



**Charlotte Mecklenburg Library**  
**Board of Trustees - Public Comment Process Policy Approval**

**Purpose**

The Charlotte Mecklenburg Library Board of Trustees encourages and welcomes public participation and input. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner.

**Rules and Procedures**

1. Meetings of the Charlotte Mecklenburg Library Board of Trustees are conducted in accordance with the Open Meetings Law of the State of North Carolina ([§ 143-318.10](#)), and the public is invited to attend.
2. Public comments are only permitted during the time designated on the meeting agenda.
3. A maximum of five (5) speakers can be heard, and each speaker will have a maximum of three (3) minutes. The Board reserves the right to adjust based on circumstances.
4. Registration for public comment is required five (5) days prior to the Board meeting. To sign up, email [Rachel Bradley](#) with the name, mailing address, group affiliation (if any) for the person wishing to make public comment. An email confirmation will be sent to secure the speaker's time on the meeting agenda.

Request must include speaker name and topic:

- a. Groups wishing to comment must select one representative to present the group's view.
  - b. If Speaker has information for distribution, must have at least 20 copies.
  - c. Speakers who bring signs to the podium must remove them after speaking. Signs must not be larger than a single sheet of copy paper (8.5 X 11).
5. If you have a disability and require a reasonable accommodation to fully participate in public comment, please email [Rachel Bradley](#) to discuss your accessibility needs.
  6. The Chairperson is the designated spokesperson for the Board. As spokesperson, the Chairperson will call names for public comment in the order they are listed.
  7. The Chairperson and Board shall not engage in dialogue with the speakers, and there shall be no discussion.

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8. While constructive criticism is welcome, language that is considered offensive, harassing, or profane toward individual Board Members or Library Personnel will not be tolerated. It is the responsibility of the Chairperson to declare the person out of order and to refuse him or her permission to continue to address the Board or to continue to attend the meeting if the disruption continues. CML's [Library Use Guidelines](#) also apply to Board meetings.
9. The Board may refer any matter of public comment to the CEO, Library Director, Library Staff, or the appropriate agency for review. There is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting.
10. All comments made become part of the meeting record and Board minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the minutes.