

Spokane County Library District

BOARD OF TRUSTEES MEETING STANDING RULES

A. Meeting schedule

1. Meetings shall normally be held on the third Tuesday of each month at 4:00 p.m., as established by Board of Trustees Resolution No. 99-11.

B. Agenda

1. With no opposition from Trustees, the Chair may deviate from the order of business on the published meeting agenda and may add items to a regular meeting published agenda. Items may also be added to a regular meeting agenda upon a majority vote of Trustees present.
2. Requests by members of the public to place an item of business on an agenda must be made to the Chair at least one week prior to a regular meeting and may be included on the agenda at the discretion of the Chair.
3. The order of the agenda shall be as follows:

- Call to order
- Approval of agenda
- Action items
 - Approval of minutes of previous meeting
 - Approval of bill payment vouchers
 - Unfinished business
 - New business
- Discussion items, possible action
 - Future board meeting agenda items
- Reports
 - Trustees
 - Director
 - Fiscal
 - Overview (if scheduled)
- Public comment
- Adjournment

C. Public participation

1. There shall be an opportunity for public testimony on each meeting agenda action item prior to the Board's vote. Those testifying shall be required to state their name and address. The Board Chair may place a time limit on individual testimony and/or on the total time allowed for testimony on an agenda item.
2. Members of the public may make presentations or comments to the Board at the time specified on the published agenda. The Board may, at its discretion and with a majority vote, place an issue brought forth during a public comment period on the agenda of a specified future meeting. No action will be taken at the meeting during which the issue is brought forth.

D. Public hearings

1. Public hearings are held when required by statute. At the discretion of the Chair or with a majority vote of the full Board, a formal public hearing on a specific issue may also be held. The Board shall adopt and make available procedures governing the public hearing process.