



Public Comment at Board Meetings Policy

The public is invited to attend all meetings of the Festus Public Library Board of Trustees except those designated as an executive (closed) session.

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

- Public comment is allowed at regular meetings of the Board of Trustees unless otherwise noted on the agenda.
- A “Public Comments” section will be included on the agenda and is an opportunity for the members of the public to speak.
- All comments must be relevant to the operation of the Festus Public Library.
- The Board may schedule a special listening session(s) designated for community input if a large number of requests to address the Board are received.
- Each person desiring to be heard shall complete the sign in sheet at the meeting. The form shall include the speaker’s name, home address, telephone number, and subject matter of their comment. The Board President may use the sign-in sheet to manage the public comment time at the meeting.
- Priority of comments is given to:
 1. Residents of the City of Festus who are active Festus Public Library cardholders;
 2. Residents of the City of Festus;
 3. All other Festus Public Library active cardholders;
 4. All other individuals wishing to address the Board.

- At no time will the Board hear personnel comments during the public comments portion of a business meeting because personnel matters are generally confidential.
- Each person may speak for up to three (3) minutes.
- The goal of this public comment time is not to exclude voices but to ensure an orderly meeting that respects the time of the volunteer Board members.
- The Board President will start the timer when the speaker begins, and the speaker should conclude their remarks in the allotted amount of time.
- The total time devoted to public comment shall not exceed 30 minutes.
- Each speaker may only speak once per meeting and may not yield or credit their time to another speaker.
- Speakers are asked to be courteous in their presentation. Persons displaying disruptive behavior will be asked to leave or be removed from the meeting.
- 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 but is not intended for the Board to conduct a dialogue or debate with the public.

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

Approved by the Festus Public Library Board of Trustees on 09/12/2024