

## **RULES AND REGULATIONS FOR PUBLIC INPUT AT LIBRARY BOARD MEETINGS**

1. Residents may speak during the designated Public Input section of regular board meetings.
2. Each speaker is required to register and indicate an intent to speak in advance of the Public Input section of each meeting.
3. Each person may speak for a maximum of five minutes.
4. Items of business introduced from the floor, including but not limited to intralibrary and personnel issues, will be ruled out of order and not acted upon at the meeting.
5. Verbal attacks on individual board or staff members will not be tolerated.
6. Interruptions, slanderous remarks and name-calling are forbidden.
7. Substitution of speakers will not be permitted.
8. When the Board conducts Special Board Meetings there will be no Public Input section.

These Rules and Regulations are excerpted from Procedures at Meetings. **The Sunshine Laws: a Handbook for School Board Members** (pp. 21-22). Albany: New York State School Board Association, 1991.

*Adopted May 19, 1993 by the Board of Trustees of the Middle Country Public Library*