



Request to Address the Okefenokee Regional Library System Board of Trustees

Approved by the Okefenokee Regional Library Board of Trustees, November 4, 2019, revised February 6, 2023

The Okefenokee Regional Library System Board of Trustees meets the first Monday of February, May, August, and November at 4:00pm in the Waycross-Ware County Public Library's Meeting Room, unless otherwise specified.

The Okefenokee Regional Library System Board of Trustees follows all Georgia Open Meeting Laws (O.C.G.A. § 50-14-1). Citizens are welcome to attend all meetings of the Board except for hearings and discussion of personnel. The Board may restrict, in accordance with State Law, public participation in meetings to any extent necessary to allow it to carry on its business.

Rules for Speakers Addressing the Library Board of Trustees

1. To be eligible to address the Library Board of Trustees, individuals must complete and sign a Request to Address the Okefenokee Regional Library System Board of Trustees form (included here) before the close of business on the Monday the week preceding the respective meeting. All prospective speakers must completely and succinctly fill out the form below to speak to the Board by this deadline; missing information may result in a delay of your request until the next regularly scheduled meeting of the Board of Trustees;
2. To be eligible to address the Okefenokee Regional Library Board of Trustees, individuals must first exhaust all administrative channels and have addressed their local Library Board of Trustees before presenting same to the OKRLS Board;
3. Individual and/or group names will be recorded in the Library Board of Trustees meeting minutes. Individuals or groups will be heard in the order in which requests are received, unless the Board Chair rules otherwise;
4. Speakers are requested to arrive prior to the start of the meeting. Speakers who arrive late may have their opportunity to address the Library Board of Trustees moved to the next regularly scheduled meeting of the Board of Trustees;
5. If the speaker has information for distribution, at least fifteen (15) copies must be provided;
6. No more than two (2) issues will be heard during Public Comment at an individual Library Board Meeting. The first speaker on an issue will be limited to five (5) minutes. Further time may be granted by the Board Chair to any speaker as they deem appropriate;
7. If more than one (1) person is speaking on the same subject/issue, they will have one (1) minute to add new information. Further time may be granted by the Board Chair to any speaker as they deem appropriate;
8. All personal complaint(s) against library personnel must be in writing and will be discussed in Executive Session only. Only Trustees and designated Library Staff are eligible to be in attendance during Executive Session.
9. The Board of Trustees will not allow abusive language, threats, comments, jeers, or shouts from the floor. The Library Patron Conduct Policy must be followed at all times. Disruptive persons will be asked to leave the meeting;
10. Matters raised by the Speaker will be referred to Library Director for review and preparation of any recommendations, if applicable, to the Board for appropriate action at a later date. Speaker should not expect an immediate resolution to the issue addressed at the meeting of the Board of Trustees. The speaker can expect to be informed concerning the status of the issue/topic, with the exception of those pertaining to personnel matters;
11. The Board Chair has the authority to terminate the remarks of any individual when he/she does not adhere to the rules established.

