

## **Guidelines for Public Comment**Board of Library Trustees for the Cecil County Public Library

The Board of Library Trustees welcomes public comment during their monthly meetings. To ensure a smooth and equitable process, the following guidelines have been adopted.

- 1. The Public Comment portion of the agenda is limited to 15 minutes.
- 2. Individuals making public comments will be limited to no more than 3 minutes per speaker. No additional minutes or allotting of unused minutes to another speaker will be permitted.
- 3. Individuals wishing to make public comment must sign-in prior to the start of the Public Comment portion of the agenda.
- 4. Speakers will present in the order in which they sign-in.
- 5. The Board will make every attempt to hear from all interested parties. However, in the interest of time, the Board Chair has the discretion to limit the number of speakers and/or to reduce the time allotted to each speaker.
- 6. Comments regarding specific people or personnel matters will not be allowed and should instead be directed to the Executive Director or Board Chair.
- 7. Cecil County Public Library's Rules of Conduct apply and can be found on the library's website.