



POLICY

SUBJECT: Public Comment Policy

APPROVED BY: ACPL Board of Trustees

APPROVAL DATE: 8/22/2024

EFFECTIVE DATE: 8/23/2024

New Policy: X

Revised Policy:

*Date of Previous
Version(s):*

The Board of Trustees of the Allen County Public Library greatly values the voices of our community. To allow for an opportunity for community input, the agenda for the monthly regular meetings will include an item for public comment.

Members of the public who wish to address the Board of Trustees should sign the public comment sign-in sheet with their name and address upon entering the meeting. During the public comment period, the Board President or designee will read off the names listed on the sign in sheet and invite those persons to make their comments. When giving their comments, speakers should state their name and address for the record and speak directly into the microphone. Speakers are limited to one comment each, not to exceed three (3) minutes.

Comments are intended to be statements only from the public, and neither the Board of Trustees nor the ACPL Staff shall respond to public comments. Speakers may not engage the Board of Trustees or the ACPL Staff in a question-and-answer exchange during the public comment period. If a response and/or further discussion concerning the comment is appropriate, the Executive Director or designee will follow up with the speaker by either email or telephone within three business days.

Members of the public watching the live stream of the meeting on YouTube may submit a comment online along with their name and address; those comments will be read during the public comment period by a member of the ACPL staff. Online comments are limited to one comment each, not to exceed three (3) minutes when read aloud.

The Board of Trustees encourages civility in public discourse and requires that speakers refrain from obscenities, undue repetition, extended discussion of irrelevancies, and personal attacks. The Chair of the meeting or other Board designee may take appropriate action to maintain order at a meeting, including stopping the speaker, limiting comments, or removing any person who is willfully disruptive during the meeting.

These rules are intended to foster fair, respectful, and productive meetings. Nothing in these rules may be construed to prohibit a law enforcement officer from immediately removing an attendee from a meeting if: 1) removal of the attendee is necessary to maintain order or ensure the safety of another person; 2) the attendee commits a criminal offense; or 3) the attendee violates these rules governing the conduct of the meeting. Ind. Code § 5-14-1.5-3.3 (effective July 1, 2024).

This policy will be posted or announced as required by Indiana law and is subject to change by approval of the Allen County Public Library Board of Trustees. Any revised or new policy will be posted as required by Indiana law.