

YORK COUNTY LIBRARY

POLICY FOR ADDRESSING THE BOARD OF TRUSTEES

Approved by the York County Library Board of Trustees on May 20, 2010.

The York County Library Board of Trustees has been given the authority to establish Library policies under South Carolina statutes and local York County Government ordinances. Board policies are to be administered fairly and equitably to all users of the York County Libraries by the Executive Director and administration of the York County Library System. The Executive Director has the authority to administer, enforce, interpret, and clarify Library Board policy, and to establish procedures to carry out those policies.

Individual Board members cannot make decisions related to policies. All policy decisions must be discussed and action taken at a Board meeting with a quorum of current Library Board members present. Concerns may be addressed to individual Board members but individual Board members cannot respond in any way that purports to represent the entire Board or reflects a decision.

Should any person, group or organization request to be heard upon any matter at a regular or special meeting of the Board, the person, group or organization shall request the Executive Director to place the matter on the agenda for a meeting at least seven days prior to the date set for the meetings. The request must be in writing and include the current name and address of the person requesting to speak to the Board. This requirement may be waived in cases of great urgency if the matter is presented in writing and every member of the Board provided with a copy prior to the commencement of the meeting or as otherwise specified in the agenda.

The Board may refuse any request by an individual to be heard at a Board meeting if the request is related to matters not within the authority of the Board or is counter-productive to the operation of the York County Library.

In the event that the date, time, or location of the Board meeting has to be changed, the Board will make every attempt to notify the person who has requested to speak.

Library Board meetings are open to the public but are not public meetings per se. Persons included on the agenda to give presentations to the Board may speak during the specified agenda item but may not speak during other business before the Board or attempt to disrupt the Board meeting in any way. Presentations by persons addressing the Library Board will be limited to 15 minutes.

When any person, including any employee of the Library and of the county, is heard by the Board as provided above, that person, when the person has completed the presentation, shall be seated and no person other than a member of the Board will be recognized to make any statement on the matter unless requested to do so by the Board or by any member of the Board, through the chairperson.

In accordance with York County Government policy, petitions addressed to County Council or to county agencies, boards or commissions shall be filed with the public body to which they are directed and the date of the filing shall be noted thereon. No petitions shall be amended, supplemented or withdrawn nor shall signatures be added thereto or removed therefrom at any time after they are filed.