

The Blue Mountains Public Library Board Presentation Request Form

Please complete this form and submit it to the CEO along with complete details of your presentation (and/or your questions for the Library Board.) Note that this material will be circulated to the Board members for review prior to the meeting.

NOTE: Board meeting agendas are finalized on the Monday prior to the meeting date. If the Presentation Request Form is received later than the Monday prior to the meeting date, or if the agenda is deemed to be full, your presentation will be rescheduled to the next Board meeting date.

Subject:

Contact Person:

Firm/Organization (if any):

Address:

Email:

Phone #:

The Blue Mountains Public Library Bylaws and Governance Policies

6.3 Presentations to the Board

Members of the public may address the Library Board, provided they complete and submit to the CEO, a Presentation Request Form. (See attached.)

A Presentation Request Form must be received by the CEO at least eight days prior to the date of the next scheduled Board meeting.

If the Presentation Request Form is received after the cut-off date, or if the Agenda is deemed to be full, the presentation may be delayed until a subsequent Board meeting.

Complete details of the Presentation, and any questions for the Board, must be submitted in writing to the CEO with the Request form. Material provided prior to the Board meeting will be circulated to the Board members for review.

Any person who has presented information on the same topic at previous meetings shall be limited to providing only new information in their subsequent presentations.

The Library Board allocates up to ten minutes per presentation. The Chairperson may extend this time if the Board approves and the agenda permits.

Speakers shall direct their presentation to, and through the Chairperson.

Board members may, through the Chairperson, respond to the presentation, or ask questions, where it is appropriate, but they shall not enter into debate about the presentation.

Anyone making a presentation to the Board shall not:

- a. Speak disrespectfully of any person
- b. Use offensive words
- c. Speak on any subject other than the subject for which they have received approval to address the Board.
- d. Enter into a cross debate with any other presenters or with Board members.
- e. Disobey meeting rules or the decision of the Chairperson.

Following the presentation, the Board may:

- a. Discuss the matter further
- b. Defer the matter for discussion at another meeting
- c. Receive the presentation for information only