

	PUBLIC PRESENTATIONS TO THE BOARD	<b>Approved Motion: 2018-74</b>
		<b>Review Date: Nov. 15, 2018</b>

## **Public Presentations to the Library Board**

1. This Policy governs the circumstances and procedures under which members of the public may make informal comments, as well as formal presentations to the Library Board.
2. The Library Board, as part of its mandate, welcomes input from members of the public that it serves. Library Board meetings are open to members of the public (*subject to in camera sessions*) and the Library Board provides the opportunity for members of the public to make informal comments on an ad hoc basis at Library Board meetings with respect to matters discussed at that meeting. Persons making such ad hoc comments must respect and follow the authority of the Board Chairperson to moderate, limit, and otherwise control such comments. Persons making such comments that do not follow the direction and control of the Board Chair are subject to censure from the Board Chairperson, including immediate removal from the Board meeting, being barred from attending future Board meetings, and the limitation, suspension, and/or removal of Library privileges, including cancellation of Library membership(s).
3. The Library Board recognizes that members of the public may wish to make more formal presentations or deputations to provide information to, and seek decisions from, the Library Board, with regard to matters not otherwise being raised or dealt with by the Library Board. Members of the public who wish to do so shall be required to follow and agree to be bound by the “*Rules for Formal Presentations to the Library Board*”, a copy of which appears as “Appendix A” to this policy.
4. The Library Board Chairperson may, but is not required, to consult with the Board prior to determining if a request for a formal presentation shall be added to a Board agenda.
5. The Chief Librarian/CEO shall post an up-to-date copy of these “*Rules for Formal Presentations to the Library Board*” in a conspicuous place at all Library branches, and as well on the Library website, so that members of the Public have the opportunity to review and understand these Rules.

## Appendix “A”

### Rules for Formal Presentations to the Library Board

A member of the public who wishes to make a formal presentation to the Board is strongly urged, but not required, to discuss his or her request with the Chief Librarian/CEO prior to making a formal request. The Chief Librarian/CEO has the authority to make many decisions, and so the member of the public may be able to have his or her concerns addressed in this fashion without the necessity of making a formal presentation to the Board.

A written request to make a presentation to the Board must be submitted to the Library Board Chairperson, through the Chief Librarian/CEO, and include the name of the presenter, topic of the presentation, background details, handout materials (*if any*) and contact information.

The request may be delivered in person to any Ramara Public Library branch during regular branch hours, mailed to P.O. Box 158, Brechin, ON L0K 1B0, faxed to 705-325-8176, or emailed to [info@ramarapubliclibrary.org](mailto:info@ramarapubliclibrary.org), but must be received by the Chief Librarian/CEO the Tuesday of the week prior to the Board meeting. The request must be addressed to the Ramara Public Library Board Chairperson, c/o Janet Banfield, Chief Librarian/CEO.

The Board Chairperson, in conjunction with the Chief Librarian/CEO, will determine whether this presentation will appear on a Board agenda, and if so, at which meeting.

The person/group requesting to present to the Board will be informed of the Chairperson's decision by the Chief Librarian/CEO and, if the matter will be appearing on the upcoming agenda, will be given details of the time and location of the meeting. Board meetings are normally held the third Thursday of the month (*except July and August*) at 1:00 p.m. Unless notice is otherwise posted, all meetings are held at the Vic Howarth Room of the Ramara Centre, immediately adjacent to the Library, 5482 Highway 12 South, Ramara, ON L3V 0S2.

The presenter will have ten minutes to address the Board unless the time limit is extended by motion of the Board at the meeting. When a Citizens' group or association appears, one spokesperson must be selected to make the presentation. After the Board listens to your presentation, Library Board members may ask questions for clarification.

The presenter should understand that the Board will consider the presentation based on currently approved policies. The Board has various options to deal with the presentation, including, but not limited to, taking no action, receiving the presentation as informational only, referring the matter to the Chief Librarian/CEO for follow-up, requesting further information from the presenter, tabling the matter to be discussed at a future Board meeting, denying the request made, or granting the request made, in full or in part.

The presenter will be sent a follow up communication summarizing the Board's decision regarding the issue.

# RAMARA TOWNSHIP PUBLIC LIBRARY BOARD

P.O. Box 158, Brechin, ON L0K 1B0  
705-325-5776 or Fax: 705-325-8176

## REQUEST FORM FOR PRESENTATION TO LIBRARY BOARD

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Person(s) to Appear:

Preferred Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

<u>Name</u>	<u>Title/Organization</u>	<u>Telephone No.'s</u> (Bus.) (Res.)
_____	_____	_____
_____	_____	_____

General Outline of Subject Matter: (10 Minutes allotted for presentation)

\_\_\_\_\_

\_\_\_\_\_

Additional material submitted with request ☐

Person requesting appearance (if different from those appearing):

<u>Name</u>	<u>Title/Organization</u>	<u>Telephone No.'s</u> (Bus.) (Res.)
_____	_____	_____

Mailing address

I would like to use: ☐ projector ☐ laptop

Date Submitted \_\_\_\_\_ Signature of Person Requesting Appearance \_\_\_\_\_

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### Reminder:

**All presentations (including electronic presentations) must be provided with this form.** Additional material may be circulated / presented at the time of the delegation. Scheduling will be at the discretion of Chairperson, and will be confirmed. There are no guarantees that by requesting a certain date(s) your presentation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Chairperson.

<b>Disclaimer:</b> Please note that submission of this form does not guarantee the approval of your request for a presentation. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.
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