

W G Rhea Public Library Citizen Input and Conduct at Board Meetings Policy

It is important to note that a board meeting is a meeting conducted in public but is not a public meeting or debate.

Public Comment

While not required by the organization's bylaws, state law, or the city code, oral presentations may be allowed at the board's discretion. Any input shall be heard during the public comment section on the agenda as established by the Board Chairperson. This is an opportunity to address items not on the agenda. The following procedures will be followed:

1. Only one issue can be addressed per meeting.
2. The below form must be completed and returned to the Library at least 7 days prior to the meeting date at which you wish to speak.
3. After recognition by the chair, the citizen guest will state their name, address, and group affiliation (if appropriate).
4. They may speak for a maximum of 5 minutes.
5. The Library Board Chair will terminate a presentation when it is too lengthy, personally directed, abusive or obscene.

The board will listen to the commentary and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for response from the board, it will come at a later time when the board has had time to deliberate the issue or to seek more information.

Name _____

Address _____

Telephone _____ Email _____

Subject Matter _____

Organization Represented (if any) _____

Signature _____ Date _____

