

Mid-Mississippi Regional Library System Policy and Procedure for PUBLIC COMMENTS at Board Meetings



1. Unless otherwise provided herein, the MMRLS Board and its five County Library Boards of Trustees will provide for a time for public comments at each of its regular meetings. The agenda for each regular meeting will include a public comments item. Persons wishing to speak at the board meeting must sign-up prior to the start of the meeting on the attached sheet in order to be recognized by the Board Chairman or person conducting the meeting during the comments session.

A. The period for public comments will be announced by the Board Chairman or person conducting the meeting immediately following the acceptance of the meeting agenda.

B. The Board Chairman or person conducting the meeting has the authority to end the comments period.

2. Persons wishing to comment must be in attendance at the meeting and shall:

- A. Sign-up on the attached Public Comments meeting sheet (attached template) prior to the start of the board meeting.
- B. Speak only when recognized by the Board Chairman or person conducting the meeting. You will be recognized in the order signed-in.
- C. Speak only on the topic item that they have signed in to address to the Library Board.
- D. Rise and state their name prior to any remarks on their topic item.

- **Direct all comments to the Board Chairman** or person conducting the meeting.
- **Display proper decorum and conduct at all times.**

a. There is an **absolute prohibition on personal attacks on Board members or others**, comments considered profane, frivolous, harassing, and repetitive or are not appropriate for comment.

b. The **Board Chairman** or person conducting the meeting **has the right to exclude such comments at his/her discretion, prohibit further comment for any speaker who violates the rules, and, if necessary, call for the removal of any person for misconduct or refusal to obey reasonable orders** from the meeting.

E. **If speaking on behalf of a group, provide documentation for approval by the Board Chairman or person conducting the meeting that their presented views are those of the organization.** A resolution or official minutes from the organization are acceptable forms of documentation.

F. **Speak only once per agenda item and limit comments to (2) minutes.**

G. **Those individuals requiring more time for discussion with the board should submit a written request to the Executive Director of the Mid-Mississippi Regional Library System ten (10) days prior to the scheduled Board of Trustees meeting.**