



Village of Cremona Library Board

GUIDELINES FOR VISITORS

These Guidelines help prepare Visitors' expectations in instances where they attend meetings of the Village of Cremona Library Board, or their Committees. It is the expectation that the business of these meetings can proceed appropriately and with full attention to a safe, comfortable and secure environment for all meeting participants.

a) Village of Cremona Library Board meetings are open to the public except for matters which may be deemed to be confidential. Confidential matters are addressed by the Village of Cremona Library Board in closed session. Visitors (i.e. non-Board members) are welcome to attend Open Session segments of Village of Cremona Library Board meetings.

b) Visitors will exit the meeting immediately upon completion of the Open Session of the meeting or at the request of the Chair (see especially, g), below).

c) Visitors may only attend Closed Session segments of Village of Cremona Library Board meetings by invitation and subject to Board confirmation when a duly moved and seconded motion is approved confirming the invitation at the time the Board moves into Closed Session.

d) All meetings of Board Committees are Closed. Attendance of Visitors (i.e. non-Committee members) at one of these Closed meetings is limited to those invited by the Committee Chair.

e) It is recommended that Visitors who wish to attend an Open Session of a Village of Cremona Library Board meeting to observe the proceedings advise the Library Manager in advance of their intentions so appropriate accommodations can be made. Such Visitors may be required to sign-in upon arrival at the meeting and the names provided through this process may be listed among the attendees included in the official minutes of the meeting. Visitors may also be asked to comply with measures to address safety and security considerations. Whenever possible, these measures will be conveyed to Visitors in advance of their arrival at the meeting.

f) Visitors attending meetings of the Village of Cremona Library Board and Committees do not have speaking privileges unless they have been advised of such privileges in advance of the meeting (e.g. resource personnel, invited presenters) or, at the meeting in response to due process, provided with speaking privileges.

g) Interference with the progress of a meeting by a Visitor will not be permitted and any Visitor who attempts to impede the business of the meeting will be instructed by the meeting Chair to leave. In such circumstances, the Visitor will exit the meeting immediately.

h) No audio or visual, or audio and visual record or transmittal by any Visitor of any Village of Cremona Library Board or Board Committees is permitted without prior approval by the Chair of the relevant meeting.

Questions concerning these Guidelines may be directed to the Library Manager via email cremonalibrary@prl.ab.ca or 403-637-3100.