



## **Period for Public Expression Policy**

**Adopted by the Board May 20, 2025**

### **Purpose**

In accordance with the New York State Open Meetings Law, the Apalachin Library Board of Trustees shall provide an opportunity for public comment at all Board meetings.

### **Policy**

The Board has a responsibility to conduct the business of the Library in an orderly and efficient manner and to establish procedures for public comment at its meetings.

The following are intended to maintain the orderly conduct of meetings and ensure fairness to those who wish to address the Board:

1. The period for public comment shall take place after the Announcements section on the Board Meeting agenda.
2. Only one member of the public may speak at a time, and no person may assign their time to any other person.
3. Speakers will be limited to five (5) minutes per person during the period for public expression, unless extended by the Board President at their discretion.

4. No person may engage in public comment except when recognized by the Board President during the defined period of public expression.
5. During any period of public expression, Board members may ask questions of the speaker; however, Board members need not answer questions from the speaker. If the speaker has a question for the Board, they may be asked to submit the question in writing.
6. Any person who engages in disorderly, threatening, or disparaging conduct when addressing the Board, or who speaks out of turn or otherwise disrupts the Board meeting, shall be deemed out-of-order by the Board President. Depending on the severity of the disorderly conduct, the Board President may decide to issue a warning to the person or end that person's period for public expression. Repeated occurrences of disorderly conduct may be grounds for permanent barring from future Board meetings.
7. Members of the audience shall refrain from applauding, cheering, or making derogatory remarks during, or at the conclusion of, remarks made by any speaker.
8. The Board President has the authority to determine procedural matters regarding public participation not otherwise defined in this policy.
9. Written correspondence, including petitions, to the Board shall be presented to the Board at the next regularly scheduled Board meeting.
10. Members of the public are not permitted to attend Executive Sessions.