to watch the board work, not to participate in the board meeting.

Citizen Input:

Individuals or groups wishing to address the Board are encouraged to complete an Agenda Request Form and request that an item be put on the agenda for discussion or action at a regular board meeting. A form can be found on the website at www.polibrary.org or by requesting one at the front desk. The deadline for such requests is 4 pm on the Tuesday preceding the scheduled board meeting.

Citizen Input at Meetings:

The public is welcome and encouraged to attend any and all meetings of the Port Orford Public Library District Board. In order to facilitate input regarding board actions and activities, the following procedures will be followed at all meetings:

Agenda Items

1. You may address any item on the agenda by standing when that item is up for discussion.
2. After recognition by the chair, state your name, address, and group affiliation (if any)
3. You may speak to one agenda item for three (3) minutes.

Public Comment

While not required by the organization's by-laws or State law, oral presentations may be allowed at the Board's discretion. Any input shall be heard during the public comment section on the agenda. This is an opportunity to address items not on the agenda. The following procedures will be followed:

1. You may speak to one issue per meeting.
2. Please stand, and after recognition by the chair, state your name address, and group affiliation (if any)
3. You may speak for a maximum of three (3) minutes.

The board will listen to your commentary and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for a response from the board, it should come at a later time when the board has had time to deliberate the issue or to seek more information.