

PUBLIC COMMENT AND RECORDING POLICY

Any person is permitted to speak or record during meetings of the Board of Trustees and its subsidiary bodies pursuant to the rules established and recorded by the Board of Trustees in this policy. The agenda for each regular or special meeting will include a "Public Comment" section during open session. Any person is also permitted to address their comments directly to the Library's Executive Director, or the staff member in charge, outside of any meeting. Written comments may be left in the suggestion box in "Customer Relations Department" or on a form found on the library's homepage (www.gailborden.info). Additionally, email addresses for each board trustee are posted on the library website.

In order to maintain decorum and promote the efficient conduct of meetings, the following rules for public comment, and audio or video recordings, at meetings of the Board of Trustees and its subsidiary bodies are as follows:

1. Members of the public wishing to speak or record during a meeting are required to complete and submit a new "Request to Speak" or a "Request to Record" form to the Recording Secretary prior to the beginning of the meeting at which the member of the public wishes to speak or record. These forms are available at the Recording Secretary's table.
2. Public comments shall be made by individuals physically present, and public comment by use of any telecommunications device will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. These individuals or those who require disability-related accommodations should contact the Library's Executive Director or Deputy Director in advance, to allow the Library an opportunity to arrange reasonable accommodations.
3. Members of the Board of Trustees and its subsidiary bodies may, but are not required to, engage in written or verbal dialogue with a speaker during public comment.
4. Impertinent, slanderous, profane or other remarks which disrupt, disturb, or otherwise impede the orderly conduct of the meeting are not permitted. The presiding officer may expel an individual(s) from the remainder of the Library Board meeting for such continued conduct.
5. Comments will be limited to a single three- minute time period, per individual, per meeting. The Public Comment section of the Library Board meeting will be limited to 30 minutes per meeting.
6. Recording must not obstruct the view of attendees or otherwise interfere with the meeting. If the presiding officer determines the recording is interfering with the meeting, the presiding officer may ask a person to suspend their recording.
7. At any time the presiding officer determines any person is not following these rules or other library policies, the presiding officer is authorized to direct the person to be orderly or leave the meeting. If the person does not observe this warning, the presiding officer may order any law enforcement officer to remove the person from the meeting room.

Passed by the Library Board of Trustees 10/11/2016