



1. The open forum is an opportunity to address the Viking Library System (VLS) Governing Board regarding a Library System business item.
2. The open forum will be held for a maximum of 10 minutes following the approval of the agenda on the day of a scheduled Governing Board meeting and the time is to be used to discuss an issue, not to make a presentation.
3. 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 1915 W. Fir Ave., Fergus Falls, MN, or by calling the VLS Administrative Offices at 218-739-5286 and answering the questions on the form over the phone. Submission of the information must be made by noon on the day of the Board meeting.
4. 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.
5. Speakers will have a maximum of 3 (three) minutes to address the Governing Board.
6. All remarks should be directed to the Governing Board. The Chair may limit the number of individual presentations on any issue to accommodate time set aside for the open forum.
7. 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.
8. Campaign-type presentations are not permitted. Matters currently under negotiation, litigation or related to personnel will not be discussed.
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 or handouts submitted are public information.



Open Forum Registration

Today's Date: _____ **Date wishing to speak:** _____

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

Name: _____

Physical Address: _____

Issue you wish to address with the Governing Board:

Approved Date: November 15, 2022

Effective Date: November 15, 2022

Revised Date: