



This policy outlines the privileges and responsibilities of delegations that wish to address the Clarence-Rockland Public Library Board (Board) and describes the procedure required.

Section 1: Policy

1. Residents and community association representatives may attend and/or address the Board as a delegation at any regular meeting. Delegations wishing to address the Board must advise the Chief Executive Officer (CEO) of their intent at least five (5) business days prior to the Board meeting date.
2. The Board has the right to limit the number of delegations presenting at any given meeting.
3. Upon the completion of a presentation to the Board by a delegation, any discourse between members of the Board and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Any discussion or motions arising from the delegation will be made at the appropriate time in the agenda or at a future meeting.
4. No delegation shall:
 - a. speak disrespectfully of any person;
 - b. use offensive language;
 - c. speak on any subject other than the subject for which they have received approval to address the Board; or
 - d. disobey the rules of procedure or a decision of the chair.
5. The chair may alter the time of delegations or limit the number of questions asked of a delegation. When the chair rules that the delegation is concluded, the delegation shall immediately withdraw. Any breaches of this policy will lead to the immediate conclusion of the delegation.
6. Any written or verbal submissions made before the Board will form part of the public record and the names of persons appearing at delegations will appear in the meeting's minutes.

Section 2: Procedure

1. Persons wishing to appear before a regular or special Board meeting shall notify the CEO of their request for a delegation in writing, at least five (5) days before the scheduled meeting.
2. Delegations shall include their name, address, phone number, subject and particulars of the matter in their written request.
3. Written reports/presentations when available shall be copied for all members of the Board. 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 (10) minutes.

Revision History

Document Owner	Issue/Revision Date	Reason for change
C. Moskau	November 19, 2024	Initial Approval
V. Portelance	2027	Revision

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