

# **INFORMATION REGARDING LIBRARY COMMISSION AGENDA PROCEDURES**

## **REGULAR MEETING**

You are encouraged to attend Commission meetings and to speak out on matters of interest or concern to you. Regular meetings of the Library Commission are held the second Wednesday of every month at 7:00 p.m. in the King Library, unless special circumstances cause rescheduling to another date or location.

## **PUBLIC MEETING REQUIREMENTS**

The Library Commission meetings are subject to the Brown Act, a California law governing public meetings. Under the Brown Act, the members of the Library Commission may not address or discuss matters unless such matters are listed on the agenda and properly noticed.

## **ADDRESSING THE COMMISSION ON AGENDA ITEMS**

If you wish to address the Commission on an item which is listed on the agenda, you may be heard at the time the item is discussed by the Commission by filling out a *Request to Speak* card and submitting it to the Commission Secretary. *Request to Speak* cards are located on the table by the entrance to the meeting room.

Agenda items will be heard in the order listed, unless a request for a variation in the order is approved by the Commission when it approves the agenda.

**The Commission Chair may limit your time to speak to two minutes.**

## **OPEN FORUM (FOR ITEMS NOT ON THE AGENDA)**

If you wish to address the Commission on an item which is not listed on the agenda, the Commission will listen to your matter under "Open Forum," but will not be able to discuss or take any action on your matter. Therefore, any requested action may be deferred to a subsequent meeting. Please fill out a *Request to Speak* card in order to be recognized by the Commission.

**The Commission Chair may limit your time to speak to two minutes.**

## **PLACING MATTERS ON COMMISSION AGENDAS**

You may, at any meeting, request the Chair to place your matter on an agenda for a subsequent meeting. The Chair will review your request for relevancy. Or, you may submit a written request to the Office of the Library Director, 150 E. San Fernando St., 4<sup>th</sup> floor, San José, CA 95112, no later than 5:00 p.m. on Thursday, 13 days before a Commission meeting. Please contact the Office of the Library Director at (408) 808-2164 if you have any questions concerning Library Commission agendas and meetings.

## **REVIEWING COMMISSION PACKETS**

Agendas and reports may be found at <http://www.sjlibrary.org/about/sjpl/commission/index.htm>. Hard copies will be made available at the Commission meeting.