

## **SPEAKERS BEFORE THE BOARD POLICY**

Falmouth Public Library Board of Trustees

To promote orderly public meetings and insure the efficient administration of business before the board, the following policy will apply. The Board of Trustees conducts meetings according to Robert's Rules of Order and in compliance with the Massachusetts Open Meeting Law.

1. The chair shall call the meeting to order and introduce all board members present to the public in attendance and identify the voting members if there are alternate or associate members present.
2. The board shall conduct its business in the order in which items appear on the agenda unless the board, by majority vote of members present, votes to consider matters on the agenda in a different order or add new items to the agenda.
3. Only speakers recognized by the chair shall be permitted to speak. All persons wishing to speak shall be recognized by the chair in the order determined by the chair.
4. There shall be no time limit on recognized speakers unless 1) the chair announces the limit at the beginning of the hearing and 2) the limit applies equally to all speakers. No speaker may yield to another speaker without permission of the chair.
5. Speakers shall focus remarks on the agenda item and remain "on topic." There shall be no discrimination based upon the speaker's viewpoint. The chair may terminate extraneous and irrelevant remarks after warning the speaker to focus remarks on the subject matter.
6. Members of the public audience shall remain silent until recognized as a speaker by the chair.
7. Personal remarks about any member of the board, any person having business before the board or any other identified individual are not appropriate conduct. The chair may terminate a speaker who violates this policy after warning the speaker to refrain from personal remarks.
8. Any person who interrupts the meeting or refuses to keep quiet or otherwise disrupts the proceedings of the board shall be admonished by the chair to comply with this policy. If the interruption or disruption continues, the chair may ask the offender to leave the meeting room, and if the offender refuses, the chair may summons a police officer or constable for the purpose of removal.
9. The minutes of the meeting shall reflect any admonishment or warning given to a speaker and any other action taken with respect to enforcement of this policy.
10. Members of the board shall conduct themselves respectfully to other board members, speakers and members of the public in attendance.

*Approved by Board of Trustees: July 2010, July 2016*

*The Falmouth Public Library Board of Trustees reserves the right to alter, amend, or terminate this policy.*