

## **Public Comment Policy**

The Goffstown Public Library Board of Trustees (the Board) recognizes the right of the public to participate in its government. In order to provide an opportunity for input and comments on library-related issues, the Library Board of Trustees has established the following procedure.

### **Public Input and Conduct at Goffstown Public Library Board of Trustees Meetings**

1. In order for the Board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public comment will be permitted at the beginning of each meeting. This may be extended at the Chair's discretion.
2. Persons wishing to speak shall sign in on the roster provided, including name and address, with priority given to Goffstown residents, followed by non-resident cardholders, with all others at the discretion of the chair, prior to the commencement of the meeting. Speakers will be recognized by the chair and given up to 3 minutes to speak.
3. Each person shall, prior to speaking, state their name, indicate whether they are a resident, state their address, and address their remarks to the Board. Public comment is a time for members of the public to speak; it is not a question-and-answer session. Speakers may provide a copy of their comments for inclusion in the meeting minutes.
4. Speakers shall observe the commonly accepted rules of courtesy and decorum and not disturb, disrupt, or otherwise prevent the orderly conduct of the meeting. The Chair or designee reserves the right to terminate the public participation time at their discretion.
5. If no members of the public have signed in to speak by the time the meeting is called to order, the regular portion of the Board meeting will begin. Public comment may be reopened at the discretion of the Chair or designee.

Approved by the Library Board of Trustees 3/6/2024.

Revised and approved by the Library Board of Trustees May 7, 2025.