



Public Participation - Agenda Item Request

Residents are welcome to attend public meetings and learn more about Elkhart Public Library's policies, finances and operations. Meetings may be observed and recorded as allowed by Indiana law.

The presiding officer of the Board of Trustees provides time for questions and public comments on agenda items, and determines the length of time allowed for comments and board discussion. Anyone wishing to address published agenda items does not need to fill out this form and may address those items during public comment period.

To request an item be placed on the meeting agenda, or to make a presentation to the board on a specific topic, please complete this form. When completed and signed, this form may be submitted to the Library Director, c/o Administration, 300 S. Second St., Elkhart, IN 46516, at least 48 hours prior to the announced meeting date and time. This form also may be delivered in person, prior to the presiding officer's call to order.

If delivered after the above stated deadlines, the requester will be notified, and the item will be added to the agenda of the next regularly scheduled public meeting.

Speakers will be provided up to five minutes to speak to the added agenda item or make their presentation. The Board of Trustees will not address personnel matters and specific issues regarding library users and guests during public meetings; those concerns may be submitted to the Library Director or other administrator. Also, please note trustees have no obligation to answer direct questions presented by the individual speaking.

PUBLIC PARTICIPATION REQUEST

I would like to address the Elkhart Public Library Board of Trustees as a specific meeting agenda item.

(please print)

Full name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Government agency/organization/group affiliation (if relevant): _____

Phone: _____ - _____ - _____ Email: _____

Topic (please include title for agenda): _____

Request submission date: _____ Signature: _____