

Public Comment Policy

The South Whitley Community Public Library Board of Trustees welcomes members of the SWCPL library district to attend any public meeting of the Board of Trustees. Meetings are conducted in compliance with the state's open meetings law. The law requires that board meetings be open for public observation, but it does not require that the public be allowed to participate in meetings.

The Board of Trustees values the ideas and thoughts of the library's constituents. Therefore it is the policy of the board to allow up to 15 minutes of each meeting for public comments. Members of the public who wish to speak to the board during the public comments section of the agenda must complete the information at the bottom of this page and deliver it in a sealed envelope at least 24 hours prior to the start of the meeting. Requests will be forwarded to a board member prior to the start of the meeting. Only those who have completed a form in advance of the start of the meeting will be allowed to speak.

The 15 minutes of public comment will be divided by the number of people who have requested to speak in order to determine the amount of time allocated to each person. There is a maximum of 5 minutes per person. The board president will call on those people one at a time to stand and address the board for no more than their allotted time.

Board members will not respond to questions, requests for information or requests for action. The board will listen and respond at a later time after members have an opportunity to consider the request.

At other times during the meeting, board members may wish to ask for information from persons in the audience. Please refrain from comment unless the board asks for comment.

Thank you for helping us conduct an open and orderly meeting.

Request to Speak to the Library Board during the Public Comments

This form must be completed and delivered to the library in a sealed envelope 24 hours prior to the meeting being called to order. This will allow you to speak to the Board of Trustees during the public comments section of the meeting agenda. Public comments will be conducted according to the format above.

Name: _____

Group/Organization you represent, if any: _____

Topic about which you will speak:

Phone number: _____

Email address: _____

Approved by the Board of Trustees 2/10/2022

Revised and Approved by the Board of Trustees 6/9/2022