

Policy Name: GOV-02 Governance Policy – Delegations to the Board

Date Approved: May 17, 2017

Motion Number: 17-31

Review Date: May 15, 2019

Date Amended:

Motion Number:

Delegations shall be permitted to appear before regular meetings of the board on any matters relevant to Kitchener Public Library. Notice of a delegation shall be listed on the meeting's agenda.

A person or organization wishing to appear as a delegation shall:

- 1) Register with the CEO/secretary-treasurer at least ten days prior to the board meeting
- 2) Provide all presentation material for consideration by the board in writing to 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
- 3) Address the board for a maximum of five minutes and where a delegation consists of five or more persons, it may be permissible for two spokespersons to address the board
- 4) Are requested not to repeat what has been stated by previous speakers addressing the board
- 5) Respond to any questions from the board 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.