



DAYTON  
METRO  
LIBRARY

# Public Comment

**If you would like to address the Dayton Metro Library Board of Trustees during the Public Comments section of the agenda, please arrive at the meeting early in order to fill out a Sign Up sheet and turn it into the Board President before the start of the meeting.**

## RULES AND PROCEDURE FOR PUBLIC COMMENT

1. Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
2. Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
3. Unless approved by the Library's Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
4. Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
5. All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
6. Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
7. Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
8. In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting's agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.