

## Trumbull Library Public Comment Protocol

### STANDARDS REGARDING PUBLIC COMMENT:

The Trumbull Library System welcomes comments from the public.

On the agenda of each monthly meeting, a period shall be set aside and designated during said meeting an opportunity for the public to address the Trustees and Library Director.

Time is limited to 2 minutes per person. Changes to this protocol are at the discretion of the Chair.

Speakers are not permitted to yield any portion of their time to another speaker(s). Nor shall they engage in cross talk with other attendees.

Any Trumbull community citizen who wishes to speak shall identify themselves by name and address, and if the speaker is speaking for a group or organization, they may so state.

Written statements presented by speakers during public comment shall be included in the minutes of the meeting.

Attendees who did not get to speak or do not wish to speak in front of an audience may fill out a comment card.

Immediate replies to questions/concerns should not be expected.

Any correspondence sent to the Director or Board Trustees shall be discussed during the Correspondence section of the agenda.

### Summary of a Board Meeting Protocol

- Place name on a sign-up sheet outside the board room prior to 7:00 PM
- Indicate name and address, and organization being represented, if applicable
- Limited to 2 minutes per person
- Limited to a 30 minute time allotment
- No yielding time to another person
- Written statements shall be included in the minutes
- No cross talk between attendees
- May use a comment card in place of speaking publicly and such shall be included in the minutes

This protocol and the implementation guidelines are subjected to continuous review and may be amended by the Board.

"In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

*Approved by Library Board of Trustees, November 9, 2022*