

**South Central Kansas Library System
System Board and Executive Committee
Public Comment Policy**

Public Comment

Public Comment allows a member of the public to talk about a subject related to SCKLS. Matters pertaining to SCKLS personnel and litigation are excluded from public comment. An Executive Committee member may question the commenter, but no action or discussion in response to the commenter is required of the Executive Committee. Depending on the meeting—regular or special, Revenue Neutral Rate hearing or budget hearing—a person who wishes to address the Executive Committee or System Board during Public Comment is limited to 3 minutes and no more than 5 minutes speaking time. Rules of decorum as provided in policy will be observed.

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Request process. Members of the public desiring to present public comment to the Executive Committee or System Board must submit a request to the Chair or Director prior to 9:00 a.m. on the day before the Executive Committee or System Board meeting. The request should state the name and address of the individual desiring to be heard and the matter for public comment. Requests may be referred at the discretion of the Chair or Director for mediation prior to being placed on the public comment agenda if the individual consents to the referral.

After a request has been submitted to the Chair or Director, the Director will confirm with the individual that the request was received and notify the commenter of the date of the Executive Committee or System Board meeting for which the commenter will be scheduled to comment.

Regular and special meeting public comment. A person who wishes to address the Executive Committee or System Board during Public Comment is limited 3 minutes and to no more than 5 minutes speaking time. The Chair shall give permission for the person to speak. The Recorder will monitor time and notify the commenter at 3 minutes and at the 5 minute limit. If the time limit has expired or the Chair calls a person out-of-order that person no longer has permission to speak. An Executive Committee member may question the commenter, but no action or discussion in response to the commenter is required of the Executive Committee.

Revenue Neutral Rate hearing public comment. Kansas Statutes Annotated (KSA) 79-2988 (H) (3) requires SCKLS "... to provide interested taxpayers desiring to be heard an opportunity to present oral testimony within reasonable time limits and without unreasonable restriction on the number of individuals allowed to make public comment."

A person who wishes to address the System Board during Revenue Neutral Rate hearing public comment is limited to 3 minutes and no more than 5 minutes speaking time. No action or

discussion in response to the commenter is required of the System Board. The Chair may direct the SCKLS Director to respond to a commenter.

Annual budget hearing public comment. Kansas Statutes Annotated (KSA)79-2929 requires "... the governing body...shall meet for the purpose of answering and hearing objections of taxpayers relating to the proposed budget..."

A person who wishes to address the System Board during annual budget hearing public comment is limited to 3 minutes and no more than 5 minutes speaking time. The Chair may direct the SCKLS Director to answer objections of a commenter related to the proposed budget.

Rules of decorum. All discussions shall be conducted in a respectful manner. Members of the Executive Committee, System Board, Staff or the general public shall not, by disorderly, insolent or disturbing action, speech or otherwise, substantially delay, interrupt or disturb the proceedings of the Executive Committee or System Board. All remarks shall be addressed to the Executive Committee or System Board as a whole unless responding to a question from an Executive Committee or System Board member. Persons addressing the Executive Committee or System Board shall not make personal, impertinent, unduly repetitive, slanderous or profane remarks to the Executive Committee or System Board, Staff or general public, nor use loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or otherwise impedes the orderly conduct of any Executive Committee or System Board meeting.

The Chair of the Executive Committee or System Board may give notice to any commenter that the commenter will be removed from the meeting for prohibited conduct as defined in this policy. At the Chair's discretion, any meeting may be adjourned for the protection of public safety.

Adopted January 19, 2024