

## GREENVILLE (SC) COUNTY LIBRARY SYSTEM

### POLICY ON APPEARANCES BEFORE THE LIBRARY BOARD OF TRUSTEES

Meetings of the Board of Trustees of the Greenville County Library System are open to the public except when the Library Board ("Board") is in executive session. In compliance with the Freedom of Information Act, agendas for all meetings of the Library Board and its committees are posted at least 24 hours in advance.

Only Greenville County residents or individuals who own real property in Greenville County may request to address the Board on matters of Library business by:

- Submitting a written request to the Executive Director, stating the topic to be presented. The Board Chair may refer the request to the appropriate committee of the Board for that committee to consider at its next meeting or place the individual on the agenda of the next Board meeting.

OR

- Signing up no later than 30 minutes prior to a Board meeting. A sign-up sheet for recording the individual's name, address and purpose of the appearance will be available at the reception desk in the Administration area of the Hughes Main Library. If the Board meeting is being held at a different place, the sign-up sheet will be available at that location.

Individuals will be given three minutes each to speak. The time allotted for public presentations will not exceed 30 minutes at any given meeting, unless the Board Chair permits additional time. No speaker is allowed to use language that is obscene, disruptive, scurrilous or defamatory.

Following a presentation to the Board, no person other than a member of the Board will be recognized to question the speaker or to make any statement in response to the presentation unless given permission or requested to do so by the Board Chair.

No person may address the Board about any matter the Board has previously heard and acted upon as part of an appellant process, as all decisions of the Board for those matters are final. Other than matters previously heard and acted upon as part of an appellant process, an individual may address<sup>1</sup> a matter previously heard by the Board if the matter has been materially amended or more than 6 months have passed since the matter was previously heard.

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<sup>1</sup> See Submitting a written request, above.