

**Public Comment Policy
Oakes Public Library**

- **When:** Public comment will be allowed after the meeting is called to order.
- **Time Limits:**
 - Total comment time: maximum of 45 minutes (for both periods combined).
 - Each speaker: up to 3 minutes.
 - Time cannot be transferred to another speaker.
 - The Chair may allow extra time.
 - If more than 15 people sign up, time will be divided proportionally within the 45-minute limit.
- **Sign-Up:**
 - Speakers are encouraged to sign up before the public comment period begins.
 - Sign-up must include: name, legal address, and the agenda item (if any).
 - Speakers should say whether they want their remarks included in the minutes.
- **Email Comments:**
 - Must be sent to oakesndpubliclibrary@gmail.com during the meeting.
 - Must include: name, legal address, and agenda item (if any).
 - Limited to 500 words.
 - Indicate if you want remarks included in the minutes.
 - Emails with missing name, legal address, or over 500 words will not be considered.
- **Content Guidelines**
 - Public comments should pertain to issues relevant to the library and not be directed at individual board members.
 - Comments must not include language that is defamatory or abusive.
 - The Board retains the right to maintain order, including stopping comments that are disruptive or not related to library business.