

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: BRD-10	Title: PUBLIC PARTICIPATION AT BOARD MEETINGS		
Section: Board	Owner: Board of Trustees	Resolution No: 17-24	
Board Approval Date: 07-17-2017	Staff Reviewed Date: 05-01-2025	Revised Date: 07-17-2017	Effective Date 07-17-2017

Persons wishing to address the Board may do so at any regularly scheduled meeting during the agenda time reserved for “Comments From the Public.” It is the intent of the Board that persons wishing to address comments or ask questions shall be afforded reasonable and fair opportunity to do so subject to the following criteria:

1 Communications may be oral or written. Form BRD-10 must be completed and provided to the presiding officer prior to the meeting being called to order. Each speaker is allowed three (3) minutes to share their views with the Board. However, at the discretion of the presiding officer, a limitation may be made on the number of presentations. The decision of the presiding officer shall be final, with the consent of the Board, on all matters of procedure relative to public participation at meetings.

2 Board members may ask questions of any person appearing before the Board and/or the presiding officer may ask for additional information from persons appearing before the Board. The Board will not take immediate or official action on any subject brought before it, without having time for review or study of the facts or matters presented.

3 Persons addressing the Board shall provide their name and place of residence by completing Form BRD-10 Board of Trustees Meeting Comments which must be delivered to the presiding officer prior to calling the meeting to order. Any groups or organizations for which they will speak in an official capacity should also be identified. Such identification is intended solely for the purpose of maintaining an accurate public record of the proceedings.

4 The presiding officer may limit or restrict public participation at any meeting if such participation in the opinion of the presiding officer becomes disruptive or abusive.

Related Form: [BRD-10.01 Board Meeting Comments](#)