

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY PUBLIC COMMENT POLICY</p>
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- The Board of Trustees of the Midlothian Public Library provides for public comment at its meetings. Public comments are permitted during the *Public Comment* portion of the agenda.
- The Board President (or person conducting the meeting) may grant a request to address the Board of Trustees during other portions of the meeting.
- The Board President (or person conducting the meeting) will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker will provide his or her name and address and his or her group affiliation (if any).
- Comments should be directed to the Board President (or person conducting the meeting) and be brief and to the point. Speakers must display proper decorum and conduct at all times.
- An immediate response from the Board is not required.
- The Board President (or person conducting the meeting) has discretion to determine the length of time and the number of times a speaker may speak.
- Unless additional time is granted by the Board President (or person conducting the meeting), each person is allowed a maximum of three (3) minutes to speak.
- Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to speak.
- The Board President (or person conducting the meeting) has the authority to end the comment period.
- Minutes are a summary of the Board's discussions and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's files rather than in the minutes.