

**Beloit Public Library
Administrative Procedures**

Materials Reconsideration Procedures for a Public Hearing

- a. Length of time should be established for the entire hearing with a definite beginning and ending time. (2 hours max)
- b. Make time and place very clear. Announce the hearing well in advance and publicize to ensure good attendance.
- c. Accept written testimony until 4:00 p.m. two business days prior to the public hearing in lieu of verbal testimony at the hearing itself.
- d. Provide a news release that indicates when the open hearing is being held and that the public is invited. The Collection Development Policy and Materials Reconsideration Policy are also supplied.

The Hearing

- a. Give attendees a copy of the Collection Development and Reconsideration of Materials policies.
- b. Sign in people wishing to speak including their name, address, position (support or oppose).
- c. Begin hearing on time.
- d. Board President should preside and call the meeting to order.
- e. Review procedures to be followed for the meeting and the process that came before this hearing regarding the complaint.
- f. Announce that the board will issue its decision at its next regularly scheduled meeting; this meeting is simply to hear all sides of the issue.
- g. Rules for speakers:
 - i. Speakers speak in the order they signed in and are limited to 3 minutes (timekeeper in place).
 - ii. The designated spokesperson for a group of citizens may receive up to 10 minutes.
 - iii. No one can speak twice unless everyone who has registered to speak has been heard once and time still remains.
 - iv. Presentations shall not deal in personalities or personal attacks.
 - v. Presentations are not to be designed for the purposes of engaging others in a debate in this forum.
- h. Remain calm and maintain respect for all.
- i. Listen carefully and courteously to everyone.