

**Portage Public Library**

**Board of Trustees**

**Public Comment Appearance Form**

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Individuals wishing to speak during Public Comment are required to complete this form and submit, no later than ten (10) minutes prior to the beginning of the meeting. Failure to submit a completed form in a timely manner will result in not being recognized to speak.

For Library Board meetings, submit the completed form to the Chairperson.

**Topic to Discuss:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

By signing this form all individuals agree to present in a professional and appropriate manner.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rules of Public Comment:

- Public Comment is limited to oral statements.
- Each speaker at the Public Comment period is limited to a maximum of three (3) minutes to speak on the topic after being recognized by the Chairperson.
- The Public Comment period at the Library Board meeting shall not exceed a maximum of thirty (30) minutes in length, but will end sooner if the Chairperson determines that there is no one present who wishes to speak.
- Public comments shall be limited to comments on any topic regarding matters over which the Board of Trustees has the authority to act on.
- The following comments are prohibited: comments on personalities or employees, personal attacks, campaigning for elected office.
- Speakers shall be respectful and not disruptive of the meeting. Behavior that involves personal attacks, profanity, obscenity, or otherwise impedes or disrupts the safe, orderly and effective conduct of a public meeting is equally unacceptable during the Public Comment period, as it is during other portions of the meeting. Clapping, shouting, gestures, whistling, booing, profanity, obscenity, personal attacks and other disorderly behavior are prohibited.