

CUSTOMER POLICIES

BOARD MEETINGS AND PUBLIC PARTICIPATION

Board Policy:

DATE REVIEWED: 01/26/2023
DATE APPROVED: 01/26/2023
EFFECTIVE DATE: 03/01/2023
REPLACING POLICY EFFECTIVE: 12/11/2014

Columbus Metropolitan Library (CML) fully complies with the Ohio's Open Meeting Act, Ohio Revised Code (ORC) § 121.22. The Chief Financial Officer/ Fiscal Officer (CFO/FO) shall implement such procedures as are necessary to comply with ORC § 121.22 and advise the Board of Trustees (the Board) from time to time regarding these procedures.

CML administration shall establish the guidelines and administrative procedures for public participation at Board Meetings.

Administrative Procedure:

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A. Types of Meetings and Notice

ORC defines four different types of meetings and the notice requirements for each type:

- Annual Meeting
- Regular Meetings
- Special Meetings
- Emergency Meetings

1. Annual Meeting

The Board shall hold an Annual Meeting in January of each year, at a time and place agreed upon by a majority of the trustees. At the Annual Meeting, the Board shall elect its Officers, appoint its Fiscal Officer and fix the bond thereof. The Board shall also fix the time and place for its regular monthly meetings and conduct such other business of an organizational nature as may come before it.

CML's Marketing and Communications Department will provide announcements of the Annual Meeting to those requesting notification, including news media, at least five (5) days in advance of the meeting.

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The notice for the Annual Meeting will provide the date, time and location of the Annual Meeting.

Public notices of upcoming meetings also will be physically posted at Main Library as well as on CML's website (www.columbuslibrary.org).

2. Regular Meetings

A Regular Meeting is held at prescheduled intervals, at the regularly scheduled and established times and places.

CML's Marketing and Communications Department will provide announcements of all regular Board and Committee meetings. These announcements shall be disseminated to those requesting notification, including news media and other persons, at least five (5) days in advance of the meeting.

The notice for Regular Meetings of the Board and all Committees will provide the date, time and location of the meeting.

Public notices of these upcoming meetings will be posted on CML's website (www.columbuslibrary.org).

The Board may conduct an executive session during the meeting per the requirements of the ORC. Attendees in executive session are by Board invitation only.

3. Special Meetings

A Special Meeting is any meeting other than a regular meeting.

CML's Marketing and Communications Department will provide announcements of all special Board and Committee meetings. These announcements shall be disseminated to those requesting notification, including news media and other persons, at least twenty- four (24) hours in advance of the meeting.

The notice for Special Meeting of the Board and all Committees will include the date, time, location and purpose of the special meeting.

Business conducted during a special meeting can only be related to the announced purpose.

Public notices of these upcoming meetings will be posted on CML's website (www.columbuslibrary.org).

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4. Emergency Meetings

An Emergency Meeting is a meeting that is convened because a situation requires immediate official action and cannot be the result of the Board's own failure to meet earlier.

CML's Marketing and Communications Department will provide announcements of all emergency Board and Committee meetings. These announcements shall be disseminated to those requesting notification, including news media and other persons, as soon as it is determined that an emergency meeting is necessary.

The notice for emergency meeting of the Board and all Committees will include the date, time, location, and purpose of the emergency meeting.

Business conducted during an emergency meeting can only be related to the announced purpose.

Public notices of these upcoming meetings will be posted on CML's website (www.columbuslibrary.org).

B. Requesting Notification

The news media and any person can receive notification of all Board and Committee meetings by submitting a request for such notification to CML's Marketing and Communications Department. Requests can be made in person, submitted through CML's website, email request, via phone or in writing and should include the preferred method of notification.

Any person may also request notice of all meetings at which any specific type of business is to be discussed.

It is the responsibility of the news media and any person to keep CML's Marketing and Communications Department advised of changes to their preferred method of notification.

Instructions on how to request notification will be included with each meeting posting as well as on CML's website (www.columbuslibrary.org).

C. Documentation of Public Notification

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For each meeting, the Marketing and Communications Department will document the identities of specific news media and other individuals who were notified of the particular meeting and the method of notification.

The documentation will be filed with CML's CFO/FO, who will review each meeting's document to ensure that the notifications were made in a timely manner and that the documentation is sufficient and accurate.

D. Public Appearance Before CML's Board

1. All meetings of the Board or Committees of the Board are open to the public. Because space may be limited for seating, citizens interested in attending the meeting are encouraged to contact the CFO/FO so that sufficient seating may be provided. If the attendance will exceed the capacity of the meeting space, the CFO/FO will move the meeting, with the approval of the Board President, to a more appropriate location. Marketing and Communications will inform the news media and all others who have requested notification of the updated location.
2. While Board meetings and Committee meetings are open to the public for attendance, the purpose of these meetings is to allow the Board and Committees to transact the normal business of the institution. For this reason, interruptions by the public cannot be permitted. Board and Committee meetings are not public hearings.
3. Any person wishing to appear before the Board or Board Committees to speak on any matter must sign in at the meeting and are requested to provide the following information in advance:
 - a. Name, address, e-mail and phone number of person requesting to speak.
 - b. Subject on which they wish to speak
4. Any person who wishes to address the Board concerning a given item on the agenda will be allocated up to five (5) minutes.
5. The number of speakers on any given topic may be limited to three (3) speakers in opposition and three (3) speakers in favor of each item, at the discretion of the President.

Related Policies/Forms:

- Customer Code of Conduct
- Suspensions