Colona District Public Library
Public Comment Policy

1. Public comments are permitted during the time designated on the meeting agenda.
2. The Board President may grant a request to address the Board during other portions of the meeting.
3. The Board President will determine the order in which speakers will be recognized.
4. Each person is allowed a maximum of three minutes to speak.
5. Each speaker shall provide his/her name, address and group affiliation (if any). If more than one member from a group wishes to speak, the group must select one representative of the group to present the group's view. In such case, the representative will be allowed to speak for a maximum of 5 minutes.
6. Comments should be brief, to the point, and relevant to the business of the Library Board and delivered in a respectful manner. Personal attacks on Library Board members or staff members will not be tolerated, nor will language that is considered by the Board President to be offensive, harassing, profane or repetitive comments.
7. Members of the public will not be allowed to speak a second time, if at all, until all members of the audience who wish to speak have been allowed to speak.
8. The Board President has the discretion to adjust speaking times or permit additional comments when necessary for the orderly conduct of the meeting.
9. The Board is not permitted to take action on items that are not included on the meeting agenda. Therefore, there will not be any discussion by the board until the next regularly scheduled board meeting.
10. If a member of the public wishes to have a topic placed on a future meeting agenda for the Board to discuss and take possible action, this person must provide at least twenty-four (24) hours written notice to the Director. Notice may be emailed to the Director of the library or delivered to the library.
11. Minutes are a summary of the Board's discussion and action. Written statements submitted by speakers will become part of the library's records but will not be appended to the meeting minutes.

Adopted 5/10/11
Reviewed May 13, 2014
Reviewed August 8, 2017
Revised 08/11/20 – 24 hours' notice added
Revised 8/16/23 SK
Revised 10/13/2026 CM