

POLICY ON ODL BOARD MEETINGS

Adopted by ODL Board on February 6, 2004

Meetings.

Agenda. The agenda for regular meetings shall be determined by the Chairman and Director. Any matter which any Board member deems necessary will be placed on the agenda if communicated to the Chair or Director in time for lawful filing and posting of the agenda. The proposed agenda will normally be mailed to the Board members ten calendar days in advance of the Board meeting.

Members of the public may request that a matter be placed on the agenda by making written request for the same. Such request must be in the office of the Director at least ten working days prior to the date of the Board meeting at which they desire to be heard. The final determination as to matters placed on the agenda shall be made by the Director and Chair.

Public comment. The agenda shall reserve time during the meeting for public comment on agenda action items. The Oklahoma Department of Libraries shall provide sign-in sheets at each meeting for persons who wish to present written or oral comment on an agenda action item. The Chair may set reasonable time limits on oral comment and may accept written submittals on behalf of the Board.