



Arkansas River Valley Regional Library System Headquarters

501 N. Front Street, Dardanelle, AR 72834 | 479.229.4418 | www.arvrls.com

Procedures for Speaking at the Library Board of Trustees Meeting

The Board of Trustees of the Arkansas River Valley Regional Library System welcomes you to this meeting. We conduct our meetings in accordance with the Open Meetings Law of the State of Arkansas. This law requires meetings be open to the public, but it does not require any sort of public forum. Since we value the opinions of library patrons, it is the protocol of the organization to allot time of public comments during scheduled Board meetings to address the Library Board directly. Please be mindful of time constraints.

If you wish to speak with the Board during a meeting, the form at the bottom of this page must be completed and turned in to the Branch Manager, Library Director, or any Board Member at least seventy-two (72) 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 submitted seventy-two (72) hours prior to the meeting, such time will not be allotted. Only persons who have submitted a 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 Chairperson.

The presiding officer shall be guided by the following rules:

1. Public participation shall be permitted only as indicated on the agenda and at the discretion of the presiding officer.
2. Anyone having a legitimate interest in the actions of the Board may participate during the public comment portion of a meeting after being recognized by the presiding officer.
3. Participants must be recognized by the presiding officer and must preface their comments with an announcement of his or her name and city of residence.
4. Each statement made by the participant shall be limited to five (5) minutes unless extended by the Chairperson.
5. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
6. The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
7. The Board will take the comments into consideration but will not engage in a debate. The Board appreciates your concerns, input, and/or suggestions.

Speakers may offer objective criticisms of Library operations and programs as concern them. 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 does not allow for continuous debate.

REQUEST TO SPEAK BEFORE THE BOARD

Please complete this form and return it to the Branch Manager, Library Director, or any Board Member.

Name: _____ Date: _____

Address: _____

City, State, and Zip: _____ Phone: _____

Subject of your request: _____

Email address: _____