ARSL
The Association for Rural & Small Libraries

Policy: Member Input and Conduct at Board Meetings

RESPONSIBILITY: GOVERNANCE COMMITTEE

- DATE ADOPTED: March 21, 2014
- DATE AMENDED: this space reserved for future amendment dates

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Statement of Purpose

ARSL Board meetings are the venue in which the Board of Directors conducts the business of the organization. Board meetings are open to ARSL members and the public, but it is important to note that a Board meeting is a meeting, conducted in public, not a public meeting. While ARSL members and the public are welcome to attend, active participation by other than board members is necessarily limited.

The Board reserves the right to conduct any part of a board meeting in private when this is necessary for legal or privacy reasons.

Member Input

The ARSL Board of Directors actively solicits input and action items related to ARSL from Association members. ARSL members wishing to bring action to the Board are encouraged to complete an Agenda Request Form. The deadline for submission of such requests is no later than noon, 10 days preceding the meeting of the ARSL Board of Directors. These forms should be submitted to the President of the Association. The President may place this on the agenda at his or her discretion.

Agenda Request Forms will be posted on the Resource Page of the ARSL Web site.

Member Conduct at Meetings

Members are welcome and encouraged to attend any and all meetings of the ARSL Board of Directors. In order to facilitate member input regarding board actions and activities, the following procedures will be followed at all meetings:

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Agenda Items

During Board discussion of agenda items, members may respond to questions directly placed to them by the Board, but must refrain from audio comments. Members may communicate with the board via chat within the online meeting environment throughout the meeting. Acknowledgement of chat activity will be at the discretion of the chair, and as time allows.

Public Comment

A public comment period will normally be the final item on the board meeting agenda. Oral presentations by members attending a board meeting may be allowed at this time at the Board's discretion.

After being recognized by the chair, members making a presentation should state their name and organization. Presentations are limited to five minutes maximum unless otherwise instructed by the chair. Matters requiring additional discussion time will be referred to the Board or a committee for discussion or action at a later date.

The Board will listen to the presentation and may ask questions for clarifications. For the Board this is a time for listening, not uncontrolled debate. If there is a need for response from the Board, it will come at a later time when the Board has had time to seek more information and deliberate on the issue.

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