

Town of Whitewood Statement of POLICY and PROCEDURE			
Department:	General Government	Policy No.	2
Section		Issued:	
Subject:	Delegations	Effective:	
Council Resolution # and Date:		Page:	2
Issued By:		Replaces:	
Approved By:		Dated:	

1. POLICY

- 1.01 The Town of Whitewood shall establish guidelines regarding the conduct, duration and number of delegations that shall make presentation during regular council meetings.

2. PURPOSE

- 2.01 The purpose of this policy is to:
- To set the time limit and number of delegations that shall do presentations during regular meetings of council.
 - To establish rules of conduct for members of council and delegates.

3. SCOPE

- 3.01 This Statement of Policy and Procedure applies to the General Government Department.

4. RESPONSIBILITY

- 4.01 The administrator shall inform delegates of the rules and procedures for the meeting that they wish to attend to make their presentation.

5. PROCEDURE

- 5.01 That a person/group wishing to be a delegate at a regular meeting of council must submit in writing a request to the Town Administrator, no later than 12:00 noon on the Friday prior to the council meeting.
- 5.02 A person applying to speak to council shall provide the Administrator with the following:
- (i) Identify who will be speaking to Council, including contact information
 - (ii) Give a concise description of the issue being addressed or request being made of Council.

- 5.03 That the number of delegations to be presented before council at a regular meeting shall not exceed two (2).
- 5.04 That a delegation shall be allowed up to twenty (20) minutes for their presentation.
- 5.05 That a delegation with more than one (1) individual involved shall appoint a spokesperson to make the presentation.
- 5.06 That the mayor shall permit each additional member of the delegation present an opportunity to speak once for one (1) minute upon completion of the spokesperson's presentation.
- 5.07 That each person wishing to speak in addition to the spokesperson's presentation must contact the Town Administrator by noon the Friday prior to the council meeting.
- 5.08 That each member of a delegation with more than one individual involved shall raise their hand and be recognized by the mayor before speaking out.
- 5.09 That discussion and/or questions may be permitted at the discretion of the mayor.
- 5.10 The Mayor or presiding officer will thank the delegate/delegation and advise them that Council will advise them of their decision, as soon as possible. The matter will then be brought up under "old business" for discussion & decision.
- 5.11 That harassments, threats and profanity shall not be tolerated. In the event that the offender is a member of council, the mayor will ask that member of council to leave until the delegation has completed its presentation. In the event that the offender is the delegate, the mayor will ask that person to leave immediately.
- 5.12 That if the offender is the spokesperson for a delegation involving more than one (1) person, then another member of the delegation may be appointed as the spokesperson.
- 5.13 A delegate can bring forward an item once during a twelve (12) month period.