



“Public Comment” will be placed on the Agenda in two locations: 1) after Roll Call for public comment on items listed for discussion on the Agenda and 2) after Announcements and before Adjournment for each Library District's Board of Trustees' Meeting. The public comment period at Library District Board Meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment.

Anyone wishing to speak during the meeting must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter's name, legal address, and the agenda item that is being commented on. Commenters should state if they want their remarks included in the minutes of the meeting. If there is no agenda item listed, the person will be called on at the end of the meeting.

Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the Chair has the authority to grant additional time to a speaker. Anyone wishing to comment via email during the meeting must send an email to [BoardComments@TheLibraryDistrict.org](mailto:BoardComments@TheLibraryDistrict.org). The email must include the commenter's name, legal address, and the agenda item that is being commented on.

Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting.

Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

Any comments which do not identify an agenda item will be read at the end of the meeting.

When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.