

**Governance Ends Policy: # 1.000**  
**Subject: Delegations to Library Board**  
**Issuing Date: 11/21/2007**

**Revision Date: 11/21/2007**

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## PURPOSE

The purpose of this Policy is to encourage and provide opportunities for public input and to demonstrate transparency in Board process by clearly defining procedures for individuals and groups wishing to appear as delegations at Library Board Meetings.

## DEFINITIONS

*Delegation* is any member or members of the public who either on his or her own behalf or as representative(s) of an organization or group, appears at a public meeting of the Board to make an oral presentation which is representative of their opinions, counsel and feedback on a specific issue related to the responsibilities of the Library Board.

*Presenter* is the person or persons identified to speak on behalf of the delegation.

*Executive Assistant* is the assistant to the CEO and Secretary of the Board.

*Presenter's Package* is a document that provides a template for the submission of information from a delegation.

## POLICY

It is the policy of the London Public Library Board to encourage and provide opportunities for members of the public to make relevant public presentations, or delegations, at public board meetings. This opportunity for delegations is available to all London citizens and acknowledges the importance of community members to be able to present their viewpoints on library issues.

In order to appear as a delegation at a London Public Library Board public meeting, the following procedures must be followed:

### 1. Rules Governing Delegation Request

- 1.1 A request to speak as a delegation must be submitted, in writing, to the Library Board Chair, care of the Executive Assistant. The delegation must complete a Presenters' Package describing the issue, and identify the organization/individual represented. The request must be provided in writing by noon on the first Monday of a calendar month. Board members will be advised of delegation requests.
- 1.2 People requesting delegation status who cannot make a written request, for reasons of health or ability, may submit their request verbally to the Executive Assistant, who will prepare the required Presenter's Package on their behalf.

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- 1.3 Individuals requesting Delegation Status should make every effort to resolve their concerns or issues with library staff, first. If the staff cannot resolve the issue, individuals may request to appear as a delegation before the Library Board.
- 1.4 The Board may request any additional information regarding a particular issue or association or group before granting a request for delegation.
- 1.5 The Board prefers to hear delegations at the same time as they are considering an issue or matter that is before the Board. Accordingly, if delegation requests cannot be heard at the same meeting where an item is being discussed, the Library Board may defer the item to a future meeting of the Library Board.
- 1.6 The Board may decline or limit the number of delegations per meeting.
- 1.7 A delegation may not address the Library Board on the same issue a second time, unless approved by the Library Board.
- 1.8 The Board or Chair of the Board will consider the request for delegation following its review of the Presenter's Package.
- 1.9 If the request for delegation is granted, the Executive Assistant will notify a representative of the delegation at a time reasonably in advance, of the date, time, time allotment and place of the presentation.

## **2. Delegation Protocol**

- 2.1 The delegation should arrive prior to the beginning of the Board meeting and identify themselves to the Chair or Executive Assistant.
- 2.2 The maximum time allowed for a delegation's presentation is up to ten (10) minutes. The Chair will advise the presenter one minute before the time allotment is expired.
- 2.3 When making a presentation, the delegation is encouraged to have no more than two presenters speak to the issue, within the assigned time allotment.
- 2.4 When making an oral presentation, the presenter should follow the outline provided in the Presenter's Package. If the materials presented substantially diverge from the written submission, the Chair may rule the presentation out of order.
- 2.5 Presentations should:
  - Be respectful and be made in a manner which respects the dignity of others.
  - Not contain the names of specific employees or individuals.
  - Not violate human rights, libel / slander and other legislation.
  - Not include inappropriate comments about staff, cardholders, Library Board members or the community.
- 2.6 Following a delegation's presentation, the delegation is encouraged to stay for the balance of the public meeting but may not speak to other items on the agenda.
- 2.7 Upon completion of a presentation, the Board Trustees may ask questions if they feel clarification is required. The Board, through the Library Board Chair, will communicate any outcome or decision to the delegation in writing that may be made as a result of hearing the delegation's presentation within 45 days.

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2.8 Administration may provide brief responses of clarification to questions raised by Board Members or points made in the presenter's comments.

### **3. Board Meeting Conduct**

3.1 In respect for those in attendance, signs, placards and heckling will not be permitted in the Boardroom.

3.2 The Chair has the right to take appropriate action to maintain proper etiquette during a board meeting.

### **INQUIRIES**

Direct inquiries to CEO's Office.

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**DELEGATION REQUEST**

Please complete the following application. Your oral presentation must reflect the information provided within the application.

<p><b>1. Purpose</b> Please provide one or two statements outlining the topic of your presentation.</p>
<p><b>2. Issues</b> In point form, indicate the issues that have led to your point of view or opinion.</p>
<p><b>3. Efforts to resolve or discuss issues with library staff.</b> What efforts have you undertaken to meet with senior library staff (i.e. CEO or Senior Managers) to discuss your concerns, issues or viewpoint? What was the outcome of any discussions?</p>

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**4. Rationale**

Provide background facts and information which will assist library board members with understanding the issue and why you feel it is important at this time.

**5. Alternatives**

Please list any constructive solutions to the issue that you have which may be considered by the board members. Please indicate advantages of alternative solutions.

**6. Authorization**

Presenter:

Address:

City & Postal

E-mail:

Telephone:

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I understand that this completed document may be printed with the public meeting agenda, posted to the Board's website and made available to the media.

Signature:

Title:

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I am speaking as an individual

I am speaking on behalf of Name of Organization  \_\_\_\_\_

Please indicate with whom your presentation has been shared: \_\_\_\_\_

**6. Appendices**

Please provide any attachments to which you have referred in your report and which you would like board members to consider. These may include charts, tables, forms, lists or supporting documents. Only the materials accompanying your application will be distributed to the Library Board. No additional materials may be handed out at the time of your presentation. Audio visual materials must be provided in sufficient time to be previewed prior to your presentation.

Please return your completed Presenters' Package to the Executive Assistant to the CEO, London Public Library, 251 Dundas Street, London, Ontario, N6A 6H9