
Resolution: April 19th, 2012Motion: 12:20

Procedures for Delegations to Regular and Special Pembroke Public Library Board Meetings

The following procedures must be followed when making a presentation to a Library Board meeting. (Regular or Special)

1. Requests to appear before the Board as a delegation must be received by the CEO by 4 p.m. on the Monday prior to the scheduled Board meeting date. Requests must be received in writing. (e-mail or letter)
2. Usually a maximum of three (3) delegations will be scheduled at each Board meeting. The Board may decide to add additional delegations to a particular meeting agenda by majority vote of all Board members at that meeting.
3. Delegations will be accepted on a “first come, first scheduled “basis.
4. The CEO will have final authority on scheduling a delegation for a regular meeting. He/she has the authority to refer the delegation to a Standing Committee.
5. Delegations may be comprised of any number of people (subject to the occupancy limitations of the meeting room). Only **one (1) person** may be the spokesperson for the delegation.
6. Delegations must provide six (6) written (typed) copies of their presentation and supporting documentation to the CEO for distribution to the members of the board immediately prior to the start of the meeting.
7. Delegations are limited to a maximum of **ten (10) minutes** for their presentation, discussion and questions to/from the Board. The Chair will move the next Agenda item after **the ten (10) minute time**.
8. The Board will not make decisions on the issue being raised by the delegation at the Board meeting. Presentations requiring Board action or motions will be forwarded to the next regular meeting for a decision.
9. All members of delegations will be expected to respect the decorum of the Board, refraining from speaking during the meeting, not entering into individual debates with specific Board members.
10. Delegations are bound by the Rules of Procedure as outlined in the Board Procedural By-Law.