

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

The Library Board of Trustees cordially invites all residents of Kitsap County to present comments and/or questions at public Board meetings on issues other than personnel issues during the appropriate periods set aside for public comment, as described below.

Alternatively, for public Board meetings using a virtual format, as required or permitted by law, participants' video and audio will be muted during the meetings, and this will affect the processes noted with an asterisk (*) below. In such circumstances, public comments and/or questions may be submitted only in writing by mail to Board of Trustees, 1301 Sylvan Way, Bremerton, WA 98310 or by email to trustees@krl.org. Comments shall include the name, street address and organization affiliation, if any, of the submitter and comments submitted by email should also include the email address of the submitter. Anonymous comments will not be accepted. Comments and/or questions meeting the following "Public Comment Guidelines" that are received by 5:00 p.m. on the Monday prior to the meeting date will be **read** into the record as outlined below. Please contact Tammy Jeffries at 360-405-9158 or tjeffries@krl.org for more information.

Public Comment Guidelines

1. Prior to addressing the Board, a speaker should state his/her name, address and organization affiliation (if any). The Board will accept written statements in addition to, or in lieu of, oral presentations.*
2. Questions and comments should be addressed to the entire Board, not an individual member, nor the Director or other members of the staff or audience. The President of the Board will redirect the question if appropriate.
3. If an item is not on the agenda, comments will be taken during the public comment period.*
4. If an item is on the agenda, comments will be taken prior to Board deliberation on the agenda item.*
5. Speakers are prohibited from participating in board deliberation. Questions for staff members may be discussed during library office hours.
6. When a specific topic is under consideration, questions and comments shall be confined to the matter immediately under discussion.*
7. Each speaker will be allotted a time limit of three minutes on any given item. A speaker who does not need a full three minutes may yield the unused portion to another person.* (This does not apply to virtual meetings.)
8. Speakers are requested not to repeat points already made by previous speakers. However, a statement of support for previous comments may be appropriate.*
9. It is expected that speakers will observe the commonly accepted rules of courtesy, decorum, dignity and good taste. The President will call out of order any inappropriate use of personalities, specific information related to staff members, or intemperate, abusive or defamatory language.