

## ROLLA PUBLIC LIBRARY

SUBJECT: Open Meetings

BOARD

Approved: 05/19/2022

### POLICY

#### Purpose:

The public is invited to attend all meetings of the Rolla Public Library Board of Trustees except those designated as closed sessions. Meetings will be listed on the library website's calendar of events and the agenda will be posted on exterior library doors at least 24 hours in advance.

Residents of the Library district or members of the Library are welcome to address comments to the Board as set forth below:

1. Those wishing to address the Board of Trustees must submit a request in writing at least 48 business hours prior to the meeting.
  - a. Request forms are available at the Library Director's Office.
  - b. All public comment forms, regardless of whether the person chooses to speak or not, will be added to the public record and will be distributed to all Board members.
2. Public comment is allowed in person at every Board meeting and included as an agenda item.
3. Each person desiring to be heard, when recognized by the Presiding Officer, shall first state their name and address before commenting.
4. Public comment is limited to three minutes per person unless otherwise directed by the Presiding Officer. Speakers may not transfer time to other individuals.
5. The Presiding Officer shall rule "out of order" all comments which are off topic, repetitious, derogatory of persons, or which include language or behavior that is unlawful.
6. The Presiding Officer shall allocate no more than thirty minutes to this part of the agenda. These rules may be suspended by motion and majority vote of the Board.
7. The Board of Trustees does not generally respond to public comments during the course of the meeting.