



**Wood Library Association
134 N Main St
Canandaigua, NY 14424**

Public Comment Policy

ADOPTED by Wood Library Board of Trustees 07/26/2021

The Wood Library Board of Trustees welcomes public comment at Board meetings. Public comments and questions can be submitted to Library trustees at any time throughout the year, via mail or email using the form on the Library's website: woodlibrary.org/contact.

The Public Comment Policy ensures that members of the public are allowed to present their views while permitting the Wood Library Board of Trustees to conduct meetings in an efficient and effective manner. The Public Comment Policy will apply to regular, special, and annual meetings of the Board of Trustees.

- Public comments are permitted during the time designated on the Library Board agenda, unless otherwise directed by the Board President or presiding officer.
- The Board President or presiding officer determines the order in which speakers will be recognized.
- Each speaker will provide his/her name and group affiliation (if any).
- Each speaker is allowed a maximum of three minutes to address the Board, with additional time provided at the discretion of the Board President or presiding officer.
- All comments shall be made with civility and courtesy. The Board President or presiding officer may prohibit further comment if proper decorum is not displayed.
- The Public Comment period is not a question and answer period, and the Board is not obligated to respond to comments.
