

Public Comment Policy

The Peabody Institute Library Board of Library Trustees (“Board”) recognizes that members of the community may wish to address the Board during an open meeting. Requests to speak will be given consideration and responded to according to the procedures established by the Peabody Institute Library.

Procedures:

1. A public comment opportunity shall be made available during the first 15 minutes of each Board meeting.
2. Requests to address the Board during this public comment period shall be made in writing to the Library Director at least twenty-four (24) hours in advance of the meeting.
3. Public comment shall be confined to a subject matter that is within the Library’s jurisdiction and that is relevant to an item on the current agenda or on an agenda in the period of sixty (60) days.
4. The Library Director will schedule the speakers on a first come first served basis.
5. Each member of the public shall be allotted a maximum of 3 minutes to address the Board.
6. A member of the public shall speak only after being recognized by the Chair. When addressing the Board, such a person shall provide a name and address for the record.
7. The Board shall listen to the remarks, but will not answer questions, engage in a discussion, or debate with the speaker.
8. Members of the audience are not permitted to interrupt recognized speakers or the discussion of the Board.
9. The Board may decide to address the matter by voting to add the matter to a future agenda with due notice to the public.

10. Members of the public scheduled to comment under this Policy shall be deemed Out of Order and may have their comment period terminated and/or may be asked to leave by the presiding officer for any of the following:
 - a. Making a true threat of violence or inciting imminent lawless conduct by others, and/or
 - b. Being physically disruptive or physically threatening.

This policy does not limit the Chair of the Board from inviting individuals including, but not limited to, City employees to address the Board in relation to an agenda item.

Members of the public are also reminded that comments may alternatively be submitted in writing to the Library Director for distribution to the Board.

Notwithstanding the above, this policy may be subject to exception at the discretion of the Library Director and/or Board of Library Trustees.

As approved by the Board of Library Trustees the 30th day of March, 2023.