

Policy Name:	Delegation Policy		
Authority:	Board		
Drafted by:	KPL Board		
Date Approved:	August 24, 2005	Motion Number:	05-75
Review Date:		Amended:	

PURPOSE:

To define procedures for individuals and groups wishing to appear as delegations at Board meetings.

POLICY:

Delegations shall be permitted to appear before regular meetings of the Board on any matters relevant to the Kitchener Public Library.

Delegations must register with the CEO/Secretary-Treasurer at least ten days prior to the Board meeting.

Notice of a delegation shall be listed on the meeting's agenda.

All presentation material for consideration by the Board shall be legible, in writing and filed, in the office of the CEO no later than ten days prior to the Board meeting and shall be included as part of the support material attached to the agenda.

Delegations shall be permitted to address the Board for a maximum of five minutes. Where a delegation consists of five or more persons, it may be permissible for two spokespersons to address the Board.

Speakers will be requested not to repeat what has been stated by previous speakers addressing the Board.

The Board may direct questions to the delegation following a presentation.

The Board may discuss the matter addressed by the delegation following the presentation and questions.

With the Board's approval, delegations may be added to the agenda at the beginning of any regular meeting.