

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

The Board of Trustees of the Garland County Library 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 the Library's 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 work days, spending their lunch hour to meet.

If you wish to speak with the Board during a meeting, you must complete the form at the bottom of this page and have it turned in to the Library Director or any Board Member at least one (1) hour 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 time 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 presiding officer.
- 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 five (5) minutes unless extended by the Board's Chair.
- e. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- f. The presiding officer 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. The Board will reply to comments or concerns in writing as soon as possible but within thirty (30) days of the meeting. The Board appreciates your concerns, input and/or suggestions.

Speakers may offer objective concerns and criticisms of Library operations and programs as concern them. But in public session, the Board will not hear complaints about Library personnel or against any person connected with the Library system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the Library. The meeting's agenda usually does not allow for continuous public debate.

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### REQUEST TO SPEAK BEFORE THE 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 \_\_\_\_\_