

**EAST FISHKILL PUBLIC LIBRARY DISTRICT  
PUBLIC PARTICIPATION AT BOARD MEETINGS**

The East Fishkill Public Library Board of Trustees encourages public participation on library-related matters at Board meetings, as outlined in this policy. To allow for public participation, a period not to exceed nine (9) minutes shall be set aside during the first part of each Board meeting for public comment, with priority given to comments on items on the meeting's agenda. This period may be extended by a majority vote of the Board.

Persons wishing to address the Board shall advise the Library Director prior to the scheduled starting time of the meeting. The request shall be made in writing on a form provided by the Library Board of Trustees and shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed. Such person shall sign in upon entering the meeting room. Any group or organization wishing to address the Board must identify a single spokesperson.

Presentation should be as brief as possible. No speaker will be permitted to speak for longer than three minutes. Speakers may comment on any matter related to Library business.

The Board will not permit in public session discussion of specific patrons or employees. Persons wishing to discuss matters involving specific patrons should present their comments and/or concerns to the Library Director during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Library Director for appropriate action.

The President, Vice-President, if presiding, or other designated officer shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of law and regulation, and subject to the Board's parliamentary procedure. The President shall have the right to discontinue any presentation which violates this policy.