

## Fayetteville-Lincoln County Public Library Public Comment Policy

*In accordance with Tennessee Code Annotated, Title 8, Chapter 44, Part 1, the Fayetteville-Lincoln County Public Library Board of Directors and committee meetings will have an allotted period for public comment.*

### **Public Comment Policy**

1. Any person wishing to address the FLCPL Board of Directors shall so indicate by completing a registration form by 2:00 pm on the day of the meeting. Members of the public may access the registration form at the circulation desk during the library's business hours. Public comments are only permitted on agenda items.
2. The public comment period may last no longer than a twenty (20) minute duration per FLCPL Board Meeting.
3. Persons addressing the library board shall have no more than two (2) minutes. Questions from the FLCPL Board of Directors shall not detract from the speaker's time allotment. If persons wish to address multiple agenda items, they must do so in their two (2) minute time allotment.
4. In the event that a speaker does not require the full allotted two (2) minutes, speakers shall not be allowed to give all or a portion of their time to another speaker.
5. Speakers shall be courteous and shall conduct themselves in a manner befitting the dignity and nature of the meeting. The Public Comments portion of the Library Board meeting is not a forum for debate but is simply an opportunity for interested persons to speak on any matter or issue relating to the Library Board meeting.
6. The Chair shall have the authority to terminate the time allotted to any speaker who does not speak on the agenda item(s) signed up for.
7. The Chair shall have the authority to have any person removed from the Library Board meeting if such person refuses to leave the table or is disorderly or unruly.
8. The Chair shall have the authority to terminate a presentation when it is too lengthy, personally, directed, abusive, or obscene.

### **Public Comment Procedure**

1. On the meeting date, the registered speaker will sign their name and their intended agenda item on a sign-up sheet which shall be located near the entrance of the meeting room. The sign-up sheet shall be collected prior to the start of the meeting and delivered to the Board Chair.

2. The FLCPL Board Chair shall arrange the order of the persons wishing to speak in any way he or she deems appropriate and/or advisable.
3. At the beginning of the Public Comments portion of the FLCPL Board of Directors meeting, the Chair shall read aloud the names of the persons wishing to address the Library Board in the order in which they will be permitted to speak.
4. The Chair shall then call the first speaker who shall come to the table where the Library Board is seated.
5. The speaker shall state his or her name, address, and group affiliation (if any) for the record and then address the Library Board. The Chair shall advise the speaker of his or her time allotment and shall call the next speaker.
6. The FLCPL Board of Directors will listen to the commentary and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for response from the Library Board, it will come at a later time when the Library Board has had adequate time to deliberate the issue or to seek more information.

**Public Comment Registration Form**

**Name:** \_\_\_\_\_ **FLCPL Board Meeting Date:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Subject Matter/Agenda item:** \_\_\_\_\_

**Organization Represented (if any):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_