



Munford-Tipton County Memorial Library  
1476 Munford Avenue  
Munford, TN 38058  
(901) 837-2665  
[www.munford.com](http://www.munford.com)



## Public Comment Policy

All persons are welcome to attend the public meetings of the Munford-Tipton County Memorial Library Board. Any person wishing to address the Library Board with a comment may do so during the Public Forum agenda item.

Each regularly scheduled board meeting will include a provision for up to fifteen (15) minutes of public comment. Each commenter will be limited to three (3) minutes to make a statement. Appointments are not required but are recommended. Persons making appointments will be given priority and should contact the Library Director at least three (3) days in advance of the meeting to make an appointment.

The Library Director will try to provide details to any patron making an inquiry to see if the issue can be resolved prior to the meeting.

The board will not respond to the commenter during the public comment time. Commenter will not be allowed to give all or some of their allotted time to another commenter. The Board Chair will have the authority to terminate the time allotted to any commenter who does not speak on the agenda item(s) signed up for, is unruly or disorderly. The Board Chair has the authority to have the commenter removed from the meeting and subsequently the Library if they become unruly or disorderly.

Policy reviewed: September 2023