
Board Policy



Public Comment at Board Meetings

Policy Statement

Washington's Open Public Meeting Act (Chapter 42.30 RCW) establishes that the governing body of a public agency shall provide an opportunity for public comment at or before every regular meeting at which action is taken.

Purpose

This policy complies with state law by establishing the rules and expectations for the public's participation at its meetings that ensure a fair, equitable, and consistent means for any individual to address the Pierce County Library Board of Trustees (the "Board").

Policy

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with the Open Public Meetings Act.

The public is not normally invited to participate or contribute to discussion of business on the agenda except when specifically invited to speak, make a presentation or in some way provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair.

Generally, the meeting minutes will record only the name(s) of speakers and written materials presented to the Board will be included in the library's records rather than in the minutes

Public Comment

Public comments may be made in person or virtually. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address, and any relevant group affiliation. Individuals are allowed three (3) minutes to address the Board and may comment only once. The presiding officer shall have the discretion to modify this time limit as well as to limit repetitive comments. The Clerk of the Board will invite individuals to speak first in person, then virtual guests on a first-come first-served basis.

Requests for interpreter assistance may be made to the library. Whenever possible, 72 hours' notice is advised.

Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters.

The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings, though they may ask clarifying questions. All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during public

comment session will be addressed by the Board at a future meeting.

Conduct

Respectful and courteous behavior and language is expected of all participants. The [Library Rules of Conduct Policy](#) applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the presiding officer may call the session to an end. Any person(s) judged by the presiding officer or the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration. In the event that any meeting is interrupted by a group or groups so as to render the orderly conduct of the meeting unfeasible, the Board may address interruptions in accordance with RCW 42.30.050.

Comments in Public Hearings

Comments during public hearings, for example, first and second readings for annual budgets, will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

Members of the public may contact the Board at any time via regular mail, email, or through an online form.

USPS

Board of Trustees
3005 112th Street E
Tacoma, WA 98446

Email

boardoftrustees@piercecountylibrary.org

Online Form

<https://forms.pcls.us/public-comment-to-the-board-of-trustees/>

**Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.
First Revision: August 10, 2022. Second Revision: November 8, 2023.**

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.