

BOARD MEETINGS PUBLIC COMMENT

The Public Comment component of the board meeting is established for members of the public who physically attend Board meetings. Public Comment is not available to individuals who wish to address the Board by remote means, including telephone, video conferencing or other electronic means. Members of the public who do not attend Board meetings in person are welcome to submit comments to the Library by other means, including mail or e-mail. All written correspondence needs to be dated and signed.

TO BE PUT ON THE AGENDA

Persons who desire to make comments at the board meeting must request to be put on the agenda. Contact must be made a week before the scheduled board meeting. (Board meetings occur on the second Thursday of each month) The Director must receive notification, by email, letter or phone by the person requesting to be on the agenda, intended topic must be included. The Director will acknowledge the notification by mail that the public comment/concern has been received with the date and time of the next board meeting.

LIMIT ON PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the Board President.

PUBLIC COMMENT

At regular meetings the Board shall allot no more than 10 minutes to hear persons who desire to make comments (in spoken or written form) to the Board. When multiple speakers indicate a desire to speak on the same issue, the presiding officer shall relate the Board's desire that the speakers designate one person to speak for the group.

OPENING STATEMENT (for members of the public who physically attend the board meeting)

The following statement shall be read by the presiding officer at the beginning of the public comment portion of the meeting.

We are now at the scheduled time on our agenda for public comment. The Board wishes to hear your thoughts and concerns.

All registered speakers should have received a copy of the policy regarding public comment including procedures for your presentation.

Although the Board may ask clarifying questions, please be reminded that the Board may not be able to resolve the issue this evening.

Tonight, if we have individuals signed up to speak, each person will have ten minutes for his or her public presentation.

PUBLIC COMMENT PROCEDURES

Public, who wishes to address the Board, shall:

1. Be acknowledged by the Board President before publicly speaking or before correspondence is read;
2. State his or her first and last name and the intended topic/written correspondence should be signed, dated;
3. Address the Board only on matters relating to the District
4. Be limited to speaking for no more than ten minutes/written correspondence must also follow the time constraint;
5. Have allotted time reduced if the Board President deems it necessary.
6. Not use profane or vulgar language during his or her presentation;
7. Refrain from making personal attacks against any person;
8. Address the Board President and refrain from directing questions to individual Board members, the Director, Library staff, or members of the audience.

The Board President shall have the authority to suspend the speaker's time if he or she does not comply with the listed procedures.

BOARD'S RESPONSE

Within 48 hours after board discussion of the issue presented a response will be mailed to the individual regarding the information or concern presented during public comment.

DISRUPTION

The Board shall not tolerate disruption of the meeting by members of the audience.

Adopted by Library Board of Trustees on September 10, 2015.