

## **Public Comment at Board Meetings**

*Approved May 2019, Updated March 2024*

Meetings of the Board of Trustees of the Liberty Lake Municipal Library are open to the public. All topics for discussion for a particular meeting must be on the agenda.

Any member of the audience may address the board during public comment period. Guidelines for those who wish to address the board are as follows:

- 1) A sign-up register will be available at the entrance to the meeting room for persons wishing to address the Board. Persons will be allowed to address the Board in the order in which their names appear on the register. For those persons in the audience who do not wish to address the board, it is not necessary to sign the register.
- 2) Questions must be directed to the President of the Board.
- 3) An individual addressing the Board, upon being recognized by the President, will state whether he or she is a City resident.
- 4) There will be a three-minute time limit per individual, unless otherwise ruled by the Chair.
- 5) Any person or persons judged by the Board and/or Chair of the Board to be causing undue disruption or who do not follow the guidelines established by the Board will be asked to leave the premises. Refusal to leave the premises may result in removal by local authorities.

The Board will not be expected to act upon a request at the meeting at which it is made. Any specific request for Board action must be concise and submitted in writing for inclusion on a subsequent agenda at least ten (10) days prior to the meeting.