

NEWTON COUNTY PUBLIC LIBRARY
CITIZENRY COMMENT POLICY

The Newton County Public Library Board of Trustees shall conduct all meetings in accordance with the Indiana Open Door Law. All regular and special meetings of the Board shall be open to the public for observation and recording as permitted by law.

Although public comment is not required by law, the Board may provide an opportunity for Citizenry Comment during public meetings as indicated on the meeting agenda.

Individuals wishing to address the Board shall state their name and address prior to speaking. Comments shall be limited to matters related to library business or matters within the authority of the Board of Trustees. Individual remarks shall not exceed five (5) minutes unless otherwise modified by the Board President or presiding officer.

Written comments related to library business may be submitted prior to a scheduled meeting and may be shared with Board members for review. Written comments shall not require Board discussion or action unless properly placed on the agenda.

When multiple individuals wish to address the Board on the same topic, the Board President or presiding officer may require the group to designate one (1) spokesperson or may reduce the time allotted to each speaker in order to allow all interested persons an opportunity to be heard and to ensure orderly conduct of the meeting.

Speakers shall maintain proper decorum and refrain from profanity, personal attacks, disruptive conduct, repetitive remarks, or comments that interfere with the orderly transaction of Board business. The Board President or presiding officer may interrupt, limit, or terminate comments that exceed time limits, violate this policy, become disruptive, abusive, or unrelated to library business. Individuals who fail to comply may be asked to leave the meeting.

Citizenry Comment shall not be used to address personnel matters, confidential records, pending litigation, or other subjects protected from public discussion by law.

The Board shall not engage in discussion, debate, or immediate response to comments made during Citizenry Comment and shall not take action on matters raised unless properly included on the agenda in accordance with applicable law. If appropriate, matters raised may be referred for administrative review or placed on a future agenda for consideration.

Members of the public may observe and record meetings in a manner permitted by law, provided such activity does not disrupt the meeting, interfere with attendance, or obstruct the conduct of Board business.

The Board reserves the right to modify the agenda as necessary to accommodate Citizenry Comment and other scheduled business. Public comment may be discontinued when necessary to preserve order, maintain safety, or comply with applicable law.

Approved: 2004

Reviewed: 3/2009, 3/2014, 3/2018, 3/2022, 3/2024

Revised: 3/2016, 3/2020, 4/2026