

Public Meetings

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 Siuslaw Public Library District's Public Meetings Policy applies to all meetings of the Board of Directors ("Board") of the Siuslaw Public Library District ("District") and to any meeting of subcommittees or advisory groups appointed by the Board if such subcommittees or advisory groups have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

All Board meetings and work sessions shall be conducted in accordance with the Oregon Public Meetings Law (ORS 192.630). All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.

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.

Public Comment at Meetings

Board Meetings are primarily for the purpose of conducting the business of the District, but also present an opportunity for the Siuslaw Public Library District Board of Directors to receive comments from members of the public. There are also times when ORS requires that the Board solicit and accept public comment at a public hearing on a specific topic, such as when considering the District budget. Public comment and public hearing testimony before the District will be conducted in accordance with all applicable laws and follow these guidelines:

1. Upon recognition, anyone wishing to speak will give their name, and if they are a District resident and if they are a library user. When giving

testimony during a public hearing, individuals will confine their comments to the issue under consideration.

2. The regular Board meeting agenda will provide an opportunity for public comments on items that will not be the subject of a public hearing but are included on the agenda. This portion of the meeting will be restricted to no more than fifteen minutes.
3. When time permits, the regular Board meeting agenda will also include an opportunity for public comment on items that are NOT included on the meeting agenda.
4. Speaker's comments will be limited to three (3) minutes.
5. 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.
6. 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.
7. Members of the public will be required to sign-up no later than the meeting's call to order if they wish to comment or testify. Sign-up will be available on a first-come, first-served basis.

Location

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

Accessibility

To ensure that District meetings are accessible to members of the public and other attendees:

1. 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.
2. All meetings will be held in locations that are accessible to those with mobility limitations or other disabilities.
3. The District shall make a good-faith effort to provide, upon request, interpreters for the Deaf and/or hearing impaired as provided for by Oregon Public Meetings Law.

Quorum

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

Agenda

The agenda shall be set by the Board President in consultation with Board members and the Library Director. Agendas will always include notice of any public hearing and the topic under consideration. 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.

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 the District location in Florence and on the 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.

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. As required by ORS, at least one location shall be provided where meetings held by electronic means may be listened to by members of the public.

Special Meetings

The Board shall hold special meetings 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 hour public notice.

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 twenty-four hours'

notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

Executive Sessions

Shall be held in accordance with Oregon Public Meetings Law and will adhere to these requirements:

1. The applicable statute allowing an executive session must be referenced prior to the meeting, and included in any notice regarding the meeting.
2. The Board shall not make any final decisions during executive session.
3. The President or presiding officer will announce any staff members, lawyers, or others who are able to participate in the executive session that are not otherwise permitted to attend via Oregon Revised Statutes.
4. Once the executive session has been convened, the presiding officer shall direct any representatives of the news media who are present not to report certain specified information from the executive session. The non-disclosure requirement should be no broader than the public interest requires.
5. 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.

Work or Planning Sessions

The District Board of Directors may wish to meet together to study and discuss larger issues or participate in training related to the governance of the District. These sessions may be called by the District President or by three Board members and will abide by the same notice requirements as other meetings and. Additionally the District will ensure:

1. Subjects discussed at the session shall be limited to the agenda items for the work or planning session.
2. Final decisions shall not be made at a work or planning session.
3. A work or planning 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.

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 to help maintain confidentiality.

Adopted by Board of Directors: November 16, 2005

Reviewed by Board of Directors: February 15, 2012

Revised by Board of Directors: February 15, 2023