

Open Forum Policy

1. The open forum is an opportunity to address the Governing Board of the Lake Agassiz Regional Library (LARL) regarding a library matter.
2. The open forum will be held for a maximum of 10 minutes following the approval of the agenda during a scheduled Governing Board meeting. The time is to be used by the guest to address an issue, not to make a presentation.
3. Campaign-type presentations are not permitted nor matters currently under negotiation, litigation or related to personnel.
4. Anyone wishing to participate in the open forum must submit a request by completing the form on page 2 of this policy and submitting it in-person at 118 5th St S, Moorhead, MN, by emailing it to executivedirector@larl.org, or by calling the LARL Executive Director at 218-233-3757 ext. 127 and answering the questions on the form over the phone. Preferably, submission of the information will be made by noon the day before the Board meeting. However, forms will be available for completion at the meetings as well.
5. When addressing the Governing Board, the speaker must direct comments to the Board, beginning by stating their name. If a participant is unable to speak; a written statement may be provided.
6. Speakers will have a maximum of 3 (three) minutes to address the Governing Board.
7. The Chair may limit the number of individual speakers on any issue to accommodate time set aside for the open forum.
8. Open forum comments may be limited if they become redundant, repetitive, irrelevant, argumentative, disrespectful, disparaging, harassing, abusive, discriminatory, or do not relate to official Library System business. Participants shall conduct themselves in a professional, courteous manner and refrain from the use of profanity.
9. Governing Board members will not engage in dialogue with speakers and may refer the issue to personnel as necessary.
10. Speakers will not be permitted to speak on the same subject more than 2 (two) times within a 12-month period.
11. Materials, forms or handouts submitted are public information.



Open Forum Registration

Today's Date and Time: _____

Date Wishing to Speak: _____

Completion of this form serves as confirmation that you have read and understand the Open Forum Policy and agree to comply with the rules outlined.

Your Name: _____

Your Library/LINK: _____

Your Physical Address: _____

Your Phone Number: _____

Your County of Residence: _____

Issue you wish to address with the LARL Governing Board:

Staff, please scan and email document to LARL Executive Director (executivedirector@larl.org) as soon as received.