

Tips for Maintaining a Safe, Welcoming and Orderly Public Meeting

BEFORE THE MEETING STARTS

Welcome everyone! It is nice to have so many members of the public joining us this evening. My name is _____ and I will be the presiding officer for tonight's Library Board meeting. I would like to review three basic requirements so that we may have a safe, welcoming and orderly meeting for everyone.

First, we must be mindful of the capacity limit of this room and maintain clear pathways to the exits at all times in case of an emergency. Members of the Library Board will be seated at the Board Room table. Up to 10 members of the public may stand or sit along the wall with the windows. We must accommodate everyone who wishes to attend the meeting and will move to a larger room if necessary. If no rooms are available I will ask the Board to vote to reschedule this meeting to a date and time when a larger room is available.

Second, as a public entity we conduct our meetings in compliance with the Michigan Open Meetings Act. Members of the public do not have to identify themselves unless they wish to speak. To speak, place a completed Request for Public Participation form in the tray on the counter before the public comment portion of the meeting ends. Public comment comes near the beginning of the meeting so please complete forms promptly. Speaking

order priority will be given to residents of the library's legal service area which includes Clinton Township and Macomb Township except those in the Mount Clemens School District. Each person will have 2 minutes to speak when called upon. At that time state your name, complete address and group affiliation if applicable. Complaints about one or more specific staff members shall be submitted in writing only and not made as a public comment. It is acceptable to take photos, record and broadcast the meeting as long as you are not disruptive.

Third, we expect everyone to behave in a civilized and considerate manner in compliance with the library's Code of Conduct. The Library Board is made up of residents who care deeply about this community and the library's reputation as a trusted institution that serves it. We want to be respectful of everyone who wishes to speak. That said, if anyone breaches the peace or is disorderly, such as speaking out of turn, exceeding the 2-minute time limit, speaking off topic, making complaints against a specific staff member, using profanity, or making distracting noises including booing and applauding, you will be given one warning before being asked to leave. By law, the library is a limited public forum which is different from a public square or traditional public forum. You are welcome to display protest signs and hand out literature but those activities must be done outside, 50 feet or more from the front entrance of the library, which is marked by signs.

Thank you for your attention and compliance.

PUBLIC COMMENT

At this time, we would like to welcome members of the public who have completed a Request for Public Participation form to speak. As a reminder:

- Please wait to be called upon.
- State your name, address and organization's affiliation if applicable.
- Limit your comments to 2 minutes; I will give you a 15-second warning signal before your time is up.
- If you have a complaint about a specific staff member, it must be done in writing.
- All attendees, please refrain from booing, applauding or speaking so as not to disrupt the meeting or order in any way.
- Board members, please do not engage in a dialogue with members of the public; this is their time to share their comments.

Thank you for your cooperation.

I would like to call on [name of member of public] to speak....

HELPFUL PHRASES

- “Thank you for your comments. Your 2 minutes are up.”
- “Excuse me. You are not following the requirements to attend this meeting. Please stop [behavior] so I do not have to ask you to leave.”

- “Excuse me. You are continuing to [behavior] in violation of our meeting requirements and have been warned. I must ask you to leave immediately.”
- “If you do not leave right now I will call the Clinton Township Police/Macomb County Sheriff to have you removed. You will also be banned from the library for 90 days. Please leave.”
- Police – 9+911 | Non-emergency: Clinton Township 9+586-469-5502, Macomb Township 9+586-469-5151
“Hello, this is [your name]. I am calling from the Clinton-Macomb Public Library. We need an officer’s assistance to remove a member of the public who has been asked to leave but refuses to do so.”