UNION LIBRARY
OF HATBOROUGH
FOUNDED 1755

Public Comments at Regular ULCH Board Meetings

Union Library Company of Hatborough Policy and Procedure
Policy Number: P-109
Effective Date: March 18, 2026
Review Date: March 17, 2026

Scope

This policy provides the procedures to be followed with respect to presentation of public comments at regular ULCH Board Meetings.

Purpose

There are two Public Comments sessions specified in the agenda for each Board Meeting. The purpose of this policy is to outline the expected process and clarify in advance possible procedural questions.

Policy

The Board of the Union Library Company of Hatborough (ULCH) meets at the Library on the third Tuesday of each month at 6:30 PM. Members of the public wishing to address the Board must be current residents of Hatboro.

Procedure

The following procedures are intended to accommodate input from the community in a reasonable and orderly fashion.

- Each speaker shall sign-in with name and address on the provided form.
- Audience comments are presented during the Public Comments portions of the agenda.
- The Board President may grant or deny a request to address the Board during other portions of the agenda.
- At the beginning of each Public Comments session, the Board President will ask if anyone present wishes to address the Board and determine the order in which speakers will be recognized.

- The recognized speaker will rise and provide name, address, and any group affiliation. Comments will be addressed to the Board and not to other members of the audience. Such statements should be as brief and pertinent as possible.
- The Board President will exercise the right and discretion to control any discussion by determining both the length of time and the number of times a speaker may speak.
- Each person will be allowed a maximum of three (3) minutes to speak unless the Board President grants an exception.
- The Board President will determine whether second public comments will be permitted. Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been given such opportunity.
- The Board President will be responsible for determining the appropriate amount of time for each public comments session before closing the session.
- The Board President shall exercise discretion in determining when and how to respond to public comments. An immediate response, discussion or debate shall not be required.
- Because minutes are a summary record of the Board's discussions and actions, speaker requests to append written statements or correspondence to the minutes are not favored.

Reviewed by ULCH Policies & Procedures Committee: 03/03/2026
Revisions adopted by ULCH Chater Board: 03/17/2026