



# Public Comment Policy

Time shall be available to all individuals wishing to address the Library Board of Trustees at their monthly meeting in person or through electronic means by which all present at the meeting may hear each other.

## Pre-meeting Procedure

Speakers should sign the public comment sheet prior to the start of the meeting. Persons needing special accommodation or unable to arrive prior to the start of the meeting or who intend to address the Board electronically must contact the Executive Assistant to the CEO at least 30 minutes before the meeting at 580-4484 and request their name be entered on the Sign-In Sheet. At the discretion of the Board Chair, persons unable to sign-in prior to the start of the meeting, may be allowed to sign in for the purpose of public comment.

## Public Comment Session

Once recognized by the Chair, speakers are to proceed as follows:

- All comments will be directed to the Chair.
- Unless otherwise provided by the Chair, speakers will be allowed 5 minutes to address the Board.
- Members of a group will identify a spokesperson who, unless otherwise provided by the Chair, will be allowed 5 minutes to address the Board as the primary representative. Unless otherwise provided by the Chair, other members of the group wishing to speak will be allowed 3-minutes to address the Board.
- Speakers will be notified when one-minute remains in their allotted time.
- When all listed speakers have been heard, the Chair will declare public comment closed and resume the meeting agenda. Speakers are not to expect the Board to comment or to take any action once your comments have been heard.
- During the remainder of the Board meeting, comments will not be accepted from the audience.

Approved: March 19, 1998

Revised and Approved by the Topeka and Shawnee County Library Board of Trustees, February 20, 2020; and May 18, 2023.

Questions about this policy? We encourage your feedback in person, by telephone at 785.580.4400 or at <http://www.tscpl.org>