

## MORRISTOWN-HAMBLEN LIBRARY

Patron Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Date submitted: \_\_\_\_\_

### ***Request to Appear Before the Library Board***

The deadline to submit a completed form is noon Monday before the Library Board meeting the next day, Tuesday. The Library Board meets on the fourth Tuesday of the month at noon.

Approval by the Library Board Chairman \_\_\_\_\_

### ***Public Comment – Non-Agenda Items***

Topic \_\_\_\_\_

## Public Comment Guidelines for Library Board of Trustees

*\*These guidelines should be made available to the audience prior to the meeting.\**

1. Everyone attending the meeting will refrain from private conversations while the Library Board of Trustees (hereinafter referred to as "the Library Board") is in session and cell phones shall be set to silent.
2. Citizens and visitors attending the Library Board meetings are expected to act respectfully. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the Library Board or while attending the meeting shall be removed from the room as so directed by the Library Board Chairman. The person shall be barred from further audience before the Library Board during that meeting. If the Library Board Chairman fails to act, any member of the Library Board may move to require enforcement of the rules, and the affirmative vote of a majority of the Library Board shall require the presiding officer to act.
3. The Library Board Chairman shall not allow disruptive comments and remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations. The person guilty of such conduct may be removed from the room. In case the Library Board Chairman shall fail to act, any member of the Library Board may move to require enforcement of the rules and the affirmative vote of the majority of the Library Board shall require the presiding officer to act.
4. No placards, banners, or signs will be permitted in the Library Board meeting room or in any other room in which the Library Board is meeting. Exhibits, displays, and visual aids used in connection with presentations, however, are permitted.
5. Cameras, video equipment, and other recording devices shall be restricted to a designated area in the rear of the meeting room. This designation will ensure that any recording devices and their operators will not interfere with the conduct of the meeting or hamper the ability of the audience to observe and participate in the meeting. This rule applies to the business and public comment times of the meeting and not the time devoted to Recognition/Presentation/Proclamations. This rule does apply to Library Board meetings and Library Board committee meetings. The Library Board Chairman shall require that such equipment be operated within these guidelines or have the equipment removed from the meeting room.

***Members of the audience may speak during this section of the agenda subject to the following guidelines:***

- A person wishing to address the Library Board regarding items on the agenda may do so during the "***Public Comment Regarding Agenda Items Only***" section of the agenda.
- A person wishing to address the Library Board regarding items ***NOT*** on the agenda may do so during the "***Public Comment – Non-Agenda Items***" section of the agenda.
- A person wishing to address the Library Board must first be recognized by the Library Board Chairman.
- The speaker must provide his/her name and address for the minutes.
- Speakers at a Library Board meeting must address their comments to the Library Board Chairman rather than to individual members of the Library Board or staff.
- Each speaker will be allowed a maximum of three (3) minutes to address the Library Board. A majority vote of the Library Board will be required to extend the time limit. The Library Board may impose more restrictive time limits if a large number of persons desire to speak. If a large number of speakers are present to address an issue, the Library Board may set a limit on the total time allowed for all speakers or ask that a Spokesperson be named to speak on behalf of the group.
- To appear before the Library Board, a "***Request to Appear Before the Library Board***" form must be completed. Forms are available at the Morristown-Hamblen Library circulation desk. The deadline to submit a completed form is noon Monday before the Library Board meeting the next day, Tuesday. The request will be reviewed for approval by the Library Board Chairman. Anyone satisfactorily completing the form will receive three (3) minutes to address the Library Board during the appropriate designated public comment section. Some issues may not be appropriate for public discussion (e.g. pending legal matter or those covered by Privacy Acts).
- The Library Board will not discuss or consider any item addressed during the "***Public Comment – Non-Agenda Items***" section. Issues raised may be referred to staff for response at a later date or may be scheduled for discussion by the Library Board at a later time.
- The Morristown-Hamblen Board of Trustees meets the fourth (4<sup>th</sup>) Tuesday of each month. The meeting agenda will be posted on the Library web site and posted on the bulletin board of the main floor of the library by noon on Friday before the meeting on the following Tuesday.

**Adopted by Morristown-Hamblen Library Board of Trustees 11/26/2019 - Effective January 1, 2020.**