

## **PROCEDURE FOR SPEAKING AT THE POPE COUNTY LIBRARY BOARD OF TRUSTEES MEETING**

The Board of Trustees of Pope County Library System welcomes you to this meeting. We conduct our meetings in accordance with the Open Meetings Law of the State of Arkansas. While this law requires that meetings be open to the public, it does not require any sort of public forum. Since we value the opinions of all Pope County residents and library patrons, it is the policy of this Board to allot a time of public comments during scheduled Board meetings to address the Library Board directly. Please be mindful of the time constraints of the Board members who generally are taking time out of their own workdays.

If you wish to speak with the Board during a meeting, you must complete the form following this page and have it turned in to the Library Director or any Board Member at least twenty-four (24) hours before the scheduled meeting. This gives the Board time to adjust the meeting to allow for a time of public comments. If no forms have been turned in one hour ahead of the meeting, such time will not be allotted. Only persons who have turned in the form at the proper time will be allowed to speak. When the Board reaches that portion of the agenda, you will be called upon by the Board's Chair

The presiding officer shall be guided by the following rules:

- a. Public participation shall be permitted only as indicated on the agenda and at the discretion of the Board Chair.
- b. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting after being recognized by the presiding officer.
- c. Participants must be recognized by the presiding officer and must preface their comments by an announcement of his or her name and city of residence.
- d. Each statement made by a participant shall be limited to two (2) minutes unless extended by the Board's Chair.
- e. No participant may speak more than once on the same topic.
- f. The Board Chair has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
- g. The Board will take the comments into consideration but will not engage in a debate with patrons.

Speakers may offer objective concerns and criticisms of library operations and programs that concern them. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the library.

## **REQUEST TO SPEAK TO THE POPE COUNTY LIBRARY SYSTEM BOARD**

Please complete this form and return it to either a Board Member or the Library Director.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, and ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Subject of your request \_\_\_\_\_

Email address \_\_\_\_\_