

Public Comment Policy

Abbott Library, Sunapee, NH

The Abbott Library Board of Trustees recognizes the value of public participation in the governance of the library and encourages residents to attend Board meetings. The purpose of public comment is to provide members of the public with an opportunity to offer input regarding library-related matters in an orderly, respectful, and efficient manner.

Public comment is an important element of open and transparent governance. The Board welcomes input from community members and seeks to balance this opportunity with the need to conduct its business efficiently and respectfully.

1. A period for public comment shall be included on the agenda for regular meetings of the Board of Trustees. The Chair shall determine the placement of this item on the agenda.
2. Each member of the public wishing to speak must be recognized by the Chair prior to doing so.
3. Individual comments shall be limited to three (3) minutes, unless the Chair grants additional time.
4. Each individual may address the Board once per meeting during the Public Comment period.
5. Speakers are encouraged to identify themselves by stating their full name and address for the record.
6. Speakers may address the Board from the audience or table, as directed by the Chair.
7. All comments shall be directed to the Board as a whole, not to individual Trustees, staff members, or other attendees.
8. Speakers shall maintain decorum and respect at all times. Personal attacks, abusive language, or disruptive behavior will not be permitted.
9. Speakers shall speak for themselves and not on behalf of others who are not present, unless specific permission is granted by the Chair. Generalized accusations or innuendoes will not be allowed.
10. The Chair reserves the right to rule a speaker out of order and terminate remarks if a speaker fails to remain courteous, exceeds the allotted time, or otherwise disrupts the orderly conduct of the meeting.
11. The Board may choose to acknowledge, defer, or refer matters raised during public comment to a

future agenda for consideration. The Board and Chair may elect not to engage in problem-solving, dialogue, or debate during the Public Comment period.

12. Public comments are limited to topics outlined on the agenda for the meeting unless the Chair gives permission for topics not included in the agenda.

13. Written comments may be submitted to the Library Director or Trustees at any time. Such correspondence will be distributed to all Trustees and entered into the public record, as appropriate.

This policy is established in accordance with RSA 91-A (New Hampshire Right-to-Know Law)

Approved by the Abbott Library Board of Trustees November 18, 2025