



**NOLS Board of Trustees  
Public Meeting Protocol Statement**

Established 08/2007  
Revised 06/23/2016  
Last reviewed 06/25/2020  
Next review date 06/2022

The purpose of NOLS Board meetings is to conduct the legitimate governance business of the Library in a manner consistent with RCW 27.12.210 and other applicable laws. The North Olympic Library System Board of Trustees is committed to conducting the Library's public business in a transparent, efficient and respectful manner, while allowing for public involvement. The following meeting protocols have been established to facilitate these goals.

**Communications:**

Board members and staff share communications that are pertinent to the Board but that fall outside the matters on the current agenda.

**Public Comments/Questions:**

Members of the public may address comments and questions to the Board on matters that are not on the current agenda. Generally, speakers will be asked to limit their remarks to 3 minutes or less. Depending on the number of attendees who wish to speak, and the length of the Board's agenda, the Chairperson may impose a shorter time limit on speakers. The Board may elect to provide, or direct staff to provide, brief response or clarification to public comments. As a general rule the Board will not discuss or take action on matters raised during public comments if those matters are not already on the published agenda. The Board may direct staff to agendize, research, or provide additional information on such topics at future meetings. The Board may also choose to designate an ad hoc committee to make recommendations regarding the comment. Such direction will appropriately be made during Trustee Comments or Future Agenda Items.

**Individual Agenda Items:**

The Chair will ask staff to make a presentation on the matter at hand. Trustees may ask for clarifications. Following the staff presentation, the Chair will determine if there are members of the audience who wish to speak on this particular matter. If so, the Chair will insure that all speakers are heard. Depending on the number of

speakers and the length of the Board's agenda, the Chair may impose time limits on speakers. Once all members of the public have directed their comments and/or questions to the Board, the Chair announces that the matter is being brought back to the Board for discussion and action. At this point staff and public comment is concluded unless individuals are first recognized by the Chair. Staff may, however, request to speak in order to correct mis-information.

**Disruptions/Civility:**

The Chair has a responsibility to ensure that the legitimate governance business of the meeting is accomplished. The Chair therefore has the right and obligation to take actions necessary to diffuse or control disruptions to the meeting process. Appropriate actions may include, but are not limited to: stopping disruptions as soon as they occur; requesting that speakers use civil language and refrain from making personal attacks on staff or Trustees; requiring an individual engaging in disruptive behavior to desist or to leave the meeting; calling a recess; adjourning the meeting.

**Exceptions:**

Exceptions to these protocols may be made at the Chair's discretion, when it is determined that an alternative approach is in the best interest of conducting the Library's public business.

**Executive Session:**

Appropriate topics to be discussed in executive session are limited to matters of national security; sale or acquisition of real estate; consideration of complaints against a public officer or employee; evaluation of qualifications of candidates for public employment or evaluation of employee performance; to discuss litigation or potential litigation; to discuss labor contract negotiations and/or collective bargaining matters.

**Action Minutes:**

The established practice of the NOLS Board of Trustees is to generate and publish "action minutes" which denote the official actions of the Board. Trustee, staff, and public comments are briefly referenced in action minutes. Written documents presented to the Board by members of the public during meetings are not incorporated and published as part of the Board's official action minutes, but rather received and handled as communications to the Board.