

Policy 6350

Public Participation at Board Meetings	
Approved	September 22, 2022
Revision Approved	
Most Recent Review	

Policy Statement

The Library Board is open to relevant communication from persons or groups in the community. For efficiency and time management specific procedures need to be followed.

Purpose/Rationale

Under section 5(1) of the Libraries Regulation every meeting of a board is open to the public. Under section 5(2) of the Libraries Regulation a person or group may make representations to a board at its meeting if the representation relates to the board and its programs.

Procedures

1. Members of the public are attending a Board meeting primarily to observe the proceedings. Public attendees are not permitted to make verbal comments on agenda items but may submit written comments to the Chair at any time.
2. At the discretion of the Chair, an attendee may be allowed to ask a question for clarification.
3. If a member of the public or a group wishes to make a presentation to the Board at a Board meeting, a written request must be submitted to the Board Chair or the Library Director.
 - 3.1. The request should include the topic, the number of people in the group, the speaker, speaker contact information and a summary of the information to be presented.
 - 3.2. If the presentation is deemed relevant, the item will be scheduled into an agenda for a Board meeting within the next three (3) months.
 - 3.3. The Board will not entertain presentations that are in conflict with the Library's mission and values or that are political in nature.
 - 3.4. A presentation must be limited to no more than five (5) minutes (exclusive of questions from the Board).
 - 3.5. A group may have up to three speakers, but the number of speakers does not change the five minute time limit for a presentation.
 - 3.6. At the discretion of the Chair, the presenting group may be allowed to ask questions.
 - 3.7. Anyone making a presentation to the Board must:
 - only speak on the subject(s) for which they have received approval
 - obey the rules of procedure and any decision of the Chair
 - refrain from using offensive language
 - refrain from speaking disrespectfully of another person or group.
 - 3.8. If the presenter fails to abide by these rules the Chair will end the presentation and ask the presenter to withdraw immediately.