

Montgomery City-County Public Library Electronic Meeting Policy

This policy establishes the details and procedures for Electronic Meeting for Montgomery City-County Public Library Board Meetings as stated in the code of Alabama in accordance with Act #2022-421.

Electronic means includes: telephone conference, video conference, or similar communication equipment such as Zoom, Webex, Teams, etc.

The Montgomery City-County Public Library electronic meetings policy provides details on when meetings will be held electronically, the procedures for public attendance, communication equipment that will be utilized for meetings and how voting will be conducted.

Guidelines

The electronic meetings of Montgomery City-County Public Library Board will be conducted when the board members are unable to physically attend the meeting and the following requirements are met:

1. The meeting of the Public Library Board has been posted and the public has been notified of the meeting 7 days prior to the meeting.
2. All Board members and the public must be able to hear all the persons who are participating remotely.

Technology to be used:

1. The Library Board of Montgomery City-County Public Library will utilize Zoom technology to conduct the meeting.
2. Board members will be provided information regarding login information at least 3 days prior to the meeting.
3. Login Help will be provided by MCCPL IT by calling 334-625-4986 or 334-625-4985.

The Electronic Meeting of the Montgomery City-County Public Library Board is open to the public.

1. The public of Montgomery is invited to attend the Montgomery City-County Public Library Board meeting that will be held quarterly in the months of February, May, August, and November. At 245 High Street Montgomery AL, 36104 at 4pm.
2. Attendance at the meeting does not allow the public to participate to any extend beyond being able to hear the meeting.

How the meeting will be conducted

1. The agenda prepared for the meeting will be followed.
2. Items requiring action from the Board will follow Roberts Rules of Order. (Motion, Second, and Discussion).

3. Roll Call Voting shall be taken. Each board member is to vote individually in a manner audible to all person participating or present at the physical location.
4. Minutes of the meeting will be distributed after approval at the next Board meeting.