

## Requests for Presentations and Delegations to Library Board Meetings

(Approved by the Library Board on September 17, 2014)

Any member of the public may be a delegation or send correspondence, either on his or her own behalf or as a representative of an organization or group, to present information, a viewpoint or concerns regarding matters that are the responsibility of the Library Board.

Any person wishing to address the Library Board on any matter shall submit a request to the Administrative Coordinator by 4:00pm of the Monday in the week before the scheduled Board meeting. The request shall state the nature of the business to be discussed.

The Library Board reserves the right to request additional information before granting delegation status and depending on the nature of the concern, the Board may refer delegations or correspondence to the CEO for further review or resolution.

Each delegation to the Library Board shall be limited to speaking not more than 5 minutes in total, unless a majority of the Library Board members pass a motion extending the length of time allotted.

Any person wishing to address the Library Board on a matter on the agenda shall submit a request to the Administrative Coordinator by 4 pm 3 working days prior to the meeting. Unscheduled delegations at a regular meeting will require a majority vote in order to proceed.

Any person granted permission to address the Library Board shall confine their remarks to the stated business.

Library Board members may ask questions of the delegation in order to seek clarification or ask for additional information only. Staff may also be asked to provide clarification or to confirm information. Library Board members shall not enter into a debate with the delegation respecting the presentation.

If issues or concerns are raised about a Mississauga Library System employee's performance (other than that of the CEO) as part of a delegation, the Chair will direct the delegation first to the CEO's office for resolution. Should an issue or concern be raised about the CEO's performance as part of the delegation, the Library Board will review the matter.

After the delegation(s) have been heard at a regular meeting, the Board will move to take appropriate action.