

## Public Comment Procedures and Guidelines for Meetings of the Washington County Free Library Board of Trustees

### Introduction

Members of the public are encouraged to submit comments and/or feedback to the Washington County Free Library (WCFL) Board of Trustees to share their views on issues pertaining to matters under its authority and the administration of the Washington County Free Library or the Western Maryland Regional Library. Comments or feedback may be shared either in-person at a Board of Trustees meeting or by written comment.

All speakers shall conduct themselves in a non-disruptive manner. Although members of the Board of Trustees do not respond to public comments during the meeting, they do listen and may take follow up action within the scope of the Board's authority and jurisdiction.

### Guidelines for Public Comment

The information outlined below provides details on public comment procedures. Members of the public can also submit their comments in writing to [sbaker@washcolibrary.org](mailto:sbaker@washcolibrary.org) for distribution to all Board members.

- Members of the public who wish to provide public comment during a WCFL Board of Trustees meeting must register with the meeting coordinator by calling 301-241-9377 or by emailing your request to [sbaker@washcolibrary.org](mailto:sbaker@washcolibrary.org). When registering, please indicate whether you would like to provide your comments in-person or would like them distributed to all Board members during the meeting.
- Registration will be open a week prior to the Board meeting date and will close at 12:00 p.m. on the last business day preceding the meeting date.

**\*\*For special Board meetings (planned outside of the regularly scheduled bi-monthly meetings), registration will open as soon as possible once the meeting is announced and will close at 12:00 p.m. on the last business day preceding the meeting date.**

- Sign-up for public comment is limited to five speakers and registration is first-come, first-served. You will receive a notice to confirm your registration. Once registration has

reached capacity, individuals may be placed on a waiting list. Individuals on the waiting list will be notified up to one day prior to the meeting if space becomes available.

- The President of the WCFL Board of Trustees (or meeting presider) will explain the meeting procedures and call on speakers in the order of their registration.
- Comments from individuals are limited to three minutes per speaker. Time will be monitored by the meeting coordinator through the use of a timer. When that time expires, the speaker is permitted to complete a sentence, but should make no further remarks.
- Comments from representatives of community organizations are limited to five minutes per speaker. Time will be monitored by the meeting coordinator through the use of a timer. When that time expires, the speaker is permitted to complete a sentence, but should make no further remarks.
- Comments regarding specific personnel matters, confidential employee information, or matters that are subject of an active investigation will not be permitted during public comment. Such matters should be instead directed through the appropriate administrative process.

## Questions?

Please contact the WCFL Board of Trustees meeting coordinator at [sbaker@washcolibrary.org](mailto:sbaker@washcolibrary.org) or call 301-241-9377 for further information or questions.