



REQUEST TO ADDRESS THE LIBRARY BOARD

Name: _____

Date: _____

Address: _____

City and Zip Code: _____

Telephone: _____

Email: _____

Briefly describe the issue to be addressed:

Has there been any contact with the library administration or board on the issue prior to the board meeting?

Please do not expect the board to respond at this meeting to your questions or requests. The board will note your concerns or questions and respond in a manner and at a time that is appropriate and after the board has had time to deliberate.

Members of the Board are always pleased to hear from constituents outside the meeting, but our agenda is usually full and does not allow for a continuous open forum.



The individuals appearing before the Board are expected to follow these guidelines:

1. The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.
2. Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
3. Identify oneself by full name and address, and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
4. The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.
5. No more than 20 minutes shall be allowed to each subject under discussion, except with unanimous consent of the Board.
6. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.
7. There is an absolute prohibition on personal attacks on Board members or others, comments considered profane, frivolous, harassing, and are repetitive or are not appropriate for comment.
8. If more than one member of the public from a particular group has requested to speak, the group must select one representative of the group to present the group's view. In such a case the groups' representative will be allowed (5 minutes) to speak.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

Thank you for your participation and for helping us to conduct an open and orderly meeting.