

# Calcasieu Parish Public Library Board of Control

## Public Comment Policy

It is the policy of the Calcasieu Parish Public Library Board of Control to provide a public comment period at all Board meetings in accordance with the Louisiana Open Meetings Law.

### Procedures for Public Comment

1. Public comment on any item on the agenda on which a vote is to be taken will be received at each of the public meetings of the Board.
2. The period of public comment will be immediately following the introduction of an agenda item on which a vote is to be taken. The President of the Board or the person conducting the meeting has the authority to end the comment period if it is felt that the comments are not germane to the subject or contrary to good order.
3. Persons wishing to comment during the period of public comment shall:
  - a. Complete a Request to Appear card located in the meeting room and identify the agenda item(s) on which they intend to comment.
  - b. Speak only when recognized by the President of the Board or the person conducting the meeting.
  - c. Rise and state their name prior to any remarks on an agenda item.
  - d. Direct all comments to the Board President or the person conducting the meeting.
  - e. Speak only once per agenda item and limit comments to three (3) minutes or less. If the Board chooses to ask questions of the speaker, the speaker's answers are not considered part their three (3) minute time limitation.
  - f. Display proper decorum and conduct at all times.
4. The President of the Board or the person conducting the meeting may extend the time of the speaker for an additional period of up to three (3) minutes if to do so would allow a complete expression and understanding of the proffered remarks, would not jeopardize the management of the agenda, and no objection is made by any other Board member.

The Board shall take actions necessary to uphold this Public Comment Policy and maintain order and decorum in the meeting.