

**TITLE:** Public Attendance and Presentations at EPL Board Meetings

**POLICY:** B-2030

**COMMITTEE:** Governance and Nomination  
**TOPIC:** Board Management/ Governance

**PASSED:** December 10 2019  
**AMENDED:** November 12, 2025  
**REVIEW PERIOD:** Every 3 Years

The Edmonton Public Library Board welcomes the public to attend and provide input at its meetings. Below are the procedures for individuals and organizations wishing to attend Board meetings and/or make public presentations.

## Procedures:

### Notification to Attend a Board Meeting

Members of the public who wish to attend a Board meeting are asked to notify the Secretary of the Board at [eplboard@epl.ca](mailto:eplboard@epl.ca) at least two business days in advance. Notifications should include the name, address, telephone number and email address of individuals or organizations attending. This allows EPL to make appropriate logistical arrangements (e.g. seating, accessibility and space planning).

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

Individuals or organizations are welcome to speak to an item on the Board agenda must submit the [Speaker Request Form](#) to the Secretary of the Board by 12:00 p.m. two business days prior to the meeting.

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

With the approval of the Chair, the Board may hear presentations on matters not included on the agenda. These requests must be submitted in writing to the Secretary of the Board at least five business days before the meeting and include detailed information about the topic.

### All Presentation Requests Must:

- Be submitted via the [Speaker Request Form](#);
- Include contact information for the individual or organization (the name, address, telephone number and email)
- Include an outline of the submission and any relevant documentation;
- Be received by the applicable deadline

The Chair may waive these requirements if, in their opinion, there are extenuating circumstances, or if the presentation would no longer be relevant if made at future 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.