

**PROCEDURE FOR INTERESTED PERSONS WISHING TO BE HEARD ON MATTERS RELATED
TO THE LAFAYETTE PUBLIC LIBRARY BOARD OF CONTROL:**

The Lafayette Public Library Board of Control (“the Board”) procedure for interested persons wishing to be heard during any Board meeting on matters related to the Lafayette Public Library System is as follows:

1. Persons wishing to address the Board must complete this speaker’s request form and submit it to the Library Director/Board Secretary, or his/her designee, **prior to the calling of the agenda item**. The speaker’s request form will be made available to the public upon arrival at the Board meeting.
2. Each speaker will be allowed three (3) minutes to state his/her comments, questions, or concerns on items being considered for adoption by vote of the Board, as well as on discussion items/reports noted on the agenda. Public comment will be restricted to the subject matter described on the agenda. **No additional time will be granted.**
3. In addition, the public may address the Board during any meeting under the “*Comments from the Public on any other matter not on this agenda*” section, with their comments related only to Lafayette Public Library System business, but that do not appear specifically as agenda items. Each person who submits a speaker’s request form in a timely manner will be allowed three (3) minutes to state his/her comments and/or concerns. **No additional time will be granted.**
4. Additionally, the public may speak on any amendment to a motion at the time the amendment is offered. An individual wishing to speak will be allowed three (3) minutes. **No additional time will be granted.**
5. An effort will be made to answer questions posed by a speaker; however, it may be necessary to submit certain questions in writing to the Library administration in order to allow time for the best or most appropriate response. The Library administration will be asked to furnish a written response to the speaker at a future time.
6. There will be no debate or confrontation with the Board. The speaker will not make any derogatory comments about any person, but will simply state factually what that speaker’s concerns are.
7. Any material that an individual wants to distribute to the Board shall be given to the Library Director/Board Secretary, or his/her designee, for dissemination to the Board.
8. Public comments received will be made part of the official record of the Board meeting.

**REQUEST TO ADDRESS
LAFAYETTE PUBLIC LIBRARY BOARD OF CONTROL**
(Please submit a separate form for each agenda item)

DATE: _____

NAME: *(Please Print)* _____

ADDRESS: _____

PHONE NUMBER: _____

AGENDA ITEM NUMBER THAT YOU WISH TO ADDRESS: _____

SUBJECT MATTER: _____

_____ I **WANT** to address the Board in **support / opposition** (CIRCLE ONE) of this proposal.

_____ I **DO NOT** wish to address the Board; however, I **support / oppose** (CIRCLE ONE) this proposal.

(Submit this form to the Library Director/Board Secretary)