

GOVERNANCE POLICY – Port Colborne Public Library Board

3. BOARD - 3.3 Conduct of Meetings

3.3.11 Delegations

Delegations wishing to make a presentation to the Board regarding a specific issue must notify the Chair in writing at least 10 business days prior to the meeting and shall state:

- (a) the name or the person requesting the appointment
- (b) the subject matter
- (c) the name of the organization or parties represented
- (d) the name of the group's spokesperson

Providing the delegation concerns a matter that is within the jurisdiction of the Board, the Chair may grant an appointment and include it on the meeting agenda.

Presentations will be limited to 5 minutes each with 5 more minutes for questions from the Board members. Extension of time limits may be granted at the discretion of the Chair.

The matter addressed by the delegations may be discussed by the Board as a regular part of the agenda under "New Business" or may be scheduled for discussion at a subsequent meeting.

Delegations may be added to the agenda at the meeting by amending the agenda at the pleasure of the Chair.

A delegation shall not be heard twice on the same matter unless the Board specifically resolves otherwise.

Except in cases of extreme urgency, as determined by the Chair, unionized library staff shall be required to demonstrate that they have observed internal procedures for addressing concerns before being granted an appointment to address the Board.

Any person present at a meeting who wishes to speak to an item on the agenda but who has not been previously granted an appointment may be allowed to do so at the discretion of the Chair or by resolution of the Board. The time limits for delegations shall apply.

Adopted by the Port Colborne Public Library Board January 10, 2006