

PROCEDURE FOR SPEAKING AT THE MENTOR PUBLIC LIBRARY BOARD OF TRUSTEES MEETINGS (2306.00)

The Board of Trustees of the Mentor Public Library welcomes you to this meeting. We conduct our meetings in strict compliance with the State of Ohio's "Open Meetings Law." The law allows for board meetings to be open for public observance. Since we value the ideas and insights of our community residents, it is the policy of this board to allow time at each meeting for a public presentation on both agenda items and items of public interest to residents of our library district, individuals with a business in the district, or elected/appointed public officials whose jurisdiction includes the Library district.

If you wish to speak to this Board during the meeting, please complete the form on the back of this page. Then hand it to either a board member or the Director before the meeting. Only persons who have completed the form will be allowed time to speak. Individuals may not register others to speak during public participation nor cede their allotted speaking time to another individual. When the board reaches that portion of the agenda, you will be called upon by the board president.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted only as indicated on the agenda and at the discretion of the presiding officer.
- B. Any resident having a legitimate interest in the actions of the board may participate during the public portion of a meeting after being recognized by the presiding officer.
- C. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name and city of residence.
- D. Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the presiding officer. Any questions must be addressed to the presiding officer. No person may address or question other board members, administrators, or other audience members.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard. At the discretion of the presiding officer, the number of speakers may be limited to three (3) in favor and three (3) in opposition of the given agenda item.
- F. The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting including, but not limited to:
 - a. Interrupt, warn, or terminate a participant's session if comments are made that are obscene and/or constitute a threat.
 - b. Request any individual to stop speaking and/or leave the meeting when that person is disruptive to the conduct and/or orderly progress of the meeting.

Speakers may offer such objective criticism of library operations and programs as concern them. But in public session, the board will not hear complaints about library personnel nor against any person connected with the library system. Other channels provide for board consideration and disposition of legitimate complaints involving individual employees of the library.

At other times board members may wish to ask for information from persons in the audience. Please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from the community outside the meeting. Our meeting agenda usually does not allow for a continuous public debate.

Audio or video recordings are permitted. The person operating the recorder must agree to the placement of the equipment and to abide by the following conditions:

- No obstructions are created between the Board and the audience.
- No interviews are conducted in the meeting room while the Board is in session.
- No commentary, adjustment of equipment, or positioning of operations is made that would distract either the Board or members of the audience while the Board is in session.
- No disruption of the meeting.

Thank you for helping to conduct an open and orderly meeting.

REQUEST TO SPEAK BEFORE THE BOARD:

Please complete this form and hand it to either a board member or the Library Director.

Name: _____ Date of Request: _____

Address: _____ State: _____ Zip: _____

Phone: _____

Group / Organization you represent, if any: _____

Subject of your request: _____

Agenda Item Public Presentation

Additional: _____