

LIBRARY AND EDUCATION COMMISSION **SPEAKING & 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 and Education Commission are held on the third Wednesday of every month at 7:00 p.m. at various Library locations, unless special circumstances cause rescheduling to another date or location.

PUBLIC MEETING REQUIREMENTS

The Library and Education Commission meetings are subject to the Brown Act, a California law governing public meetings. Under the Brown Act, the members of the Library & Early Education 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 to be recognized by the Commission.

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

REVIEWING COMMISSION PACKETS

Agendas and reports may be found at [City of San Jose Meeting Bodies](#). Hard copies will be made available at the Commission meeting.