

Public Participation Policy

Teton County Joint City/County Library Board

Updated 5/19/2023

The Teton County Joint City/County Library Board welcomes public input at its meetings. Each agenda item (unless specified otherwise) will be open for public input before the board deliberates on that item. To ensure adequate notice and assist in public participation, the board will post their agenda on each of the three (Choteau, Dutton, and Fairfield) library doors or library bulletin boards at least 48 hours before the meeting.

The board meets monthly at least 6 times per year (excepting summer months) at 6:30 pm alternating among the three Joint City/County libraries. These libraries are Choteau/Teton Public Library, Dutton/Teton Public Library, and Fairfield/Teton Public Library. Notice of a special meeting or any changes to the meeting will be given at least 48 hours before the change is made. Board meeting information is also made available on the Choteau/Teton Public Library website at <https://choteau-tetonpubliclibrary.com/>.

Everyone wishing to speak must sign a sign-up sheet to allow for accurate spelling of names and identification of those speaking on the various items for inclusion in the official minutes of the meeting.

Since time is limited, the board chair reserves the right to set reasonable time limits for public input on each subject. Comments may be given orally or in writing.

During board deliberation, the public is asked not to make any comments unless responding to a specific question asked by the board chair.

The following guidelines shall serve to assure reasonable and fair public participation in the decisions of the Teton County Joint City/County Library Board:

1. There will be a place for all public members to be seated.
2. When the Board is in session, members of the public must preserve order and decorum. No person shall delay or interrupt the proceedings or disturb any member of the Board. The public shall be invited to speak on any item under consideration by the Board after and only after recognition by the presiding officer. Prepared statements are welcome and should be given to the presiding officer. All prepared statements shall become part of the permanent record. Prepared statements that are also read shall be deemed unduly repetitious.
3. At the end of each meeting, the presiding officer will ask for public comment. This will be timed according to the discretion of the presiding officer and/or Board members. When recognized by the presiding officer, the speaker should step forward, speak clearly, and give their name.
4. The Board may or may not answer any questions during public comment.