



---

143 Genesee Street ▪ Avon, NY 14414 ▪ (585) 226-8461 ▪ [avonfreelibrary.org](http://avonfreelibrary.org)

## **PUBLIC COMMENT POLICY**

The Avon Free Library Board of Trustees (Board) welcomes public comments at its Board meetings. The purpose of this policy is to encourage members of the public to present their views while allowing the Board to conduct its meetings efficiently and effectively. This policy applies to the board's regular, special, and committee meetings.

Public comments may be made during the public comment period designated in the meeting agenda, unless otherwise provided by the meeting chair.

Those wishing to speak must sign in before the public comment period and will be heard in the order that they signed in.

Both in the sign-in sheet and at the start of their remarks, each speaker must provide their name, address, contact information, and any group affiliation.

The public comment period shall not exceed 30 minutes, unless permitted by the meeting chair.

Each speaker is allowed a maximum of 3 minutes, unless otherwise provided by the meeting chair.

The meeting chair may reduce the 3-minute time limit if more than 10 people signed up to speak.

All comments must be made with civility and courtesy. Dialog between speakers is not permitted. The meeting chair may limit or prohibit further comment if, in their opinion, proper decorum is not displayed.

Public comments can be a valuable source of information for board members. But the public comment period is not a question-and-answer period. Members of the public should not expect responses from the Board during the public comment period.

Public comments and questions may also be submitted to the Board in writing, for consideration at their next meeting.

Approved by the Board of Trustees (pending: May 22, 2023)