

Public Participation Policy

The Beauregard Parish Library encourages citizens to appear and present to the Board any matter relative to the improvement of the Library. This policy provides for an individual citizen or a group of citizens to be heard on a specific agenda item as listed on the official Board and/or Committee agenda. Presentations to the Board/Committee shall be allowed in accordance with the following guidelines:

1. A citizen who wishes to speak on a specific agenda item before a vote is taken shall contact the Library Director at least twenty-four (24) hours before the meeting. The request shall include the specific item or items they wish to speak on.
2. If a group of citizens are to be represented, one individual shall be selected in advance to serve as a spokesperson, and shall be named with that request.
3. The person/spokesperson's name and topic shall be given to the President/Chairman prior to the meeting.
4. Only discussion relevant to a specific agenda item upon which a vote shall be taken shall be allowed. Presentations shall be brief, yet include all pertinent facts and information concerning the agenda item. Presentations shall be limited to three (3) minutes, unless the time limit is waived by the Committee Chairman or Board President.
5. At the beginning of a presentation, the presenter is required to state his or her name, address, and the group, if any, that he or she is representing.
6. Persons appearing before the board are encouraged to provide a written copy of their presentation, and any additional information for study and consideration by the Board and staff.
7. Speakers may offer objective criticism of Library policy, administrative procedures and programs, but the Board will not /shall not hear charges or complaints against individual employees or elected officials in an open meeting. All such charges and complaints must be presented to the Library Director and Board in writing, signed by the complainant. The President or Committee Chair will immediately bring this to the attention of any speaker who does not adhere to this guideline.
8. In the event that the Board should add an item to its agenda after the Board meeting begins, the President or Committee Chairman shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item.

The Library vests in the Board President or Presiding Officer, the prerogative to determine whether or not a given speaker is acting within the guidelines of this policy, and full authority to invoke termination of the remarks of any person.

Persons appearing before the Board are reminded, as a point of information, that, although requests may be directed to the Board, action and answers to many questions may be deferred pending Board and/or staff study and for consideration by the Beauregard Parish Library.

Adopted: Feb 6 2019

Amended: