



# Riverside County Law Library

## Board of Trustees Meeting

### Public Comment Procedures

Public comment at Board of Trustees meetings can provide valuable information for board trustees and enhance the board's understanding of the issues coming before it. Public comment can be provided in writing before the meeting or in person on the day of the meeting.

#### **General and Specific Public Comment**

The agenda for each Board of Trustees meeting specifies time for public comment on general matters of law library administration. Time is also allotted for public comment on specific agenda items. Meeting agendas are posted at the entrance door of the law library and on the law library website.

Comments pertaining to a specific court case will not be received.

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#### **Request to Speak**

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Individuals can request in advance to speak at a board meeting, or they can make the request in person at the beginning of any board meeting.

#### **Make a written request in advance.**

Please provide the speaker's first and last name and the specific agenda item or the topic to be addressed.

You can e-mail the request to [lawlibrary.riverside@rclawlibrary.org](mailto:lawlibrary.riverside@rclawlibrary.org)

You can also send by postal mail or deliver in person to:

Victor Miceli Law Library  
3989 Lemon Street  
Riverside, California 92501  
Attention: Law Library Director

Each meeting agenda lists a timeframe for receipt of written requests. Those who submit a written request will receive a confirmation of receipt.

#### **Make a request at the meeting.**

Members of the public who attend a Board of Trustees meeting in person can request to comment at the meeting. Requests to speak during the time reserved for general comment will be taken until the Board President or a designee calls for the public comment in the meeting.

Requests to speak on specific agenda items will be taken until the item is called before the presentation of the item.

#### **At the meeting**

1. Please sign in at the front desk. Speakers are asked to print their first and last name along with the specific agenda item to be addressed or the topic to be addressed if the comment concerns something not on the agenda.
2. General comments on law library administration (that is, topics not on the meeting agenda) will be heard during the general public comment period at the beginning of the meeting.



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3. Comments on specific agenda items will be heard before the presentation of the agenda item. Anyone wishing to speak on a specific agenda item should arrive at the beginning of the meeting, as agenda times are subject to change.
4. To accommodate the schedules of members of the public who prefer not to wait until the board hears a particular agenda item, speakers can choose to speak on a particular agenda item during the general public comment period at the beginning of the meeting.

#### **Please be advised**

Given time constraints, there is no guarantee that all who request to speak can be accommodated on the date requested. As an alternative when requests cannot be fulfilled for the date requested, written comments will be accepted and made available to the board.

The time allotted for public comment will vary according to the number of requests received and the time available on the agenda. If there are numerous requests, individual speaker time may be limited.

Three or more individuals may pool their time for one speaker. The Board of Trustees will determine the amount of time given to that person with the understanding that the combined time will be less than the total time available to the individuals separately.

Members of the public who attend open meetings must remain orderly. The Board President may order the removal of any disorderly persons.

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#### **WRITTEN COMMENTS**

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Written comments on matters affecting law library administration or specific agenda items at any Board of Trustees meeting will be accepted and made available to the board. Written comments will not be received on matter relating to a particular case.

Written comments can be e-mailed to [lawlibrary.riverside@rclawlibrary.org](mailto:lawlibrary.riverside@rclawlibrary.org) or mailed or delivered to:

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