

1. **Introduction:** The Board is committed to maintain a transparent and accessible structure for members of the public to participate in Library governance, whilst ensuring that Board work can be conducted expediently.
2. **Purpose:** This policy has been created to ensure that members of the public:
 - 2.1. Can prepare information for efficient presentation to the Board.
 - 2.2. Are put on notice about the procedures to follow in order to make a presentation to the Board.
 - 2.3. Can exercise their rights pursuant to section 5(2) of the *Libraries Regulation* to make representations about the Board and its policies.
3. **Prior to a Board Meeting**
 - 3.1. If a member of the public wishes to make a presentation to the Board at a Board meeting, that person must give notice to the Board through the Chief Librarian.
 - 3.2. The member of the public must also provide to the Chief Librarian a written summary of the information they intend to present to the Board.
 - 3.3. The Chief Librarian shall review the summary of information provided by the member of the public and determine whether that information is relevant for the Board to hear. If the presentation is deemed relevant, the item shall be scheduled into an agenda for a Board meeting, within the next three (3) months.
 - 3.4. In the event, the Chief Librarian views the presentation as not relevant, the member of the public, may appeal to the Board, through the Chair.
 - 3.5. In the event the Chief Librarian is unsure of the relevance of the presentation, the summary shall be referred to the Board for determination at the next Board Meeting.
4. **Presentation at the Board Meeting**
 - 4.1. Members of the public are subject to the same rules of conduct as set out in policy G.2.
 - 4.2. Presentations by members of the public shall not exceed 10 minutes.
5. **Topics Which the Board will not Entertain Representations by Members of the Public**
 - 5.1. Matters in contravention of the Library's mandate and values.
 - 5.2. Politics.