

Public Comment Policy  
M.N. Spear Memorial Library  
Board of Library Trustees  
Approved July 24, 2023

At the regular Board of Library Trustees, the Chair may invite public comment at the beginning of the meeting. In special circumstances, the Chair may choose to have the public comment at the end.

Public Comment is not a discussion or debate or dialogue between individuals and the Board of Trustees. It is an opportunity for individuals to express their opinions on issues related within the authority of the Library Trustees.

1. At remote meetings, Individuals who wish to speak must use the raise your hand feature.
2. Speakers must wait their turn to be recognized by the Chair.
3. The speaker should state their name for the record and minutes of the Board of Trustees.
4. The speaker must address only the Chair.
5. Each speaker will have one turn to speak.
6. It is the sole discretion of the Chair to determine if a speaker will have an additional turn to speak or if there is time for additional public comment at the end of the meeting.
7. The Board of Trustees does accept public comment via their email address, [librarytrustees@shutesbury.org](mailto:librarytrustees@shutesbury.org).