

Pentwater Township Library

Library Board Meeting Code of Conduct Policy

Purpose

- To ensure that Library Board meetings remain a safe, respectful, and productive space for public discussion and governance.

Public Participation

- Members of the public are welcome to attend and participate in Library Board meetings in accordance with the agenda and any public comment period.
- Comments should be addressed to the Board as a whole and pertain to matters relevant to the library.

Code of Conduct

All attendees must adhere to the following standards:

- Maintain respectful and civil discourse.
- Refrain from personal attacks, threats, shouting, or abusive language.
- Do not disrupt the meeting with outbursts, signs, or gestures intended to intimidate or provoke.
- Follow the direction of the Board Chair or Presiding Officer at all times.

Role of the Board Chair

- The Board Chair or Presiding Officer is responsible for maintaining order.
- The Chair or Presiding Officer may issue warnings or call a recess to address inappropriate behavior.
- If necessary, the Chair or Presiding Officer may direct that a disruptive individual be removed from the meeting, with or without a warning.

Removal and Law Enforcement

- Individuals who engage in volatile, aggressive, or threatening behavior may be asked to leave by the Board Chair or Presiding Officer.
- If an individual refuses to comply, law enforcement may be contacted to remove the person and ensure the safety of those present.

Recording and Documentation

- Disruptions will be noted in the official meeting minutes.

- In cases of serious disturbance, an incident report may be filed, and repeat offenders may be subject to further action (e.g., trespass notice from library premises).

Appeals and Complaints

- Patrons may appeal any decision in writing to the Library Board within 14 calendar days of the decision. The Library Board will respond to the appeal in writing within 7 calendar days of the next regularly scheduled Library Board meeting. The decision of the Library Board is final.

Legal Reference

- This policy is consistent with applicable Michigan Open Meeting Laws and local regulations regarding public meetings and safety.

First Reading: June 17, 2025

Second Reading: September 9, 2025

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