**Request for Consideration** to address the Cortland Community Library Board:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who are you representing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cortland Community Library Policy on Public Comment at Meetings of the Board of Trustees:

1. It is the policy of the Cortland Community Library Board to permit comments by members of the public at regular board meetings on current agenda items and other matters of public concern. The Cortland Community Library Board permits comments by members of the public at regular board meetings as designated on the agenda.
2. No person shall address the Cortland Community Library Board without first being recognized by the Library Director and/or Board President (or President pro tem).
3. Each person desiring to address the Cortland Community Library Board shall \**complete and submit a* ***Request for Consideration*** *form, state his or her name and address for the public record, state the topic, state whom he or she is representing if he or she represents and organization or other persons, and shall limit his or her remarks to* ***3***

*minutes. All remarks shall be addressed to the Cortland Community Library Board as a whole and not to any member thereof. Although questions may be asked of a Cortland Community Library Board member or a member of the library staff, those individuals may decline to answer when a complete answer requires research or deliberate consideration.*

1. In order to expedite Cortland Community Library Board business and to avoid repetitious presentations, whenever any group of persons wishes to address the Cortland Community Library Board on the same subject matter, *it shall be in order for the Library Board President or Library Director to encourage that a spokesperson be chosen from* the group to address the Cortland Community Library Board. *If additional matters are to be presented by any other members of the group, the Library Board President or Library Director may limit the number of such persons and limit the presentation of information not already presented by the group spokesperson.*
2. *Town residents shall be given priority in addressing the Cortland Community Library Board and the public comment section of the meeting agenda shall be* limited***to thirty (30) minutes*** *in duration. Visitor’s statements and comments shall be limited to matters relating to Cortland Community Library: language of a lewd, insulting or provocative nature shall not be be permitted; and participants shall conduct themselves in an orderly and civil manner.*

This policy derives from the recently adopted **Town of Cortland Policy On Public Comment At Meetings Of The Board of Trustees…**Which is a response to HB5483, which amends the Open Meeting Act: sent to the Governor for signature 6/24/2010.

***Policy adopted by the Cortland Community Library Board August 18, 2010.***