

#### **IV. Public Participation at meetings of the Board of Trustees of the Leavenworth Public Library**

(Amended 8/12/2021)

- A. All meetings of the Board of Trustees of the Leavenworth Public Library are open to the public.
- B. Any person who wishes to address the Board should do so in writing or by a written Public Participation Request. Library staff who wish to address the Board must follow established procedures of communication and the proper chain of command.
- C. Public Participation Requests must be received by the Library Director at least 3 days prior to the meeting time. Requests received less than 3 days prior to the meeting time may be postponed until a later Board meeting.
- D. The Board reserves the right to limit total public participation time to a maximum of 30 minutes per meeting and the time for an individual to a maximum of 5 minutes once per meeting. No time may be yielded to another speaker.
- E. All statements shall be directed to the presiding officer, and no person may address or question Board members individually. Public participation is not intended to require the Board to answer any questions at the meeting or take any action.
- F. Speakers will be courteous in their language and presentation, and personal attacks will not be tolerated. The presiding officer may interrupt, warn, or terminate a participant's statement if it is too lengthy, repetitive, personally directed, abusive, obscene, or irrelevant.
- G. Public Participation will be scheduled at the start of a Board meeting.