



VERMILION PARISH LIBRARY

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PROCEDURES FOR PUBLIC COMMENT

The Board will hear public comments on any agenda item as directed at the beginning of the meeting at the call for general comments. The person conducting the meeting is usually the President of the Library Board; however, they may appoint someone to conduct the meeting in their absence, such as the Vice President. The person conducting the meeting has the authority to end the comment period if it is felt that the comments do not pertain to the subject or contrary to good order.

Persons wishing to comment must attend the meeting and shall:

- Speak only once per agenda item and limit comments to three (3) minutes or less.
- The person conducting the meeting may extend the remarks of the speaker for an additional period of up to three (3) minutes if to do so would allow a complete expression and understanding of the proffered remarks, would not jeopardize the management of the agenda, and no objection is made by any other board member.
- Speak only when recognized by the person conducting the meeting.
- Speak only on the agenda items.
- Direct all comments to the person conducting the meeting.
- Speakers must state their name clearly before speaking.
- Display proper decorum and conduct at all times.

The person conducting the meeting has the right to exclude such comments at their discretion or prohibit further comment for any speaker who violates the rules, and, if necessary, call for the removal from the meeting of any person for misconduct or refusal to obey reasonable orders.

The Board shall take actions necessary to uphold this Public Comment Policy and maintain order and decorum in the meeting.