

Cheltenham Township Library System  
Public Comment Policy

The Cheltenham Township Library System, as part of its commitment to the community, offers several opportunities for public comments during open meetings. We ask that speakers observe the following rules:

- Cheltenham residents, taxpayers, and CTLS employees who are in person or in the virtual audience will be permitted to comment on agenda items or non-agenda items at scheduled times.
- At the appropriate time, in-person attendees should raise their hand; virtual participants should use Zoom's "raise hand" tool, and, when their name is called, they will be granted speaking privileges. Commenters must state their name and where they reside in the township.
- Those viewing the recorded broadcast of a meeting can submit questions and comments, including name and residence, via [board@cheltenhamlibraries.org](mailto:board@cheltenhamlibraries.org)
- All comments shall be directed to the Board as a whole or to the presiding officer. No comments or questions shall be directed to individual Board members or CTLS administrator. The presiding officer or their designee may interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
- Time Limit: 5 minutes though this may be extended at the discretion of the presiding Officer. Individuals may not yield their time to another speaker.
- We respectfully request one comment per person. Comments/questions should be in the spirit of civil discourse. Please be aware that all comments are being recorded. The following is prohibited:
  - Insults or attacks on individuals.
  - Name-calling.
  - Profanity.
  - Racial or ethnic slurs.
  - Discriminatory remarks based on race, color, religion, national origin, ancestry or place of birth, sex, gender identity, sexual orientation, disability, marital status, or age.
  - Any other behavior that is inconsistent with the Values of the Cheltenham Township Library System and its [Patron Behavior Policy](#).

**Approved by the Board of Library Directors of Cheltenham Township (BOLDOCT) on January 25, 2023.**