

REMOTE MEETING PUBLIC COMMENT POLICY

BE IT RESOLVED that the Englewood Library Board of Trustees, in accordance with Local Finance Notice 2020-21 and N.J.A.C 5:39-1 et seq., hereby adopts the following procedure governing the public comment process during a remote meeting, which process shall supplement the Englewood Public Library By-Laws:

1. The Englewood Public Library shall hold remote public meetings via an electronic communication platform, such as Zoom, that includes a telephonic-only attendance option. Meeting access information shall be advertised on the Library's website public meeting calendar, viewable from the home page at <http://englewoodlibrary.org/>.
2. The public shall be muted during the meeting, except as outlined below during the Public Forum portion(s) of the meeting, in order to limit disruptions and background noise.
3. Public comments may be submitted by 3:00 P.M. on the date of the meeting either through written letter or email to reference@englewood.bccls.org. All written comments shall be read during the Public Forum portion of the meeting and shall be subject to the same time limitations for public speaking as outlined in the By-laws. Duplicative comments shall be noted for the record and summarized.
4. Public comments may be made during the Public Forum portion(s) of the meeting as follows:
 - a) Once the Library Board has opened the floor to the public, the Library Director or designee, as meeting host, shall advise the public attending by video to either utilize the 'raise hand' feature of the software program or physically wave their hand to indicate a desire to be heard. The meeting host shall choose a speaker by unmuting them and advising they have the privilege of the floor.
 - b) The speaker shall state his/her name and address for the record. All comments shall be addressed to the Library Board of Trustees. Speakers are urged to be concise, and speak clearly. This is a public comment period so questions, unless the answer is simple and straightforward, will be referred to the Library Director for follow-up over the course of the next few days. Speakers should be prepared to provide contact information in that case.
 - c) If a member of the public becomes disruptive during a Public Forum, the meeting host shall mute the disruptive person and warn that continued disruption may result in their being prevented from speaking or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

d) A member of the public who continues to act in a disruptive manner after receive an initial warning may be muted while other members of the public are allowed to proceed with their public comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to speak. Should that person remain disruptive, the individual may be muted or removed from the remote public meeting.