

**OLD SALEM FIRE AND RESCUE**  
**Guest Sign In**

*Meetings of the OSFR Board of Directors are held to conduct the affairs and business of the Fire Department. Although these meetings are not meetings of the public, the Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the Fire Department and that the Board may have the opportunity to hear the wishes and ideas of the public. Members of the public are invited to address the Board at appropriate times in accordance with procedures established by the President, OSFR. In order to assure that persons who wish to appear before the board may be heard, and at the same time conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation in Board meetings. The following rules shall be adhered to:*

- 1. Requests for items to be on the agenda, from the members of the public, for consideration during regularly scheduled monthly meetings must be submitted in writing to the Board Secretary at least two weeks before the meeting and must be relevant to the Fire Department and District #9. This request must clearly state the topic or issue to be addressed before it will be added to the agenda. Each person whose name is placed on the agenda will be given five minutes to make their comments; the total time allocated to group participation will be limited to thirty minutes.*
- 2. All citizens desiring to address the Board of Directors concerning a published agenda item must sign up with the Secretary before the Session begins. Input will be received during the meeting must be regarding the agenda item under consideration at the time will be limited to three (3) minutes and will confine their comments to the agenda item. Questions or concerns of items not on the agenda may be submitted in writing to the Secretary after the meeting for action as the Board determines.*
- 3. No portion of a person's time may be given to another speaker.*
- 4. All citizens addressing the Board shall state his/her name, and the group, if any, that he/she is representing when recognized by the President. A group or association shall designate a spokesman.*
- 5. The Board may fully address questions and/or comments received from citizens as they deem necessary, or, may simply take those comments and questions under advisement. Questions and/or comments will be addressed to the Board President who shall recognize the citizen for a response. **Direct conversations between Board Members and citizens is prohibited unless expressly approved by the President.***
- 6. A person shall not speak more than once on the same matter unless that person is directly involved in the matter before the Board.*
- 7. Board will not hear complaints against fire department employees or volunteers or any person connected with the Old Salem Fire & Rescue.*
- 8. Any person addressing the Board shall not be engaged in a debate of any kind.*
- 9. The Board will not respond to comments or questions posed by citizens in their presentations, but will take those comments and questions under advisement.*
- 10. The President can terminate discussion of any item or statement at any time it is deemed irrelevant or repetitious.*
- 11. When the President has called for the vote, no further discussion from the audience will be permitted.*

Name (Please Print)

Agenda Item Number for discussion

---

---

---

---

---

---

