

Category: Governance
Policy Number: 1-5
Policy Name: Delegations at Board Meetings
Revision: 2.0

Purpose:

This policy outlines the privileges and responsibilities of delegations that wish to address the Board and describes the procedure required.

Policy:

Delegations wishing to address the Board of the Waterloo Public Library must advise the CEO of their intent at least seven (7) days prior to the Board meeting date.

Persons who have not pre-registered may still be heard. Their request is subject to a vote of the Board at the meeting in question, and at the time set aside for delegations.

The Board has the right to limit the number of delegations presenting at any given meeting.

The trustees will ask questions of clarification only. Any discussion or motions arising from the delegation will be made at the appropriate time in the agenda or at a future meeting.

Procedure:

1. Persons wishing to appear before a regular or special Board meeting shall notify the CEO (Secretary of the Board) seven (7) days before the scheduled meeting.
2. Delegations shall give their name and address to the Secretary.
3. Written submissions when available shall be copied for all trustees. The Board may request print copies of verbal presentations.
4. Unless the Board otherwise declares, no person shall be permitted to address the meeting for more than ten minutes. Where a delegation consists of five or more persons, two persons may address the Board in which event each person shall be limited to speaking for ten minutes.

Document Revision Record:

Revision Level	Revision Date	Change
1.0	June 26, 2003	Initial Release
2.0	January 28, 2013	Reviewed & Updated

Approval:

CEO	Board Chair	Date
..... Laurie Clarke Helen Kaluzny	January 28, 2013

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