



Policy 1-6	Public Meetings	Approved: 02/14/2019
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I. Purpose

In accordance with Oregon statutory policy, as expressed in ORS 192.620, the Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of the public meetings law that decisions of governing bodies be arrived at openly.

This policy applies to all meetings of the Board of Directors of the Jackson County Library District and to any meetings of committees or advisory groups appointed by the Board, if such committees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

II. Public Meetings Law

All Board meetings and work sessions shall be conducted in accordance with the Oregon Public Meetings Law. (ORS 192.630)

1. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
2. Every regular meeting and will include opportunity for public comment. Public comment and public hearing testimony will follow these guidelines:
 - a. Every person desiring to speak will first address the presiding officer and, upon recognition, will give his or her name and address. When giving testimony during a public hearing, individuals will confine their comments to the issue under consideration.
 - b. The regular Board meeting agenda will provide an opportunity for public comments on items that will not be the subject of a public hearing. This portion of the meeting will be restricted to no more than twenty minutes, unless extended by the presiding officer.
 - c. Speaker’s comments will be limited to three (3) minutes. This time limit may be extended or reduced for each speaker or each subject at the discretion of the presiding officer.
 - d. Speakers should not repeat their own or other’s prior statements.

- e. All questions and discussion by members of the audience will be directed to the presiding officer. Direct discussion between members of the audience and Board members or employees is permitted only at the discretion of the presiding officer.
- f. Any member of the public attending a Board Meeting may be required to leave for any conduct deemed disorderly by the Board, including the failure to present comments or testimony in a manner courteous to the Board, its staff, and members of the audience. Before any person is requested to leave a Board Meeting for disorderly conduct, that person will be given a warning by the presiding officer to cease the conduct.
- g. At the discretion of the Board President, members of the public may be required to sign-up to comment or testify, prior to the beginning of the meeting. Such sign-up may be required when controversial issues will be discussed, or when many individual speakers are anticipated.

III. Regular Meetings

Regular meetings of the Board shall be held monthly on a regularly scheduled day of the month. The day and time shall be set by motion annually during the regular meeting in July. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

IV. Study sessions

- a. Study sessions of the Board may be called by the President or by three Board members.
- b. Subjects discussed at a study session shall be limited to the agenda items for the work session.
- c. Final decisions shall not be made at a study session.
- d. A study session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a study session or at the next regular or special meeting.

V. Special meetings

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

VI. Emergency meetings

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

VII. Executive sessions

- a. Shall be held in accordance with Oregon Public Meetings Law. (ORS 192.630)
- b. The applicable statute allowing an executive session must be referenced prior to the meeting.
- c. The Board shall not make any final decisions during executive session.
- d. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

VIII. Location

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action.

IX. Quorum

A majority of the Board (3 members) shall constitute a quorum.

X. Agenda

The agenda shall be set by the Board President in consultation with Board members, the District Administrator, and the Library Director. Meetings should generally be limited to published agenda topics, and although by agreement of a majority of Board members, additional topics may be added to the agenda. Action on newly added topics may not be possible due to notice requirements of Public Meetings Law. Agenda items should focus on mission, policy issues, and legally required actions.

XI. Notice

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches and on the District Board or library website. Notice for meetings to be held in executive session shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

XII. Accessibility

- a. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- b. The District shall provide, upon request, interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

XIII. Minutes

Minutes must be kept of all Board meetings and meetings of Board-appointed committees of three or more Board members. Minutes shall include a list of present Board members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately. Minutes will be published after Board approval.

XIV. Planning session

The Board will undertake an annual planning session.

XV. Virtual participation

Members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

XVI. Parliamentary Authority

The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt. The more informal Procedures for Small Boards excerpted from Robert's Rules may be followed at the discretion of the Board.