

## **Procedures and Requirements for public participation in remote public meetings**

**Effective:** December 8, 2020

**Policy Statement** – The Camden County Library Commission shall conduct remote public meetings to conduct public business during a declared emergency if such emergency reasonably prevents them from safely conducting public business at a physical location with members of the public present. Members of the public may participate by making comments during the public portion of such remote meetings.

### **Procedure:**

In compliance with NJAC 5:39-1, the Camden County Library System's procedures and requirements regarding public comments at remote public meetings are as follows:

Public comments may be made by audio and video or chat during public meetings held remotely. Such comments may be made during the designated public portion of the meeting using Zoom's chat feature, and in chat using the Q and A feature. All members of the public who wish to speak will be unmuted by a designated member of the Library staff, who will monitor and queue incoming questions. Chat questions will also be monitored and read aloud in a manner that is audible to all Commissioner and members of the public. All members of the public who wish to make public comments must identify themselves by name and place of residence or affiliation before the comment is made.

Written comments may be submitted within 48 hours in advance of a remote meeting by emailing a designated Library staff member. The specific email address that questions should be submitted to will be provided in the meeting notice.

Conduct during the public portion of the meeting will be addressed via the Library's Customer Behavior Policy CUS-2, which can be accessed on the Library's website. In addition,

1. The Commission shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology that is used
2. If a member of the public becomes disruptive during a remote public meeting, including the public portion, the Library Commission may direct the Library staff to mute or continue muting the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during that remote meeting or being removed from that remote meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption, use of profanity or behaviors outlined in the Library's Customer Behavior Policy.
3. A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
4. Continued and repetitive behavior in violation of the above procedures or the Library's Customer Behavior Policy may be addressed with further sanctions by the Library Director in accordance with that policy.