

CORPORATE POLICY AND PROCEDURES MANUAL

Policy No:

LIB

Policy Name:

Public Attendance and Delegations

CS 2010 072

DEVELOPED BY: Linda Kent, Chief Librarian
DEPARTMENT: Community Services

DATE: 27 Oct 2010

ADOPTED BY: Kawartha Lakes Public Library Board

DATE:

RESOLUTION NUMBER: LB10-67

EFFECTIVE: 04 Nov 2010

CROSS-REFERENCE:

REVISIONS:

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key objectives for public attendance and delegations at Library Board meetings.

SCOPE:

Public Library Boards in the Province of Ontario are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the Public Libraries Act, RSO 1990, c. P.44.

DEFINITIONS:

"Chair" means the person presiding at the Library Board Meeting

"City" means the City of Kawartha Lakes

"Delegation" means a person or group making a verbal presentation

"Library" means the City of Kawartha Lakes Public Library

"Library Board" means the City of Kawartha Lakes Public Library Board

"Library Board Meeting" means any monthly or special meeting of the City of Kawartha Lakes Public Library Board

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

Responsibility for the implementation of this policy will lie with the Library C.E.O. and the Chief Librarian acting in accordance with the principles established by the Library Board.

2.0 Library Board Meetings

Subject to the provisions of this policy, all Library Board Meetings shall be open to the public other than the exceptions identified in Section 3.0 of this Policy.

3.0 Closed Session

Notwithstanding Section 2.1 above, all or any part of a Meeting may be closed to the public if the subject matter being considered is permitted to be addressed in a Closed Session in accordance with Section 239(2) of the *Municipal Act, 2001*.

4.0 Public Input into Agenda

4.1 Any person wishing to address the Library Board as a delegation, on a new issue, must submit a written request to the C.E.O. or Chief Librarian on or before 12 noon on the Wednesday of the preceding week before the Library Board Meeting date.

4.2 A maximum of five (5) delegations shall be allowed to address the Library Board at a Library Board Meeting.

5.0 Addressing Matters on the Existing Agenda

Any person or delegation wishing to address the Library Board on an item of business already listed on the circulated Agenda, must submit to the C.E.O. or Chief Librarian, a written request stating the agenda item that he, she, or they wish to speak to, no later than 12 noon on the day preceding the Library Board meeting at which he, she, or they wish to appear. If the day preceding the day of the meeting is a holiday, the written request to speak must be received no later than 11:00 am on the day of the meeting.

6.0 Delegations in Urgent Matters

Except as provided by Sections 4.0 and 5.0 of this Policy, no delegation shall be allowed to address the Library Board. In the event that the subject proposed to be spoken to is of an urgent nature, the delegation requested may be adopted as part of the Agenda, but only with leave of the Library Board.

7.0 Denial of Request to Speak or to Distribute Material

The Library Board may refuse to hear delegations, or to receive communications when, in the opinion of the Chair, the subject of the presentation is beyond the jurisdiction of the Library Board, or where it contains obscene or defamatory language.

8.0 Rules of Conduct for Delegations

Persons addressing an assembly of Members shall observe the Rules of Conduct set out in this Section.

8.1 Where a Delegation appears with material to distribute, he or she shall provide all copies directly to the Chief Librarian and shall not distribute anything directly to Library Board him or herself. The Chair shall determine whether the material is to be distributed by the Chief Librarian at that Meeting, or whether it shall be retained to be considered.

8.2 Delegations who read from a printed script must provide the Chief Librarian with a copy of the script for the record. Delegations who present slide shows or computerized display presentations must provide the Chief Librarian with a copy for the record.

8.3 All printed material submitted to the Chief Librarian must be legible, and must be signed and dated legibly. All printed material shall include an address and telephone number where return correspondence or contact is to be directed.

8.4 The Chief Librarian will only circulate materials that comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended.

- 8.5 Delegations must confine their remarks to the business stated in the communication to the C.E.O or Chief Librarian seeking Delegation status under Sections 4.0, 5.0, and 6.0, as applicable.
- 8.6 Delegations are limited to a time period of not more than five (5) minutes.
- 8.7 Delegations consisting of two or more persons shall be limited to two (2) speakers, for a maximum time period of not more than two and one-half (2.5) minutes.
- 8.8 Delegations speaking to a matter, item or topic that he or she has previously addressed at a Meeting shall be limited to a total time period of not more than two and one-half (2.5) minutes.
- 8.9 Delegations in this circumstance consisting of two or more persons shall be limited to two (2) speakers, each limited to a time period of not more than one and one-quarter (1.25) minutes or two and one-half (2.5) minutes in total.
- 8.10 Delegations are cautioned that their remarks are not subject to Parliamentary Privilege. Accordingly, derogatory remarks about any persons or organizations may be actionable at law.

9.0 Rules of Conduct for Public Audience

Persons attending a Meeting, whether or not they are Delegations, shall observe the Rules of Conduct set out in this Section.

- 9.1 No shouting, cheering, booing, deliberate foot-stomping or any other unprofessional or un-businesslike conduct shall be tolerated by the Chair, at the discretion of the Chair.
- 9.2 Persons who are not Delegations may not address the assembly and shall not do so by shouting out, interrupting, or prompting a Delegation.
- 9.3 Profanity is strictly prohibited, whether it is audible or expressed through gesture.
- 9.4 Meetings regulated by this Policy are formal, structured business meetings.
Although it is recognized that there may be topics on Agendas which stir emotion, a business decorum must be observed and preserved.

10.0 Time Extensions

If the Delegation has been requested by the Library Board, or if the time limits established in Section 8.0 are deemed too restrictive by the Chair of the Meeting or by two-thirds of the Library Board Members present at the Meeting, the time limit may be increased in increments of five (5) minutes, at the discretion of the Chair or two-thirds of the Library Members in attendance.

11.0 Information Regarding Rules

Delegations and Members of the audience at Library Board Meetings shall be advised of the provisions of Sections 8 and 9 of this Policy.

12.0 Petitions

Every petition or communication to be placed on an Agenda shall be delivered to the Chief Librarian by 12:00 o'clock noon on the Wednesday of the week preceding the Library Board Meeting. All communications or petitions received after 12:00 o'clock noon on the Wednesday of the week preceding the Library Board Meeting shall be held over for consideration at the next Library Board Meeting unless otherwise approved by the C.E.O.

13.0 Expulsion

Notwithstanding Sections 8 and 9 of this Policy, the Chair may exclude any persons from a Library Board Meeting room during the whole or any portion of a Meeting for improper conduct, including disregard for the rules of conduct set out in this policy.

