



## **Open Meeting Policy of the Lee-Whedon Memorial Library Board of Trustees**

Meetings of the Board shall be open to the public. Public notice of the time and place of a Board meeting shall be given to the news media at least one week prior and shall be conspicuously posted on the Library's website and in the Library at least 72 hours before such a meeting. Public notice of the time and place of all other meetings shall be given to the extent practicable to the news media and shall be conspicuously posted on the Library's website and in the Library.

All meetings shall be conducted in accordance with Roberts Rules of Order, the Open Meetings Law, and the Laws of the State of New York.

Each meeting will begin with an open hearing where the public can speak. Each person may speak for up to 5 minutes. The Board meeting will begin no later than 30 minutes after the open hearing.