

**PROCEDURE FOR SPEAKING AT THE
NEVADA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

The Board of Trustees of Nevada Public Library welcomes you to this meeting. We conduct our meetings in accordance with the Open Meetings Law of the State of Missouri. 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 time for public comments during scheduled Board meetings to address the Library Board directly. Please be respectful of the Board members who are volunteering to serve our community and their time 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 before the scheduled meeting begins. The Nevada Public Library Board sets aside 15 minutes in total for public comments. If no forms have been turned in by the time the meeting is called to order, 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 with an announcement of their name and city of residence.
- d. Each statement made by a participant shall be limited to three (3) minutes unless extended by the Board's Chair.
- e. The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
- f. 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, but in public sessions, 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.

REQUEST TO SPEAK BEFORE THE BOARD

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

- I am a; Cardholder of Nevada Public Library with a current membership; or
 City of Nevada, MO resident, *within* city limits;
 Vernon County, Missouri resident, outside of city limits of Nevada, MO.

Name _____

Address _____

City, State and ZIP _____ Phone _____

Subject of your
comment/concern _____

Email address _____