

CROMAINE DISTRICT LIBRARY

BOARD OF TRUSTEES OPERATING PROCEDURE

Conduct of Library Board Meetings

Purpose

The board recognizes a need to provide structure to its board meetings and thus has adopted the following procedures to establish the orderly operation of library board meetings.

Scope

This procedure addresses operations of the Board of Trustees meetings regarding voting, minutes, public participation at meetings, and procedures for the public to address the board.

Description

Quorum - A quorum shall consist of a majority (a minimum of four) of the board members. A new call for meeting may be issued if a quorum fails to appear within thirty minutes after the time specified for the meeting.

Majority Vote - No action of the board shall be valid unless an affirmative vote of the majority of the members present is cast and a proper record made of the vote.

Rules of Order - The board shall observe *Robert's Rules of Order Revised*, unless such rules are in conflict with statutory provisions or constitutional rights of members of the board.

Voting Method - Voting shall be by ayes and nays. Roll call votes may be called for at the discretion of the Board President or may be requested by any member. Any vote for the purpose of calling a closed session or approving a resolution shall be by roll call vote. All roll call votes shall be recorded and included in the minutes of the meeting.

Voting Duty - No member will abstain from voting unless that member states his/her conflict of interest. Conflict of interest will be the only reason to abstain from voting. The board will determine by majority vote of the remaining members if the member will be allowed to abstain.

Minutes - The Secretary for the Board shall keep minutes of every meeting of the board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings, the purpose or purposes for which closed sessions are called, all roll call votes, and references to reports

presented and items discussed when no action is taken. Proposed and approved minutes of an open meeting of the board are public records open to public inspection. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight (8) business days of the meeting and copies of approved minutes within five (5) business days of the meeting at which they are approved.

Public Participation in Meetings - The Board of Trustees' meetings are held for the purpose of transacting the business of the library district. In its deliberations, the board is interested in the opinions of the public and pledges courteous attention to those who wish to be heard and who follow the rules of the board governing public participation in its meetings. The board requests members of the audience to refrain from loud talking and other distractions during the meeting. Persons who disrupt the meeting will be cleared from the meeting room.

Closed Sessions – The board may meet in a closed session following specific guidelines of the Open Meetings Act. These guidelines include complaints against a board member or library employee, but only at the request of the member or employee about whom the complaint is registered and with the member or employee present. The board may also meet in executive, closed session to discuss litigation pending or threatened against the board and/or library or to discuss terms of property settlement or other business the negotiations of which could damage the library's position in negotiations, if public.

Procedures for Addressing the Board

To facilitate the planning of time allotments for the agenda, a member of the public wishing to speak is required to fill out a *Call to the Public* card provided. The card will then be given to the Board President. People who turn in cards will be asked to speak first, and if additional time is available, the Board President may ask if anyone else wishes to speak.

1. The public participation portion of the meeting is limited to 15 minutes, but an exception may be made at the discretion of the Board President, if necessary so that no one's right to address the board will be denied.
2. Each person will be allowed to speak for up to 3 minutes at the call to the public, except where the number of speakers exceeds the time limit. In those instances, the President of the Board of Trustees may either reduce the 3-minute limit to a 2-minute limit for each speaker or the Board of Trustees may waive the 15-minute time limit.

3. Each person wishing to address the Board of Trustees must identify himself or herself by name and address. If the person is representing an organization or group, the person shall indicate whether the comments or presentation represents the official view of the organization or group.
4. If a delegation is present to address the board, the delegation may select up to five spokespersons to speak on its behalf, for a total of not more than 5 minutes.
5. All written statements should be given to the Secretary of the Board of Trustees, so that copies may be made available to members of the board. All written statements and documents presented by an individual or group to the Board of Trustees during the meeting are considered public documents.
6. Individuals addressing the board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a library board member or library employee, which are totally unrelated to the manner in which the member or employee performs his or her duties. If the comments constitute a complaint against a board member or employee, the member or employee about whom the complaint is registered, has the right to request an executive, closed session of the board and to be present at that session.
7. Board of Trustees members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Library Director for investigation, study, and recommendation or designated as future agenda items for Board of Trustees' consideration.