

Ames Public Library Policy**Section: Administration****Subject: Public Participation****Board****Approved: 12/03****Reviewed: 8/09, 3/15****Revised: 12/06, 10/11****Policy**

The Ames Public Library Board of Trustees encourages individuals to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 30 minutes of public participation will be permitted at the beginning of each meeting. Comments from individuals will not change the scheduled meeting agenda. (Open Meetings Law, *Iowa Code* 21.1-11)

Visitors

All visitors are required to sign in prior to the call to order if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they signed in.

Each speaker is given three (3) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting. The rules may be suspended at the Board President's discretion.

If an individual wishes to share additional comments, she/he may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board of Trustees. Individuals may also choose to put their comments in writing. Comments may be directed to the Library Director. All communication with the Library Director or the Board of Trustees is public information.

Trustees

The Board President recognizes each registered speaker. The Board President introduces each speaker and keeps track of time. The trustees listen and may ask questions.