



WASATCH COUNTY LIBRARY

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GUIDELINES FOR PUBLIC COMMENTS DURING THE LIBRARY BOARD MEETING

The Library Board invites community members to share their opinions about topics that concern them, and the Board wants everyone to feel comfortable when speaking or listening to speakers. If you wish to provide comments during the Library Board meeting, please fill out the *Public Comment Form* and hand it to a library staff member. Individuals who wish to speak will be called to the podium during the *Public Comment* section of the meeting. To guide the process and maintain an environment where everyone feels comfortable participating, please observe the following rules:

- The entry on the meeting's agenda should be after the *Approval of Minutes*.
- This portion of the meeting is designed for members of the community to speak and the Library Board to listen.
- The Library Board does not engage in conversations with speakers during public comments.
- The Library Board will respond to comments before the next regular Board meeting.
- Please observe the three-minute time limit, so everyone has a chance to speak.
- The Library Board expects speakers to be civil to those with opposing views and not to slander or otherwise vilify others.
- The Library Board expects everyone in the room to be respectful of speakers and not jeer at or cheer for them.
- The Library Board does not allow disruptive demonstrations for or against an issue, including the use of placards or pictures.
- If you have written remarks, a document, or other items you want the Library Board to review, please give them to the Library Director, and they will be distributed for you.

PUBLIC COMMENTS TO THE LIBRARY BOARD

Name _____ Phone _____

Address _____ City _____ ZIP _____

Email Address _____

I wish to speak on this topic _____

I do not wish to speak (Please leave written remarks on back of card)

How did you learn about this meeting? _____

All information submitted during public comment becomes part of the public record, including information on this card.