



## Public Comment

The KCLS Board of Trustees encourages participation in its meetings and has adopted guidelines to facilitate the fair and orderly expression of public comments. All speakers are asked to be courteous, listen to others and focus on the highest good of the order for the entire library community, both present and future.

### A. General Guidelines

1. The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings. *All comments are taken under advisement.*
2. Persons wishing to address the Board must sign in with their full name, address, topic to be addressed and whether they are speaking as an individual or representative of a group.
3. Each speaker is allowed up to three (3) minutes if testifying as an individual or up to five (5) minutes if representing a group.
4. Among individuals speaking on the same topic, comments will be heard in the order of sign-in. Individuals wishing to address items that do not appear on the agenda will be given the opportunity to speak if there is time remaining during the public comment period.
6. If the number of individuals wishing to speak cannot be accommodated during the thirty (30) minute public comment period, the President may, at his or her discretion, limit the number of individuals speaking on the same topic, reduce the time allocated to each speaker, or both, so that as many individuals as possible have an opportunity to speak and to ensure that the Board has an opportunity to hear comments pertaining to multiple topics.
7. The President may:
  - a. Call a speaker to order if their statement is too lengthy or is abusive, obscene or otherwise inappropriate.
  - b. Request that a speaker leave the meeting if they refuse to come to order.
  - c. Request that an individual leave the meeting if they do not observe reasonable decorum.
  - d. Request the assistance of Library security or law enforcement in the removal of a disorderly person who refuses a request to leave.
  - e. Recess or adjourn the meeting if a lack of public decorum rises to a level that interferes with the orderly conduct of the meeting.
8. In lieu of oral testimony, an individual may submit written comments or questions for the record.

### B. Public Forums

On a quarterly basis, the Board holds an extended public comment period in which Administration and staff are asked to respond to comments and concerns on library-related issues. *The Board takes public comments and staff responses under advisement.*

### C. Special Needs Requests

The Library will attempt to accommodate special needs requests when made at least forty-eight (48) hours prior to a meeting:

1. Requests for an interpreter for hearing-impaired or non-English speaking persons.
2. Requests for technology (e.g., computer and projector.)

To submit a request, please call the Assistant to the Director at 425.369.3233.