

**Middleton Public Library**  
**PUBLIC COMMENT POLICY**

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**I. Purpose**

- (A) The function of regular meetings of the Middleton Public Library Board is to conduct the business of the Middleton Public Library. The library board encourages public attendance and civic participation at its meetings.
- (B) Library board meetings adhere to Wisconsin State Statutes s. 19.85 (Open Meetings), and support the principle that "the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business". To this end, all meetings of all state and local government bodies must be publicly held in places reasonably accessible to members of the public unless otherwise expressly provided by law.

**II. Specific Guidelines for Public Comments**

- (A) Time will be reserved at the beginning of each Library Board meeting for public comment. Public comment is limited to this period.
- (B) Members of the public who wish to speak are asked to sign up before the meeting begins, identifying themselves and providing their address and group affiliation (if any) to the Board before speaking. Anyone refusing to identify him or herself will be prohibited from speaking.
- (C) As a courtesy, it is appreciated if notice of an intention to speak at a Board meeting is given to the Library Director in advance of the meeting.
- (D) Members of the public are limited to a maximum of five minutes of comments.
- (E) A total of up to thirty minutes will be allotted per meeting for public comment.

- (F) Public comments will be addressed to the entire Library Board, but normally there will not be a response from either Board members or the Library Director. It is at the library board President's discretion to allow any response or discussion of public comments. Responses shall be limited to brief comments or facts in response to questions posed. Substantive discussion shall be avoided except insofar as a brief discussion is necessary to determine whether the issue should be placed on a future meeting agenda with public notice.
- (G) During the public comment session, comments are welcome but additional agenda items will not be accepted.
- (H) Any member of the public wishing to have an item considered for addition to the agenda is asked to contact either the Library Director or the library board President at least one week before the next Library Board meeting.
- (I) If at any time persons appearing before the Board exceed the time limitation set forth in this policy or become inappropriate in language or behavior, it shall be the responsibility of the library board President to declare that person out of order and to refuse him or her permission to continue to address the board.
- (J) Comments made become part of the meeting record.
- (K) There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at the current or a future meeting.
- (L) At the library board President's discretion, additional public comments sessions or speaking time may be allowed.
- (M) If the number of people wishing to speak is large, the Chairman may rule that a separate special library board meeting be scheduled on the issue in question and ask that those wishing to comment do so at that meeting.

### **III. Guidelines for Public Comments at Special Library Board Meetings**

- (A) A sign-in roster will determine the speaking order for people who wish to make public comment. The names will be called in the order in which they appear on the sign-up sheet.
- (B) Speakers shall address members of the board, others waiting to comment, and the public at large, as an audience.

- (C) Each person is allowed to comment only once. Each speaker will have five minutes total to comment. The speaker may be asked to respond to questions from the board.

#### **IV. Guidelines for Public Comments in Writing**

- (A) Written comments will be accepted from anyone who does not have time to speak or anyone who wishes to supplement public remarks. Deadline for submitting written comments may be established. Comments may be submitted in either electronic or paper format. Send comments to: Library Board, c/o Library Director, Middleton Public Library, 7425 Hubbard Avenue, Middleton, WI 53562 or [info@midlibrary.org](mailto:info@midlibrary.org).

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