



BENBROOK LIBRARY DISTRICT PUBLIC COMMENT POLICY

Approved May 20, 2024

Benbrook Library District (BLD) invites and welcomes all individuals to attend its meetings. The following is important information about procedures for addressing the Board, hereafter referred to as the Benbrook Library District's Public Comment Policy ("Public Comment Policy").

Regular Board meetings are held in the Kathy Ledford Meeting Room, on the fourth Monday of each month at 5:30 PM. The address is 1065 Mercedes Street in Benbrook, Texas.

Behavior Expectations

While attending BLD meetings, please:

1. Respect that the Board members represent all Benbrook individuals.
 - Observe written rules of order. Wait until recognized by the Presiding Officer to speak.
 - Listen with an open mind when others are speaking.
 - Address the merits of issues; Avoid personal attacks.
 - Avoid personal attacks on members of BLD, Library staff, and others in audience.

Executive Session

On business requiring discussion of personnel matters, land acquisition, legal matters, or other items provided by law, the Board may meet in executive session. All votes on matters discussed in executive session must be made in open session.

Open Meetings

The Texas Open Meetings Act (the "Act") does not entitle the public to choose the items to be placed on the agenda for discussion at the meeting. The Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting, but any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting.

Addressing the Board

Upon being recognized by the Presiding Officer during the public comment period each person addressing the Board shall give his or her name in an audible tone of voice for the record. All presentations are to be directed to the Board. No persons, other than board members, Library staff, and the person having the floor shall be permitted to interject into any discussion on the floor. Aside from Public Hearings, each individual will only be allowed to address Board once per meeting under Public Comment period for no more than 2 minutes per person or 4 minutes per group in order to give individuals equal opportunity to address the Board.

Public Comments

There shall be included on the agenda of each Board meeting an item labeled Public Comment intended for members of the public who wish to speak on an agenda item. Board members may not deliberate or make any decision about an unposted issue. If an unposted issue is raised, the Board has four options: (i) a Board member may respond with a statement of specific factual information, (ii) recite the District's existing policy on that issue, (iii) the Board may consider placing the item on a future Board agenda, or (iv) Board may offer to post the matter as an emergency

item if it meets the criteria for an emergency posting.

An individual that requires a translator will be permitted twice the amount of time to address the board during public comments. Any time spent by any individual in responding to direct questions by Board members will not be counted against the individual's time allotment. In order to eliminate redundant comments, groups shall select no more than two spokespersons to present the views of the group.

Decorum

Texas Penal Code 42.05. DISRUPTING MEETING OR PROCESSION. (a) A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.

At the request of the Presiding Officer, all persons shall be silent. If, after receiving a warning from the Presiding Officer, a person persists in disrupting the meeting, said Officer may order the person to leave the meeting. If that person does not leave the meeting, the Presiding Officer may call the police to remove the person according to Texas Penal Code 42.05 and this policy.

Correspondence

To communicate with the Library Board in writing rather than by appearance at meetings, please submit correspondence to: Board President, 1065 Mercedes Street, Benbrook, Texas 76126 or send e-mail to Library President at president@benbrooklibrary.org



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PUBLIC COMMENT FORM The “PUBLIC COMMENT” item posted on the agenda is reserved for members of the public who would like to address the Benbrook Library District (the “District”) regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the District during the meeting shall do so under the “PUBLIC COMMENT” agenda item. Speakers shall be required to fill out a “PUBLIC COMMENT FORM” and present it, along with any material, handouts, or information for the Board of Directors (“Board”), prior to the commencement of the Board meeting. Speaker comments are limited to two (2) minutes. No formal action can be taken by the Board on items not posted on the agenda. Items requiring a PUBLIC HEARING will allow a member of the public an opportunity to speak during the Public Hearing and does not require a “PUBLIC COMMENT FORM.” Speakers must address their comments to the Presiding Officer or full Board rather than to an individual Staff Member.

DATE: _____

ARE COMMENTS RELATED TO AN AGENDA ITEM: YES _____ NO _____

AGENDA ITEM NUMBER(S): _____

SUBJECT OF COMMENTS IF NOT ON THE AGENDA:

NAME: _____

PHONE NUMBER: _____

Email ADDRESS:

ARE YOU A RESIDENT OR LIBRARY CARDHOLDER IN THE BENBROOK LIBRARY DISTRICT:

YES _____ NO _____