



City of Festus, Missouri Request to Speak Form

Setting an Appointment

Citizens wishing to speak to the Festus Public Library Board of Trustees at one of their regular sessions are asked to register with the Library Director. A request may be made by contacting the Library Director prior to the meeting, and by completing a request form as provided. Items that may be discussed are in two main categories: Agenda items and Non-agenda items. Requests to speak on Agenda and Non-Agenda items must be submitted to the Library Director no later than 4 p.m. on the Monday of the week of the scheduled meeting. All comments are limited to 5 minutes.

Speaking on Agenda Items

When the Public Comment portion of the meeting comes up on the agenda, citizens called upon by the Board President/Presiding Officer may then address the Board of Trustees. The City of Festus has Rules of Decorum to guide citizens on their participation.

Speaking on Non-Agenda Items

As time permits, when the Public Comment portion of the meeting comes up on the agenda, citizens called upon by the Board President/Presiding Officer wishing to address the Board of Trustees regarding an issue not on the agenda may then address the Board of Trustees. The City of Festus has Rules of Decorum to guide citizens on their participation.

Some Rules of Decorum at the Council Meeting

When the Public Comment portion of the meeting comes up on the agenda, the Board President/Presiding Officer will call the names of those persons who have submitted a complete request to speak. When your name is called, please stand, state your name and address for the record, and the appropriate comments. Rules of decorum include (please consult the complete rules for additional guidance);

1. Prior to addressing the Board of Trustees, a person shall sign-up providing information for the Board record.
2. Remarks to the Board of Trustees must be on the topic that was indicated on the request to speak form. Remarks should be addressed to the Board President/Presiding Officer at Board meetings. Speakers shall refrain from making personal attacks, or from making repetitive or irrelevant remarks.
3. All remarks to the Board of Trustees shall be at the podium and only after the speaker is acknowledged by the Board President/Presiding Officer. Speakers with special needs should contact the Library at (636) 937-2017 to request appropriate accommodations.
4. Remarks are limited to 5 minutes.
5. While in attendance at a Board of Trustees meeting, no attendee shall disrupt, disturb, or otherwise impede the orderly conduct of any Board of Trustees meeting by any means in a manner that obstructs the business of the meeting. Disorderly conduct includes; personal attacks, repetitive comments, irrelevant comments, failing to obey any lawful order of the Board President/Presiding Officer to be seated, leave the meeting room and/or refrain from addressing the Board of Trustees.



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6. Remarks should not be repetitive of any prior speaker but should be new in nature. Multiple parties wishing to address the same issue are encouraged to appoint a spokesperson to advocate their position. If an earlier speaker has already spoken on a speaker's chosen topic, the latter is encouraged to state that they join in the remarks of the earlier speaker, or to focus on aspects not previously presented by earlier speakers.
7. No attendee shall make threats or other forms of intimidation against any person in the meeting room or possess any weapon or firearm while in the meeting room unless the attendee possesses a valid permit.
8. To maintain the fire code occupancy limits and allow for safe exit, unless addressing the Board of Trustees or entering or leaving the Council chambers or meeting room, all persons in the audience shall remain seated in the seats provided. No person shall stand or sit in the aisles, nor shall the doorways be blocked.
9. All persons in the meeting room, including, without limitation, Board members, staff, and attendees, shall silence all cell phones, pagers, and other electronic devices to prevent disruption at the meeting.
10. No person at any Board of Trustees meeting shall be in a state of intoxication caused by the person's use of alcohol or drugs.
11. No sign shall be displayed in the meeting room in a manner that blocks the view of another person or in a manner that would violate subsection 5 above.
12. The Board President/Presiding Officer may interrupt any speaker who is violating these rules of decorum or disrupting a meeting.

Name		Email Address	
Address			
City		State	Zip
Phone Number		Fax Number	
Topic you wish to speak about:			