



To Speak to the Board of Trustees During the Public Forum:

The Waterloo Grant Township Public Library Board of Trustees welcomes you to our meeting. We conduct our meetings in strict compliance with state open door policy laws. The law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate in meetings. However, we value the ideas and insights of our constituents. Therefore, it is the policy of the board to allow up to 15 minutes of each meeting for a public forum. If you wish to speak to the board during the public forum section of our agenda, please complete the information at the bottom of this form and hand it to a board member prior to the meeting.

Only persons who have completed the form and given it to a board member prior to the convening of the meeting will be allowed to speak. When the board reaches the public forum section of the agenda, the board will divide the 15-minute segment by the number of persons who have requested to speak. This will determine the amount of time allocated to each person with a maximum of 5 minutes per person. The board president will then call on those people one at a time to stand and address the board for no more than the allocated time. The board reserves the right to suspend the public forum for any disruptive behavior, including but not limited to, verbal attacks, intimidation, threats, or inappropriate behavior.

You should not expect the board to respond at this meeting to your questions, requests for information or requests for action. The board will note your request and respond at a later time after members have an opportunity to consider the request.

At other times during this meeting as the board deliberates, board members may wish to ask for information from persons in the audience. Please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open public forum.

Thank you for helping us to conduct an open and orderly meeting.

Request to Speak to the Library Board during the Public Forum:

This form must be completed and handed to a board member before the meeting is called to order. This will allow you to speak to the Library Board of Trustees during the public forum section of the meeting agenda. The forum will be conducted according to the format explained above.

Name: _____

Group/Organization You Represent, if any: _____

Topic about which you will speak: _____

Email Address/Phone Number: _____