

Public Comment Policy

The public is invited to attend all meetings of the Canton Public Library Board of Trustees (hereinafter: Library Board), except for those designated as a closed meeting.

Members of the public who reside within the city limits of Canton and Canton Public Library cardholders who reside in Lewis County are welcome to address comments to the Library Board as set forth below:

1. Public Comment is allowed at every Library Board meeting except those designated as a closed meeting.
2. Citizens wishing to participate in Public Comment must sign up at least 15 minutes before a scheduled meeting of the Library Board by completing the appropriate form, requiring their contact information and a brief statement about the subject of their comment. Forms will be found at the circulation desk on the day of the meeting.
3. Each person desiring to be heard, when recognized by the Presiding Officer, shall first state his/her name and address before commenting.
4. Comments from the public are limited to 3 minutes per person unless otherwise directed by the Presiding Officer. Unused time may not be given to another person for the purpose of extending that person's allotted 3 minutes.
5. Comments from the public are expected to be delivered in a concise, orderly, and courteous manner that is respectful of all others. Comments should not deviate from the subject indicated in advance on the completed form turned in by the commenter.
6. Specific reference to Library staff members or to matters appropriate for closed sessions will not be permitted. The appropriate manner for raising concerns about a staff member is to submit comments in writing to the Library Director or to the President of the Library Board.
7. Comments should be directed to the Library Board and not to other participants or to the audience.
8. Comments are intended to be statements from speakers; speakers may not engage the Library Board in a question-and-answer exchange during Public Comment.
9. The Presiding Officer reserves the right to limit the total Public Comment time on the agenda to 30 minutes.
10. The Presiding Officer shall rule "out of order" all comments which are irrelevant, repetitious of another commenter, derogatory of persons, businesses, or organizations, or which include inappropriate language or are unlawful. The Presiding Officer may also rule "out of order" inappropriate behavior.
11. Members of the public may request that an item be considered for placement on the agenda by contacting the President of the Library Board at least 10 days in advance of the meeting.
12. The Presiding Officer reserves the right to make exceptions with approval of the Library Board.

Public Comment Form

1. Residents of Canton, MO and Canton Public Library cardholders who reside in Lewis County are always welcome to speak to the Library Board of Trustees, however, they are also reminded that they may address their concerns directly to the Library Director at any time. Written comments may be left at the circulation desk.
2. Comments should be in good taste, and remarks about specific individuals are not allowed.
3. Persons wishing to speak to the Library Board of Trustees must complete this form at least 15 minutes prior to the meeting.
4. Comments will be limited to 3 minutes.
5. For the full Public Comment Policy, ask at the circulation desk.

Date: _____ Library card no.: _____

Full Name: _____ Email address: _____

Address: _____ Phone number: _____

Concerns/speaking points:

Group represented: _____

Signature: _____