

Dorothy Hull Library – Windsor Township

Public Comment Policy

Purpose

The purpose of this policy is to provide a transparent process for members of the public to address the Dorothy Hull Library – Windsor Township Board of Trustees in accordance with the laws of the State of Michigan, including the Open Meetings Act (Michigan Compiled Laws §15.261 et seq.).

At meetings governed by the Open Meetings Act, the Board of Trustees offers an opportunity for members of the public to address the Board on matters related to library business. The library Board of Trustees recognizes the value of public input, and this policy aims to ensure meaningful engagement with the community while also permitting the Board to conduct their meeting in an efficient and effective manner.

- Public comments are permitted during the time designated on the meeting agenda.
 - The first public comment period, occurring after roll call, is open to comments on agenda items only.
 - The second public comment period, occurring before adjournment, is open to comments on anything discussed during the meeting.
- The Board President or presiding officer will determine the order in which speakers will be recognized. The presiding officer shall enforce time limits equally upon all speakers, maintain order, and take appropriate measures to ensure compliance with this policy.
- When recognized by the presiding officer, a person may speak for a maximum of three minutes. Speakers must share their name and, if applicable, the name of the group they represent.
- Personal attacks on Board members or library staff and profane, harassing language will not be tolerated.
- All public comments must be addressed to the Board of Trustees as a whole, not individual Trustees or staff. It is not the practice of the Board to respond directly to questions during the public comment portion of the meeting. The Board shall not be compelled to act on any presented items.
- No materials may be distributed by members of the public during public comment. Any materials that a member of the public wants to be distributed to the Board may submit them to the Library Director.
- A list of those who speak during public comments portion of the meeting agenda will be included in the minutes.

Version	Adopted	Amended	Update Information
1	09-18-25		