

Public Participation Policy

Scope of Policy

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Public Participation in Library Board Meetings

Effective Date:

Revised 9/16/2024

General Policy/Purpose

There is an opportunity at Library Board meetings for public comment. Public participation is not required in public meetings and shall be limited to public comment portions of the agenda. In other words, the public is principally there to observe the proceedings of the Board, not to participate in the Board meeting.

Provisions

I. Board Meeting Guidelines for Visitors

1. Separate seating is available for visitors to Library Board meetings, usually around the perimeter of the room.
2. The visitor will be recognized and introduced by the President during the public comment period. After recognition by the President, the visitor will state name, address, and group affiliation (if applicable), and speak for a maximum of five minutes.
3. The Board will not take immediate action on or discuss issues raised during the public comment portion of the meeting agenda. However, the Board may ask questions for clarification.
4. If a response or action is needed, it will come after the Board has had time to deliberate the issue at a subsequent meeting or seek additional information. Items brought up in the public comment section may be added to a future agenda for deliberation or discussion.

II. Open And Closed Session Guidelines

1. Library Board meetings are meetings conducted in public. Library Board meetings are open, which means that the public is able to attend.
2. All meetings shall be held in open session unless closed sessions are held as expressly permitted by State law. (Code of Iowa, Sec. 21.3). The public cannot attend closed sessions.
3. A closed session may be held only by affirmative vote of either two-thirds of the body or all of the members present at the meeting and in accordance with chapter 21 of the Code of Iowa. (Code of Iowa, Sec. 21.5).