



Board of Trustees

Public Comment Request Form

Regular Library Board of Trustees meetings take place on the fourth Tuesday of the month at 6 p.m. unless otherwise designated.

Individuals or groups may address any item on the agenda, introduce a new item or provide comments before the Board of Trustees. Interruptions to the meeting, exceeding time limitations, or abusive language or behavior will not be tolerated.

All public comment requests must be submitted three business days prior to the next Board of Trustees scheduled meeting. For a complete list of meeting dates and times visit christiancountylibrary.org/library/trustees.

Once completed, return this form to any Community Branch location or email the form to executivedirector@christiancountylibrary.org.

Meeting Date _____

Name _____

Group Represented (If applicable) _____

Address _____

Telephone _____

Email _____

Discussion/Comment Topic _____

Public Comment Policy

Agendas for meetings for Christian County Library's Board of Trustees are posted in the Library's branches and on their website at least 24 hours in advance. A portion of the beginning of each meeting is set aside for public comment. Individuals or groups wishing to address Christian County Library's Board of Trustees are asked to complete a Public Comment Request Form and submit it at least 3 business days prior to the scheduled meeting.

After recognition by the Presiding Officer of the Library Board of Trustees, the presenter must state their name and group affiliation (if appropriate). Anyone refusing to identify themselves will be prohibited from addressing the Board of Trustees. Individual and group names are recorded for the Library Board of Trustees meeting minutes.

Individuals or groups may speak one time per issue or item for a maximum of 3 minutes. If at any time individuals or groups appearing before the Library Board of Trustees interrupt the meeting, exceed the time limitations, or become abusive in language or behavior, the individual or group will be asked to cease to address the Board. Anyone continuing abusive language or behavior will be asked to leave the meeting.

Individuals or groups wishing to address the Board of Trustees will be heard in the order in which requests are received unless the Chair rules otherwise.

Updated June 2021