

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

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.

If you wish to speak to this Board during the meeting, please complete the form at the bottom 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. 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. Anyone 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 President of the Board. Any questions must be addressed to the presiding officer.
- 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.
- 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.

Speakers may offer such objective criticisms 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.

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: _____ OH ZIP: _____

PHONE: _____

GROUP / ORGANIZATION YOU REPRESENT, IF ANY: _____

SUBJECT OF YOUR REQUEST: _____

Agenda Item Public Presentation

FOLLOW-UP: _____