

Procedure for Public Comments at the Crawford County Library Board Meetings.

Pursuant to the Arkansas Freedom of Information Act § 25-19-106, all library board meetings are open to the public. The Crawford County Library Board welcomes community involvement. The library will provide the dates, times, and locations of meetings online. In the event of a special or emergency meeting, the guidelines set up in the policy and procedures handbook will be followed. The library values openness and encourages feedback from the public it serves. This policy outlines the library board's responsibilities in operating transparently and provides procedures for community members with a legitimate interest in the actions the Library Board will be addressing in that meeting to participate. Library board meetings are guided by an agenda that is set before each meeting. Community members who wish to address the board must submit the form below to the Library Director or a Board Member at least 1 hour prior to the meeting. This request should be detailed enough to allow the board members and director to understand the issue the individual wishes to discuss and which agenda item it pertains to. Each participant is limited to 3 minutes. Only community members who have turned in the form at the proper time will be allowed time to speak and meeting time constraints may not allow all who turned in a form to be accepted to speak. The Board reserves the right to limit the number of participants per subject per meeting. The meeting's agenda does not usually allow for continuous public debate. When the Board reaches that portion of the agenda, you will be called upon by the Board Chairperson.

The presiding officer has the right and power to control the meeting guided by the following rules:

1. Community participation shall be permitted only as indicated on the agenda and at the discretion of the presiding officer.
2. Community members may participate during the public 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 the person's name and community of residence.
4. Each participant must limit their comments to 3 minutes.
5. No participant may speak more than once on the same topic and a different form must be turned in for each topic according to the above rules.
6. The presiding officer has the right and power to control the meeting and may take reasonable actions that are necessary to ensure an orderly meeting.
7. The Board will take the comments into consideration but will not engage in a debate with participants. It may, however, in certain circumstances ask a participant to clarify something that the participant said if necessary, prior to a decision.
8. If the Board, as a whole, wishes to reply to a comment it will be done in writing prior to the next regularly scheduled meeting.
9. This time is given for a participant to address the Board about a specific subject that the Board will be deciding on in that meeting. It is not to address the general public with general comments.

Request to speak before the board.

Please complete this form and return it to either a Board Member or the Library Director at least 1 hour prior to the meeting.

Name: _____ Date: _____

Address: _____

City, State and Zip: _____ Phone: _____

Email address: _____

Subject you wish to address at the next board meeting: _____

Staff use only Name, Date & Time: _____