

## **KNOXVILLE PUBLIC LIBRARY Public Participation Policy**

**PURPOSE:** The Knoxville Public Library Board of Trustees values public input and endeavors to create an atmosphere where board members and members of the public can attend to business efficiently and fairly with full participation.

It is important to note that a Library Board meeting is a meeting conducted in public. Library Board meetings are open, which means that the public is welcome to attend. Public participation is not required in public meetings and shall be limited to the public comment portion of the agenda.

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

- A. Members of the public have the right to attend library board meetings, subject to certain conditions and limitations.
- B. The meeting space will, to the extent possible, be arranged so that all interested persons can observe the meeting and hear all discussions and votes.
- C. All board members, city staff, and members of the public should speak one at a time in a civil and courteous manner to order to be heard by all persons in attendance.

### **PUBLIC PARTICIPATION:**

- 1. The library board will allow up to 15 minutes of each board meeting for public comment.
- 2. Comments and discussion of an agenda item should focus on the item and the policy in question.
- 3. It is the responsibility of the Board President, Board members, Library staff, and members of the public to maintain an atmosphere of respect throughout the meeting.
- 4. The board will not respond at this meeting to questions, requests for information or requests for action. An appropriate response may be made later, after board members have sufficient opportunity to consider and deliberate on the issue.

5. The board will not take immediate action on issues raised during the public comment portion of the meeting agenda. However, the board may ask questions for clarification. If a response or action is needed, it will come after the board has had time to deliberate the issue or seek additional information. Items brought up in the public comment section may be added to a future agenda for deliberation or discussion.
6. Individuals wishing to address the board must have signed in at least five minutes prior to the start of the board meeting. An individual must list their name, home address, group affiliation and topic to be discussed.
7. Each speaker will be allowed a maximum of three (3) minutes to address the board until the allotted time is up.
8. Should the number of speaker requests exceed the allotted time in the meeting, the Board President or chair of the meeting may limit speakers to two (2) minutes to accommodate as many voices as possible.
9. The board president or chair of the meeting will call on those persons one at a time to stand and address the board for no more than the allocated time.
10. Upon recognition by the board president or presiding officer, the individual should state their full name, home address, group affiliation, and the reason for wishing to speak.
11. Requests for time to speak will usually be granted in the order the requests were received. Priority will be given to residents of the library taxing district.
12. Speakers may not yield their time to another individual as to allow someone more than three (3) minutes or the allotted time.
13. It is possible that not all persons requesting time will be allowed to speak. Anyone not allowed to speak will be considered signed in for the next board meeting.
14. Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the board.
15. The presiding officer may terminate a speaker's privilege to speak if, after being called to order, the speaker acts in a manner that is discourteous or disruptive.

Approved by the Board of Trustees

Date: July 18, 2023