



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

Public Comment Policy

ADOPTED by Wood Library Board of Trustees 07/26/2021; AMENDED 05/22/2023

The Wood Library Board of Trustees welcomes public comment at Board meetings. 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 for a period not to exceed 15 minutes, unless otherwise directed by the Board President or presiding officer.
- To avoid repetitive comments and to allow for a variety of perspectives, individuals who are members of a group that wishes to convey a particular message during a public comment period are asked to designate a representative to convey the message on behalf of the group.
- 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.

- Comments shall relate to legitimate Wood Library business.
- The Public Comment period is not a question and answer period, and the Board is not obligated to respond to comments.
- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, and thus, public comments and written materials submitted by the public may not be reflected in the minutes.
