



Ruby M. Sisson Memorial Library

Upper San Juan Library District

PUBLIC COMMENT POLICY

adopted May 20, 2026

PURPOSE

The Library Board of Trustee meetings are open to the public and the Board encourages public comment in a fair, consistent and informative manner. The purpose of the public comment policy is to define boundaries for comments made to the Board to make it equitable for the public and to not unduly disrupt the Board meeting.

BACKGROUND

The Board recognizes the importance of remaining open to the receipt of public comment on issues of concern to the District. Comments from the public very often prove invaluable as the Board deliberates upon specific matters and general issues which come before it in the course of business. However, in certain circumstances, uncontrolled or ill-timed public comment has the potential to interfere with the conduct of the public's business and can give rise to an unfair or unequal exchange of information. As a result, it is necessary to establish a consistent method for receiving public comment which provides for adequate access by the public and does not give rise to unfair circumstances of public comment.

ORAL COMMENTS:

- The Board will provide approximately fifteen (15) minutes for public comment at or near the beginning of each board meeting.
- Each speaker must be recognized by President as having the exclusive right to be heard.
- Each speaker must identify their name and city of residence.
- Comments are limited to three (3) minutes per speaker.
- Speakers must address the entire Board, not an individual board member.
- Discussion between speaker and audience will not be allowed.
- Speakers will be civil in their language and presentation.
- There shall be a maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one speaker to speak for all.
- Speakers may not give their time to another person, allowing them to exceed the 3 minute time limit.
- The Board has the right to expand public comment period to up to thirty (30) minutes.
- Individuals who request to speak but cannot due to time constraints will be carried to the next regular meeting of the Board of Trustees.

For clarification, any Board member may ask the speaker questions. The time used by a Board member to ask a question or the response to his/her questions, will not be counted against the citizens three minute time allotment.

Public comment is not intended to require the Board to answer any impromptu questions. Actions on items brought up during the Public Comment Period will be at the discretion of the Board of Trustees.

WRITTEN COMMENTS:

- The Board welcomes written comments at any time.
- Response may be in writing or addressed at next scheduled board meeting.