



Public Participation at Board Meetings

Adopted 09/14/2022 (Replaces "Requests for Inclusion on the Agenda" Policy, 7-18)

The Jefferson County Library District Board of Trustees provides several avenues and opportunities for public participation at its regularly scheduled meetings. These include:

- Written comments, delivered to the District at least one week before a scheduled meeting;
- Emailed comments, delivered to the Board of Trustees email account at least 24 hours in advance of the scheduled meeting; and,
- In person, during a time designated on the agenda for Public Comment.

Guidelines for Public Comment

The Board of Trustees seeks to maintain a positive, productive atmosphere at Board meetings. The Jefferson County Rural Library District's [Library Standards of Behavior](#) apply to everyone in the District's physical and virtual meeting spaces. Commenters are expected to be considerate of others, respect the rights and privacy of others, and not engage in loud, disruptive, or harassing speech.

The Public Comment period is normally at the beginning of the regular agenda and is limited to thirty (30) minutes unless otherwise ruled by the Chair. A sign-in form will be available in the Board meeting room for anyone who wishes to address the Board in person during the designated Public Comment period. Only those persons who wish to address the Board are required to sign in; members of the public who attend a Board meeting but do not wish to speak are not required to sign in.

Public questions and comments must be directed to the Board Chair. Individuals may speak for a maximum of three (3) minutes. Time will be kept for each speaker.

The Board is not expected to act upon a request at the meeting at which it is made. Generally, the Board will listen to public comments and take any suggestions or concerns under advisement.

Written comments and emails received as Public Comments will be retained as public records and the names will be recorded in the minutes as having provided comments. Emails to the Board that contain links to external sources (such as articles, websites, photos, or videos) or are a forward of others' remarks will not be accepted as Public Comments.