

**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](mailto: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.