

# **FLORIDA PUBLIC LIBRARY**

## **OPEN MEETINGS POLICY**

Board meetings are held for the purpose of conducting the business of the Florida Public Library and are not public meetings, but meetings of the board held in public. The board desires to hear the viewpoints of all citizens and shall schedule times at all meetings for them to be heard. All meetings of the Florida Public Library shall be held in facilities that permit barrier-free access to physically handicapped persons. If special accommodations are required by someone to attend a meeting, a request for necessary and reasonable aid or service shall be made to the Director seven business days prior to the meeting.

### **BOARD MEETINGS: TIME AND PLACE**

The board shall convene for the purpose of holding meetings at the Florida Public Library, 4 Cohen Circle, Florida, New York, provided proper notice is given to the public pursuant to the Open Meetings Law of New York State. Unless the posted notice specifies otherwise, all regular board meetings shall be held on the first Monday of each month at 7:30 p.m.

### **REGULAR AND ADJOURNED REGULAR MEETINGS**

Any other meetings shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meetings. Unless the motion specifically states otherwise, all motions "to adjourn" a meeting, whether regular or special, shall mean to adjourn to the next succeeding regular meeting.

### **SPECIAL MEETINGS**

The board shall convene for the purpose of holding special meetings upon request of the President or upon request of three members. Such special meetings shall be posted at least 18 hours before convening, stating the date, time, place and purpose of the meeting. Only that business stated in the posted notice may be addressed at the meeting.

### **EXECUTIVE SESSIONS**

The board may enter into executive session by the following procedure:

- a motion must be made during an open meeting to enter into executive session;
- the motion must identify the general area(s) of the subject(s) to be considered;
- the motion must be carried by a majority vote of the total membership of the board.

Executive sessions may be attended by board members, the Director, and any other person authorized by the board. All executive sessions shall be conducted in conformance with the Open Meetings Law.

### **MEETINGS ON LEGAL HOLIDAYS**

Any regular or adjourned meetings of the board which fall on a legal holiday, shall automatically be set to the following Monday that is not a legal holiday, at the same time and place indicated for the original meeting.

### **OPEN MEETINGS LAW POSTING**

The Library staff shall perform all posting functions required by the Open Meetings Law.

## **CONDUCT OF BOARD MEETINGS**

A majority of the board members of the Florida Public Library shall constitute a quorum for the transaction for business at any regular or special meeting. Questions which arise at meetings shall be determined by the votes of a majority of the members present.

## **ORDER OF BUSINESS**

- Call to order
- Attendance
- Minutes from previous meeting(s)
- Announcements and comments from the public
- Treasurer's report
- Library report
- Committee reports
- Unfinished business
- New business
- Items for future agendas
- Adjourn

## **GUIDELINES FOR BOARD CONDUCT**

Meetings shall be conducted in accordance with the bylaws of the Florida Public Library and with the current edition of Robert's Rules of Order Newly Revised.

## **COMMENTS FROM THE FLOOR**

Public comments shall be limited to no more than three minutes per individual and at the time designated in the agenda, except where extended privileges are granted by the President. Any individual desiring to speak shall give his/her name, address and group represented, if any.

## **MEETING DOCUMENTS**

Minutes of all open meetings and executive sessions shall be available from the Director by request. Minutes of an open meeting shall include a record or summary of all motions, proposals, resolutions and any matter voted upon and the vote thereon. Minutes of an executive session shall contain a record or summary of the final determination of action that was taken and the date and vote thereon. All minutes will indicate how individual board members voted in every instance in which a vote was taken.

Minutes and other meeting documents are posted on the Library's website at [www.floridapubliclibrary.org](http://www.floridapubliclibrary.org) to the extent practicable. Current meeting documents are available for review at the Reference Desk. Copies of current meeting documents are \$.15 per page. Copies of archived meeting documents are \$.25 per page.

Adopted by the Board of Trustees  
March 1, 2004  
Revised August 6, 2012