

<b>TITLE:</b> Public Presentations at EPL Board Meetings		<b>POLICY:</b> B-2030
<b>COMMITTEE:</b> Governance and Nomination	<b>PASSED:</b> December 10 2019	<b>AMENDED:</b> December 13, 2022
<b>TOPIC:</b> Board Management/ Governance	<b>REVIEW PERIOD:</b> Every 3 Years	

The City of Edmonton Library Board enacts the following procedures for public presentations at Board Meetings.

**Procedures:**

A. Request to Make a Presentation Regarding an Item on a Board Agenda:

- A request to make a presentation regarding a Board agenda item is made to the Secretary of the Board, in writing via the [Speaker Request Form](#) by 12:00 p.m. one business day prior to the meeting.

B. Request to Make a Presentation Regarding an Item not on a Board Agenda

- The Board may hear a presentation about a matter not on the agenda with the approval of the Chair. Any request to present to the Board on a matter not on the agenda must be submitted in writing, including detailed information on the topic, at least five business days before the meeting to the Secretary of the Board at [eplboard@epl.ca](mailto:eplboard@epl.ca).

All requests must:

- Be submitted via the [Speaker Request Form](#);
- Include the name, address, telephone number and email address of the person and/or organization wishing to address the Board;
- Include an outline of the submission to be made, and any relevant documentation;
- Be received prior to the deadline(s) noted;
- Be in writing and sent to the Secretary of the Board at [eplboard@epl.ca](mailto:eplboard@epl.ca).

The Chair may waive the above requirements if, in the Chair’s opinion, there were extenuating circumstances, or the presentation would no longer be relevant if made at another meeting pertaining to matters within the Board’s jurisdiction.

## **Written Submissions if Unable to Attend**

If a person is unable to attend a meeting, a person may submit a written submission to [eplboard@epl.ca](mailto:eplboard@epl.ca). The approval process for written submissions to be presented at the Board Meeting will follow the procedures and deadlines for presentations as above.

## **Response to Presenter Request**

In all cases, the Chair may agree to schedule the presentation on the agenda of the next Board meeting or another future meeting of the Board. The Chair may refer matters of Library administration or operations to the Chief Executive Officer.

The Board Secretary shall notify a representative of the delegation at a time reasonably in advance of the date, time and place of the meeting.

## **Presentations**

Each presentation is limited to five minutes (excluding questions from Board Members). This time may be reduced or extended at the discretion of the Chair.

Presentations from groups or organizations shall have no more than three speakers. The number of speakers does not affect the total time limit for a presentation.

## **Conduct of Presenters (Delegations)**

Any person making a presentation to the Board shall:

- only speak on the subject(s) for which they have received approval;
- follow the rules of procedure and any decision of the Chair;
- refrain from using offensive language;
- refrain from speaking disrespectfully of another person.

Failure to abide by these rules is grounds for the Chair to conclude or curtail a presentation. If the Chair rules that the presentation is concluded, the person or persons appearing before the Board shall immediately discontinue their presentation.

Please note that any written or verbal submissions (including individual name but excluding personal contact information) will form part of the public record and will be made available to the CEO and the public.