

## Public Comment Policy

### Alamance County Public Libraries Library Committee

The Alamance County Public Libraries Library Committee is committed to allowing members of the public an opportunity to offer comments. Time is set aside on the agenda for receiving comments. All comments addressed to the Library Committee are subject to the following:

1. A public comment period will be held during each regular Committee meeting. The public comment period is limited to thirty (30) minutes.
2. Each person desiring to speak during a public comment period has up to three (3) minutes to make remarks. If more than 10 speakers sign up, the Chair may limit the number of speakers or adjust speaking time to ensure equitable access within the thirty-minute window.

The Chair will acknowledge speakers. Speakers must address the Board from the lectern at the front of the room and begin remarks by stating their name and the city in which they reside. Speakers requiring ADA accommodation should contact the Library Director's office at least twenty-four (24) hours in advance to ensure reasonable accommodation, in accordance with the Americans with Disabilities Act.

3. Speakers should address comments to the Committee as a whole and not to individual members of the committee. Discussions between speakers and members of the audience are not allowed.

Order and decorum are required for all public meetings. Speakers should refrain from using vulgar language, profanity, inappropriate gestures, and threats. Speakers should be courteous and respectful during their comment time. Failure to abide by these requirements may result in a warning, immediate termination of the speaker's time, or a speaker's removal from the meeting at the discretion of the chair.

4. Speakers who have prepared written remarks or supporting documents may leave a copy of those remarks with the Library Director.
5. Members of the public who are unable to attend may submit written comments in advance to be included in the meeting record.