

Article VI – Delegations (Revised/Approved December 8, 2010)

SECTION 1. Requests

Persons wishing to present verbal information on matters of fact, or make a request of the Halton Hills Public Library Board, shall give notice to the Library Director as follows:

(a) **Item on Agenda**

Where the item is already listed on the agenda, a verbal request received by the Director of Libraries prior to 12 noon on the day of the meeting will ensure the delegation is listed on the agenda.

(b) **Item Proposed for the Agenda**

(i) When a delegation wishes to propose and address an item at an upcoming Library Board meeting, the nature of their presentation is required to be submitted in writing to the Director of Libraries no later than 12 noon on the first Monday of the month preceding the regularly scheduled Board meeting.

Consideration will be given to accommodate a delegation after the deadline in consultation with the Board Chair. The delegation may be given the option of being heard at the conclusion of all items of business or to appear at the next regularly scheduled Board meeting.

In order to register for an upcoming meeting, the delegate must provide a full name and contact information. They must also indicate the number of people in their delegation, and the need for any audio-visual equipment. Registered delegations will be listed on the agenda.

(c) **Insufficient Information**

If a written request contains insufficient information, the Board Chair can defer it until sufficient written information is provided by the delegation.

SECTION 2. Rules on Presentation

(a) Sub-committees of the Board are not permitted to accept delegations. All delegations must be made to the Library Board.

- (b) A delegation can be either an individual or a representative of either a formal (e.g. ratepayer's organization) or informal organization (e.g. on behalf of Library patrons).
- (c) If the matter under consideration qualifies as per Board policy, the delegation may be held in-camera.
- (d) A delegation shall be permitted a maximum limit of ten (10) minutes in which to present to the Library Board.
- (e) If three (3) or more delegations request to speak on the same item, each delegate on the matter will be permitted to speak for a maximum of five (5) minutes. The Director of Libraries will attempt to advise the delegations of this speaking limit in advance.
- (f) A delegation cannot assume the time which has been allotted to another delegation.
- (g) A request from a delegation for an extended period of time in which to speak shall only be granted once upon a majority vote of the Board, and shall stipulate a maximum limit.
- (h) Delegations requesting to be heard on the same item shall be listed and heard in chronological order of request.
- (i) The Director of Libraries or the Board Chair may, if circumstances warrant, revise the order of delegations to ensure a logical order of presentation.
- (j) A delegation must address all matters, including questions, to the Board Chair.
- (k) The question and answer period, if any, shall be at the discretion of the Board Chair.
- (l) A delegation is encouraged not to repeat information presented by an earlier delegation.
- (m) A delegation that is appearing at a subsequent meeting(s) on the same item is encouraged not to present information which was presented at an earlier meeting.
- (n) Board members may ask questions of the delegation, but not express an opinion or enter into a debate with a delegation.

When addressing the Library Board, a delegation shall not use offensive words or insulting expressions at any time toward Members of the Library Board, staff or the public.

- (o) Following the presentation, the Board may:
- decide to discuss the matter further and arrive at a resolution
 - defer the matter for discussion at another meeting
 - receive the presentation for information only