

Sault Ste. Marie Public Library Board

Title: Delegations Policy
Approved by: Library Board of Trustees
Approved: February 17, 1997
Revised: November 19, 2007
Reviewed:

1. Delegations or individuals wishing to make a presentation to the Board must notify the Secretary-Treasurer by noon on the Tuesday before the Board meeting, and inform him/her of the issue(s) that the presentation will address.
 - 1.1. Because of space limitation, delegations are required to inform the Secretary-Treasurer of the number of representatives that will be in attendance. The Library Board reserves the right to limit the number of representatives attending any one meeting.
2. The Board shall be provided with a written copy or summary of the presentation that will be made at the Board meeting. This information shall be provided to the Board, by way of the Secretary-Treasurer, no later than 5:00 p.m. on the Wednesday prior to the Board meeting.
3. Delegations will be limited to 10 minutes of time. The Board may extend this time limit as it sees fit.
4. At the conclusion of the presentation, Board members may ask questions for information or clarification purposes only. However, there shall be no presumption on the part of the delegation or individual that a discussion or debate will take place, nor that the Board will make a decision at that or any other meeting of the Board. The Board may opt to receive the information provided for information purposes only.
5. Any motions arising from the presentation must be made at the appropriate time in the agenda, or at a future meeting of the Board.
6. The Board reserves the right to limit the number of delegations presenting at any given meeting, and the number of delegations on any given topic.