WEST PLAINS
PUBLIC LIBRARY

Public Participation at Board Meetings

POLICY:

The public is invited to attend all meetings of the West Plains Public Library Board of Trustees except those designated as a closed meeting per RSMO 610. Members of the public are welcome to address comments to the Board as set forth below:

1. The public shall be allowed to address the Library Board of Trustees only as provided for in this section. Any person wishing to be added to the agenda to address the Library Board of Trustees must first request this in writing to the Library Manager by noon of the Friday preceding the Monday board meeting. If the meeting is on a day other than Monday, the request must be in writing by noon of the previous day. Each such request shall set forth the issue or issues to be discussed, the date that the person proposes to appear before the board and include documentation if any. No person shall be denied the right to speak due to the nature of an issue to be discussed so long as the issue relates to the library's business or a matter over which the council has control and is not repetitive. Priority for speaking will be given in the order that completed written requests are received.
2. Repetitive, irrelevant or abusive remarks from the public, or matters not concerning the library's business or any matter over which the board has no control, may be closed off at any time by the presiding officer or by the majority vote of the board members present.
3. Each speaker shall be limited to a five-minute period for each topic unless given additional time by the presiding officer.
4. All remarks shall be presented to the Library Board of Trustees as a whole and not to any individual member thereof. This is a procedural requirement and is not intended to limit the content of any remarks. No person other than members of the Library Board of Trustees, and the person having the floor shall be permitted to enter any discussion, either directly or through a member of the Library Board of Trustees, without the permission of the presiding officer. No question may be asked of a board member or library staff without the permission of the presiding officer.
5. The presiding officer at each meeting of the Library Board of Trustees shall have the responsibility to rule out of order any person violating these rules and may direct such individual to conduct themselves in a manner that complies with these rules of conduct. Any failure to abide by the order of the presiding officer may result in forfeiture of the remaining time allocated for the address, or in extreme cases, removal from the meeting. Additionally, any board member may request a ruling on whether any individual appearing before the board is out of order and the board may, by majority vote, direct that an individual who is out of order be ordered to cease his presentation and be seated or be ejected from the meeting.

6. No issue brought up in an address to the Library Board of Trustees under this section shall be acted upon by the board during the portion of the meeting set aside for public addresses to the board unless the issue is clearly stated on the agenda.
7. To avoid the perception that a statement is true because there is not an immediate response, the presiding officer shall emphasize in an appropriate manner that library procedure is for staff to respond, when warranted, to comments directly to the person speaking at a later date after the staff has had an opportunity to review the matter commented upon.
8. The presiding officer at each meeting of the Library Board of Trustees shall have the responsibility to rule out of order any person violating these rules and may direct such individual to conduct himself in a manner that complies with these rules of conduct. Any failure to abide by the order of the presiding officer may result in forfeiture of the remaining time allocated for the address, or in extreme cases, removal from the meeting. Additionally, any board member may request a ruling on whether any individual appearing before the board is out of order and the council may, by majority vote, direct that an individual who is out of order be ordered to cease his presentation and be seated or be ejected from the meeting.

Approved by the Library Board of Trustees September 2024 Board Meeting. Jarryd Alsup Presiding.