

Public Comment at Board Meetings Policy

All meetings of the Western Allegheny Community Library are open to the public. As part of its commitment to the community, the Library Board wishes to provide an opportunity for the public to comment on Library-related issues at Board meetings. The following serves to support this process.

- A public comment period will be provided at each regularly scheduled Library Board meeting.
- Public attending the Board meeting are asked to sign in upon arrival if they wish to speak.
- Courtesy and respect for others is required at all times.
- Speakers may present once per meeting and are allowed up to 3 minutes. Individuals may not yield their time to another speaker. Time limits may be extended at the discretion of the presiding Officer.
- The Public Comment time is limited to 15 minutes total; that time may be extended with discretion of the presiding Officer.
- Any groups addressing the same issue are requested to be succinct with their comments and consider having a planned presentation or appointed spokesperson.
- Issues that need solutions will be referred to the Director, to communicate with the speaker and to report back to the board.
- Any member of the public wishing to have an item considered for addition to the agenda is asked to contact either the Library Director or the Chairman of the Library Board at least one week before the next Library Board meeting.
- The library will post the agenda at least 24 hours before the Library Board meeting.
- The Board always welcome written correspondence, which can be mailed or dropped off at 18 Bateman Rd, Oakdale, PA 15071.

While commenting:

- State your name and township. Anyone refusing to identify himself or herself will be prohibited from commenting. If you are the official representative of an organization, please state the name of the organization.
- Stay focused on the topics scheduled for review listed on the current Board meeting agenda.
- Avoid characterizing the motives of others or taking “cheap shots,” such as name calling, personal remarks, and opinions or assertions that are not backed with facts which the speaker can verify to the Board.

PATRON POLICY

- Speak only for yourself or the organization you officially represent, not on behalf of “the community as a whole” or others not in attendance or represented by you or your group.

The Library Board will not entertain comment in its public meeting about any topic for which it is permitted to go into executive session, such as confidential personnel matters or any item in litigation or threatened litigation.

If any person has a complaint about a specific library Board member or employee, the complaint must be put in writing to the Board with specific and detailed information, and will not be addressed in the public comment section of the Board’s meeting.

Board Response:

As a general rule, the Board will not respond to public comments at the time they are made. However, the Board may comment, take an action, or not take action with respect to a public comment at the current or future Board meeting, as it deems appropriate.

The Library Board reserves the right to waive this policy and these procedures when necessary to conduct Board meetings effectively.



WESTERN ALLEGHENY
COMMUNITY LIBRARY

Inspire ★ Engage ★ Educate

PATRON POLICY

Public Comment Sign-up Sheet

The public attending the meeting must sign up beforehand if they wish to speak, speakers are allowed up to 3 minutes, nontransferable between individuals. Time is limited to 15 minutes and is for comments on items on the agenda. Speakers are asked to provide their names and address for the record.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____