

Rules of Meeting Procedure – Speaking at Boulder Public Library District Board of Trustee Meetings

Boulder Public Library District Board of Trustee meetings are generally held the third Tuesday of the month at various libraries. Members of the public are welcome to attend any public meeting of the Library Board of Trustees. Members of the public can speak to the Board to express 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 strive to follow these procedural rules:

1. Public Comment is held at the beginning of Board meetings and is intended to provide an opportunity for the public to address any library issue. A sign up sheet is available on the night of the meeting approximately 15 minutes before the start of the meeting, and speakers are encouraged to sign up in advance.
2. Each individual speaker will be given up to three (3) minutes to address the Board. At each meeting there may be a total of sixty (60) minutes maximum of public comment. Speakers may speak once per meeting. If the allotted time is exceeded, the Board President will request that the speaker conclude his, her, or their comments.
3. The Board President 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 Board. Two or more people may pool time up to six minutes. All persons must be present at sign up and when the speaker is called.
5. When called by the Board President, speakers are asked introduce themselves by stating their name and address. If representing an interest group, state that for the record as well.
6. We ask speakers to limit comments to library-related issues. Be clear, concise, and constructive.
7. Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Speakers should refrain from reading long documents and summarize comments whenever possible.
8. Speakers shall not ask questions directly to individuals at the meeting nor expect questions to be answered directly. The Board reserves the right to withhold comment during the meeting, but input is valued and helps inform the guidance that the Board gives to staff in the performance of their duties over time.
9. The Board receives communications electronically but eight (8) copies may be given to the Board at the meeting. Written materials may be submitted to the Board in advance of a meeting through the [Board of Trustees contact form](https://boulderlibrary.org/about/board/contact/) (<https://boulderlibrary.org/about/board/contact/>)
10. Comments received will appear in the written minutes recorded from the meeting.

Approved on September 5, 2023 by the Boulder Public Library District Board of Trustees