Public Comment Policy

Leach Public Library

The Leach Public Library Board welcomes public input during its meeting. This policy ensures that all individuals have a fair opportunity to be heard, while maintaining an orderly and efficient meeting. The policy is informed by the City of Wahpeton's Public Comment Policy and the North Dakota Century Code 44-04-20.1

The public comment period will be the first non-procedural agenda item at all regular board meetings. The following will apply to the public comment period:

- Those wishing to provide spoken or written comments, must sign up to do so before the official start of the meeting, and must provide their full name, address, and an indication of the topic to be discussed. Addresses will not be included in meeting minutes.
    - For a group or organization wishing to comment, a single representative of the group must be appointed
    - Speakers will be disqualified for missing information or late registration
- Each speaker is limited to 3 minutes. The total time for the comment period is limited to 30 minutes, regardless of the number of waiting speakers
    - A speaker may not yield their allotted time to another speaker
- Comments must:
    - Be about the library or directly related to library issues
    - Be made only during the designated period
- Comments will not be allowed if:
    - They are defamatory, abusive, harassing or unlawful
    - Include information that is confidential or exempt under North Dakota Open Meeting Laws
    - An alternative procedure to bring the information to the Board exists
- For individuals who are unable or unwilling to speak in person, written comments may be submitted prior to the meeting. If comments are received 24 hours prior to the meeting will be distributed to the Board before the meeting. For comments received with less than 24 hours before the meeting, will be distributed at the meeting
- Any public comments made during the public comment period will added to the meeting minutes, as required by North Dakota Open Meeting Laws. Board minutes will

reflect the names and comments of any speakers during this period. Supplementary materials will be included in the library's files, not in the meeting minutes.

- Any comments are intended as informational only. No actions will be taken at the meeting, except for possible referral to staff.

Approved 9/24/2026