

## Rules of Meeting Procedure - Speaking at Library Commission Meetings

Boulder Library Commission meetings are generally held the first Wednesday of the month at various libraries. Members of the public are welcome to attend any public meeting of the Library Commission. You can speak to the Commission to express your opinions about library issues that either are on the agenda that evening, or matters of general importance to the library. To help accommodate everyone, please follow these procedural rules:

1. Public Comment is held at the beginning of Commission meetings and provides an opportunity for speakers to address any library issue. Sign up with the Commission Secretary the night of the meeting approximately 15 minutes before the start of the meeting. There is no online sign up for public comment.
2. Each individual speaker will be given three (3) minutes to address the Commission. At each meeting there may be a total of sixty (60) minutes maximum of public comment. You may speak once per meeting. One of the Commissioners will be the timekeeper. Please be respectful of others in keeping to the time allotted. If the allotted time is exceeded, the Chair will request that the speaker conclude his, her, or their comments.
3. The Chair may lengthen or shorten the total time allotted as appropriate.
4. Community members may pool time as a group, allowing one person to address the Commission. All persons must be present at sign up and when the speaker is called. The oral presentation will be allowed the following time allotments:
  - o 2 or more people = 5 minutes
5. When called by the Commission chair, introduce yourself by stating your name and address. If officially representing an interest group, homeowners' association, etc., state that for the record as well.
6. Please limit your comments to Commission-related issues. Be clear, concise, and constructive. Be sure to state what you would like to see done (constructive problem resolution).
7. Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Refrain from reading long documents and summarize comments wherever possible.
8. Speakers shall not ask questions directly to individuals at the meeting nor expect questions to be answered directly. Please be aware that the Library Commission reserves the right to withhold comment during the meeting, but your input is nevertheless valued and helps inform the guidance that the Commission gives to staff in the performance of their duties over time.
9. Commission receives the bulk of its communications electronically but, if you have prepared a written statement, you may give six (6) copies to the Commission Secretary when it is your turn to speak. The Commission Secretary will distribute your written statements as you speak.
10. To follow up on the matter you brought forth, a summary of your comments will appear in the written minutes recorded from the meeting. You may also follow up at a subsequent meeting by participating in public comment or by contacting the Library Commission Chair or department staff directly.