



Public Comment Policy for Board of Trustees Meetings

All regular meetings of the Webster Groves Public Library (WGPL) Board shall be open to the public in accordance with Missouri Open Meetings and Records law, Chapter 610, RSMo.

Members of the public are welcome to address comments to the Board as set forth below:

1. Public comment is allowed at regular meetings of the Board of Trustees unless otherwise noted on the agenda.

- a) A "Public Comments" section will be included on the agenda. This is the time set aside for public comments is an opportunity for members of the public to speak.
- b) All comments must be relevant to the operation of WGPL.
- c) The Board may schedule a special meeting designated for community input if a large number of requests to address the Board are received.

2. In order to provide an opportunity for all patrons to make statements to the Board, patrons shall sign in on forms provided by the Board and include their name, address, telephone number, e-mail address, group affiliation (as applicable), and description of the subject matter that they will address on the card. Patrons are also encouraged to provide the Board either with a copy of their statement or a short, written description of the topic they will address.

3. Each person may speak up to three (3) minutes.

- a) The goal of this public comment time is not to exclude voices but to ensure an orderly meeting that respects the time of our volunteer Board members.
- b) If there are multiple public comments, speakers will make their comments in the order that their forms are submitted.
- c) The Board President, or designated member, will start the timer when the speaker begins and the speaker should conclude their remarks in the allotted amount of time.
- d) The total time devoted to public comment at each regular board meeting shall not exceed 30 minutes.
- e) At the discretion of the Board President or presiding officer, and if time allows, a speaker may be granted additional time to finish a presentation. If a large number of people are present to comment on the same topic, the Board President or presiding officer may ask or require them to select a spokesperson for the group. In addition, the Board may adjust the total time for comment and/or may reduce the time allotted for each speaker.

f) Each speaker may only speak once per meeting and may not yield or credit their time to another speaker.

4. Speakers are asked to be courteous in their presentation. Persons displaying disruptive behavior will be asked to leave or be removed from the meeting.

5. The Board of Trustees does not generally respond to public comments during the course of the meeting. The public comments portion of the meeting is intended as an opportunity for the public to make the Board members aware of public concerns and issues and is not intended to be the forum for the Board to conduct a dialogue or debate with the public.

6. These rules may be suspended by motion and majority vote of the Board.