

Information on Board Meetings: Presentations and Procedure

The Blue Mountains Public Library Board
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This document explains the procedure for making a presentation at The Blue Mountains Public Library Board meetings. Personal information on this form is being collected pursuant to the Freedom of Information and Protection of Privacy Act and may form part of the public record which may be released to the public in hard copy and/or electronically. Questions about this collection should be directed to the CEO.

The Blue Mountains Public Library Board
Presentation Request Form

To assist us in putting your presentation on our agenda, please complete this form and submit it to the CEO along with your summary and/or questions for the Board. This material will be circulated to the Board for its review prior to the meeting. Please submit a copy of any other materials used during your presentation to the CEO for the official record of the Board.

Subject: _____

Contact Person: _____

Firm / Organization (if any): _____

Address: _____

Email: _____ Phone: _____

Note: Board agendas are finalized the Wednesday prior to the Board meeting; if a request form is received after 5:00p.m., two Tuesdays before the board meeting, or if the agenda is deemed full, the presentation will be scheduled for the next appropriate meeting.

How can I speak at Library Board meeting?

Complete this form and return it to the CEO a minimum of eight (8) days prior to a regularly scheduled Board meeting. Library Board meetings are generally held on the **third Wednesday** of each month. The meetings start at 7:00 p.m. and are held in the Board Room at the L.E. Shore Memorial Library. Presentations are scheduled at the beginning of the meeting.

How long may I speak?

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

What is the procedure?

The speaker directs his or her comments to and through the Meeting Chair. Members of the Board may, through the Chair, direct a response or question where appropriate. Please note that the Board is subject to all laws concerning privacy issues.

What happens after I speak?

After you have spoken and answered any questions, the Board may discuss the issue or defer discussion pending additional information.

Thank you for your interest in our library. For further information, please visit our website at www.thebluemountains.ca, or contact the CEO at 519-599-3691.

Presentations to the Board: Meeting Procedures

Order of proceedings

Meetings shall be **called to order** as soon after the hour fixed for a meeting as a quorum is present.

"The presence of a majority of the Board is necessary for the transaction of business at a meeting."

Public Libraries Act R.S.O. 1990 chapter P.44 Section 16(5)

As The Blue Mountains Public Library Board is composed of seven members, four or more members shall constitute a majority of the members of the Board. No business of the Board shall be transacted except at a meeting at which a majority of the Board is present.

Where a **quorum** is not present within thirty minutes after the hour fixed for a meeting, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.

If notified by a majority of Board members of their anticipated absence from a meeting, the Chairperson shall notify all members of the Board that the meeting is cancelled.

In the absence of the Chairperson, the Vice-Chairperson shall preside.

The order of business for all regular meetings of the board shall be as follows:

1. Call to order
2. Approval of the consent agenda
 - Minutes of the previous meeting
 - CEO's report
 - Correspondence
3. Approval of the agenda
 - Declaration of pecuniary interest
4. Presentations
5. Reports
 - CEO Updates
 - Financial Report
6. Business Carried Forward
7. New Business
8. Around the Table
9. Next Meeting
10. Adjournment

All business shall be dealt with in the order of the agenda unless otherwise decided by the Board.

Presentations to the Board-Conduct of proceedings

It shall be the duty of the Chairperson of The Blue Mountains Public Library Board to:

1. Open meetings of the Board by calling the members to order
2. Announce the business before the Board in the order in which it is to be acted upon
3. Receive and submit, in the proper manner, all motions presented by the members of the Board
4. Put to vote all motions which are moved and seconded in the course of proceedings, and to announce the results
5. Decline to put to vote motions which infringe the rules of procedure
6. Restrain the members, when engaged in debate, within the rules of order
7. Exclude any person from a meeting for improper conduct
8. Enforce the observance of order and decorum among the members
9. Authenticate, by signing, all by-laws, resolutions and minutes of the Board
10. Inform the Board, when necessary on a point of order or usage
12. Receive all messages and communications and announce them to the Board
13. Appoint members to committees
14. Ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board.