

## **Emporia Public Library**

### **Public Comment Policy**

**Approved by the Library Board March 11, 2021**

The Public Comment Policy ensures that members of the public are allowed to present their views while permitting the Emporia Public Library Board to conduct meetings in an efficient and effective manner. The Public Comment Policy will apply to regular and special board meetings.

- Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board Chair or presiding officer.
- The Board Chair or presiding officer determines the order in which speakers will be recognized.
- Each speaker will provide his/her name and group affiliation (if any).
- Each speaker is allowed a maximum of three minutes to address the board, with additional time provided at the discretion of the Board Chair presiding officer.
- Public comments must pertain to an item on the agenda or to an issue that is relevant to the Board's work. The Board Chair retains the right to stop any speaker who raises issues that are not on the agenda or are not germane to the duties of the library.
- All comments shall be made with civility and courtesy. The Board Chair or presiding officer may prohibit further comment if proper decorum is not observed.
- The public comment period is not a question and answer period and the Board is not obligated to respond to comments.

## Public Comment Policy Card Template

Opportunity to Address the Board of Trustees of the Emporia Public Library

Name:

Address:

Telephone:

City/State/Zipcode:

I represent:

General topic or concern:

I have read, understand and will abide by the Public Comment Policy governing my participation at this meeting.

Signature:

Date: