

PUBLIC PARTICIPATION AT LIBRARY BOARD MEETINGS POLICY	
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Date(s) of Revision:	Date(s) of Review:

The Libraries of Stevens County Board of Trustees provides several avenues and opportunities for public participation at its regularly scheduled meetings. Per the [Libraries of Stevens County Board of Trustees Bylaws](#), ARTICLE V. MEETINGS-Section 5.8: Public Participation at Meetings:

- Requests by members of the public to place an item of business on an agenda must be made to the Chair at least one week prior to a regular meeting and may be included on the agenda at the discretion of the Chair.
- Members of the public may make presentations or comments to the Board at the time specified on the published agenda. The Board may, at its discretion and with a majority vote, place an issue brought forth during a public comment period on the agenda of a specified future meeting. No action will be taken at the meeting during which the issue is brought forth.
- Discussion or comment by the public at any other point in the meeting shall be permitted at the discretion of the Chair.
- Comments during public hearings, will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

The Libraries of Stevens County Board of Trustees conducts all business in compliance with RCW 42.30, Open Public Meetings Act and has adopted the following guidelines:

1. Any member of the public wishing to address the Board may do so during the public comment period of the meeting.
2. After being recognized by the Board Chair, a person wishing to make public comment should begin by stating their full name and address and whether they are a resident of the Libraries of Stevens County service area.
3. Speakers will be asked if they have any pertinent group affiliation if the speaker is speaking on behalf of a group or organization.
4. Public comment is limited to items on the agenda or other library-related topics.
5. Comments will be directed to the Board as a whole, not to individual trustees.
6. The time period for public comments will be limited to three (3) minutes, per person. Individuals may not "give" their time to another speaker. The total time for public speaker presentations will not exceed thirty (30) minutes total; the Chair can amend the time limit as needed.

7. The Board does not engage in discussion or debate with speakers during the business portion of its meetings, though they may ask clarifying questions.
8. All comments are taken under advisement by the Library Director and Board of Trustees, according to the library regulations and procedures. There is no guarantee that suggestions brought forth by the public during a public comment session will be addressed by the Board at a future meeting.
9. Respectful and courteous behavior and language is expected of all participants. The Library [Rules of Conduct](#) applies to everyone in the District's physical and virtual meeting spaces.
10. If the Board finds a speaker's conduct disruptive or disrespectful, the presiding officer may end the session. Anyone not following the Board's guidelines will be asked to leave the meeting, and refusal to do so may result in removal by local authorities. If a meeting is interrupted by a group to the point where orderly conduct is impossible, the Board will address the interruptions in accordance with [RCW 42.30.050](#).
11. Open carry of firearms is prohibited in the building where the library board meeting is held. [RCW 9.41.305](#)
12. Written comments and emails received as public comments will be retained as public records and the names will be recorded in the minutes as having provided comments.
13. Emails to the Board that contain links to external sources (such as articles, websites, photos, or videos) or are a forward of others' remarks will not be accepted as public comments.
14. Requests for accommodations (e.g, interpreters, assistive devices, etc) may be submitted via email to info@scrld.org at least 72 hours prior to the board meeting.
15. Written correspondence to the Board may be sent to:
 - a. Administrative Offices at PO Box 744 (4008 Cedar St)., Loon Lake, WA 99148
 - b. Via an online form at [Contact Us](#).
 - c. Email: board@scrld.org