

**EDISON PUBLIC LIBRARY  
POLICY MANUAL  
SECTION I – GENERAL**

C. Rules of Conduct for Board of Trustees Meetings

*Preamble:* All meetings require a balancing of free speech with the need to conduct an efficient and effective meeting. (Township of Edison Code 2-2.12 et. Seq.)

- 1) Public comment shall be limited to three (3) minutes per person, and monitored with a timer.
- 2) The agenda of every Board meeting will provide an opportunity for public comment, under these rules. Members of the public *are* permitted to speak once they are recognized by the Library Board President. Name *and* address must be provided for the minutes at public comment periods designated by the Board
- 3) Members of the Board, staff, and public are expected to demonstrate courtesy to all meeting speakers.
- 4) All Library Board of Trustee members have the right to express their opinion and shall not be interrupted by the public or other Board members when speaking on a particular topic.
- 5) Any person who disrupts a meeting by making personal attacks on individual Library Board members, the entire Library Board, or the Library Staff shall be asked to cease that behavior immediately by the Board President. If such improper conduct continues, the person may be removed from the room.
- 6) The Library Board may go into Closed Session to discuss any of the following issues: personnel; contracts, including collective bargaining; any matter considered to be confidential by federal or state law; any matter involving the purchase, lease or acquisition of real property; any matter which may involve an unwarranted invasion of individual privacy. Any decision made in Closed Session will be voted on immediately after returning to Regular Session. Minutes of Closed Sessions will be approved as soon as the matter discussed is no longer confidential.

- 7) The Board strives to create an atmosphere of cooperation and partnership.  
The Board will practice respect and considerate listening even during  
vigorous debate.

*Adopted 1999?*

*Amended 4/13/2021*