



## Naples Library Public Comment Policy

The Naples Public Library Board of Trustees welcomes public comment at board meetings, committee meetings, or any meeting where trustees come together to conduct library business.

The Public Comment Policy ensures that members of the public are allowed to present their views while permitting the Naples Public Library Board of Trustees to conduct meetings in an efficient and effective manner. The Public Comment Policy will apply to regular, special and committee meetings.

- Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board President or presiding officer.
- The Board President or presiding officer determines the order in which speakers will be recognized.
- Each speaker will provide his/her name and group affiliation (if any).
- Each speaker is allowed a maximum of three minutes to address the board, with additional time provided at the discretion of the Board President or presiding officer.
- There will be no more than 15 minutes for public comment for board meetings and special meetings, except with consent of the Board, and 5 minutes for committee meetings.
- All comments shall be made with civility and courtesy. The Board President or presiding officer may prohibit further comment if proper decorum is not displayed.
- The public comment period is not a question and answer or discussion period and the Board is not obligated to respond to comments. Trustees should only ask questions for clarification.

Approved by the Naples Public Library Board of Trustees on September 26, 2017. Amended by the Naples Public Library Board of Trustees on October 19, 2022.