

## **Alexandria-Monroe Public Library Public Comments Policy**

Alexandria- Monroe Public Library Board meetings are held in compliance with Open Door Law. As such, Trustees of the AMPL Board welcome individuals to attend regularly scheduled meetings. While the Trustees value and welcome public comment, they are not required to allow public to speak during meetings.

Individuals who wish to speak during the board meeting must complete the form below and submit it to the Library Director or a library board member before the meeting is called to order.

Individuals may be afforded an opportunity to speak under the "Public Comments" section of the agenda.

The maximum time allocated during the meeting for Public Comments will be fifteen (15) minutes; the maximum time allocated per speaker will be three (3) minutes.

In the event of more than five (5) speaker requests, the Library Board President will divide the fifteen(15) minutes allocated for Public Comments by the number of individuals who have formally requested to speak to determine the maximum amount of time allocated to each person.

The library board will not respond to questions, requests for information or calls for action during the board meeting at which they were raised. Comments will be noted and responded to at a later time after Trustees have had sufficient time to consider and deliberate the issue or concern.

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### **Alexandria-Monroe Public Library Public Comments Request Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Do you reside within the taxing district of the Alexandria-Monroe Public Library? \_\_\_\_\_

Subject of Comment: \_\_\_\_\_

Date of Board Meeting: \_\_\_\_\_

Adopted August 16, 2012

Revised 01/2020