

Public Comment Policy

Butler Public Library welcomes members of the public to their regular monthly meetings. Each meeting is conducted in strict compliance with state open meetings law. (IC 5-14-1.5-1) This law requires that the board meetings be open for public observation, but it does not require that the public be allowed to participate in meetings. An exception to allowing public observation would be in the case of an executive session being declared.

As the Butler Public Library board of trustees values the ideas and insights of the community members, it is the policy of the board to allow up to 15 minutes of each regular meeting for a limited public forum. If members of the public wish to speak to the board during the limited public forum section of the agenda, a *request to speak* form (below) must be completed and given to the library director no less than 10 days prior to the scheduled board meeting. Only persons who have completed the form and given it to the library director within the appointed timeframe will be allowed to speak.

When the board reaches the public forum section of the agenda, the board will divide the 15-minute segment by the number of persons who have requested to speak. This will determine the amount of time allocated to each person with a maximum of 5 minutes per speaker. No more than three members of the public will be allowed to speak per meeting. The board president will then call on those people one at a time to stand and address the board for no more than the allocated time. The board reserves the right to suspend the limited public forum section for any disruptive behavior, including but not limited to, verbal attacks, intimidation or inappropriate behavior.

The board will not be expected to respond at this meeting to any questions, requests for information or requests for action. The board will note the request and respond at a later time after members have had an opportunity to consider the comments or request. Board members may wish to ask for information from speakers. All persons in the audience will be asked to refrain from comment unless asked specifically for such from board members.

Thank you for helping the board of trustees conduct an open and orderly meeting.

Request to speak to the Library Board during the public forum

This form must be completed and delivered to the library director no less than 10 days prior to the scheduled board meeting. You will be allowed to speak to the board of trustees during the public forum section of the meeting agenda.

Name _____

Group/Organization you represent _____

Topic about which you will speak _____

Phone number _____ Email address _____

Requested meeting date _____

I agree to the above conditions as stated in the Public Comment Policy of Butler Public Library.

Signature of applicant _____

Policy adopted by the Board of Trustees of the Butler Public Library on April 20, 2022

BPL Staff member signature _____ Date/Time application received _____