Public Participation Policy

The Sioux Center Public Library Board of Trustees conducts its meetings in public and welcomes the attendance of community members. It is important to note that while meetings are conducted in public, it is not a public meeting. In other words, community members and/or media representatives who attend act as observers who may only actively participate during the designated time for public comment.

The agenda includes time at each meeting for public comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 30 minutes of public participation will be permitted. Community members wishing to speak to the board must abide by the following rules of participation.

- Each speaker will verbally state or sign in with their name, address, and phone number.
- Each speaker will be allowed a maximum of three (3) minutes to address the board until the allotted time is up.
- All board members, city staff, and members of the public should speak one at a time in a civil, courteous and respectful manner in order to be heard by all persons in attendance. Persons not following this policy or behaving in a manner not respectful such as clapping or hollering, may be asked to leave by the individual chairing the meeting.
- Comments and discussion of an agenda item should focus on the item and the policy in question. Duplicate information that has already been presented should not be presented.
- The board will not respond at this meeting to questions, requests for information or requests for action. An appropriate response may be made later, after board members have sufficient opportunity to consider and deliberate on the issue. This is in keeping with the notice requirements pursuant to the Chapter 21.5 of The Code of Iowa.
- Individuals wishing to address the board must have signed in at least five minutes prior to the start of the board meeting. An individual must list their name, home address, and topic to be discussed.
- The presiding officer may terminate a speaker's privilege to speak if, after being

called to order, the speaker acts in a manner that is discourteous or disruptive.

- If the person speaking has handouts, they must give them to the Board President before the meeting.

Should the number of speaker requests exceed the allotted time in the meeting, the presiding officer may limit speakers to two (2) minutes to accommodate as many speakers as possible. The board president or chair of the meeting will call on those persons one at a time to stand and address the board for no more than the allocated time.

Speakers may not yield their time to another individual as to allow someone more than three (3) minutes or the allotted time.

It is possible that not all speakers requesting time will be allowed to speak. Anyone not allowed to speak will be given priority for the next Board meeting.

If a community member wishes to share additional comments, or did not have the opportunity to speak due to time constraints, they may put their comments in writing. All communication with the Board of Trustees and Library Director is public information.

Community members will not be allowed to comment during other portions of the meeting unless comments are specifically requested by the Board. Comments from community members will not change the scheduled meeting agenda.

All comments shall be addressed to the Board of Trustees as a body and not to any Trustee or staff member specifically. All comments must be relevant to the operation of the library. The Sioux Center Public Library Board of Trustees will not allow or entertain public comment or discussion of personnel matters or other matters subject to the Iowa Public Employees Relation Act. The presiding officer shall rule on the relevance of public comments.

Adopted: 10/14/2025; Amended and reapproved: 10/13/2026