

Request to make a Deputation

Please complete this form and submit it to the Director of Libraries & CEO. Board Agendas are finalized two Mondays prior to the Board meeting. If a Request Form is received after 10:00 am on the Monday the agenda is finalized, or if the Agenda is deemed full, the Request Form shall be considered at the next appropriate meeting. These conditions may be waived at the discretion of the Board Chairperson.

Subject of the Delegation:

- I wish to address the Board as an individual I am representing a group.
 Related or background information is attached for circulation to the Board

Name:

Firm / Organization (if any):

Address:

Postal Code: _____ Email: _____

Residential Phone: _____ Business Phone: _____

Mobile: _____

Signature: _____

Personal information on this form is being collected pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* and may form part of the public record which may be released to the public in hard copy and / or electronically. Questions about this collection should be directed to the Director of Libraries & CEO.

How to Make a Deputation:

Please submit this completed form to the Director of Libraries & CEO
Please state your name and address prior to speaking, and
Please provide a copy of materials used in your presentation, if any, to the Director of Libraries & CEO for the official record of the Board. Material provided prior to the meeting will be circulated to the Board for their review before the meeting.

How can I speak at Library Board meeting?

If you wish to make a presentation to the Library Board at a regularly scheduled meeting, please complete the Deputation Form and return it to the Director of Libraries & CEO.

How long may I speak?

The Library Board allows deputations up to five (5) minutes to address the members.

What is the procedure?

All comments are directed to and through the Meeting Chair. Members of the Board may, through the Chair, direct a response or question where appropriate. No more than one person shall speak at one time and at all times, proper language, speech and decorum shall be maintained. The Chair may direct that any person in violation of proper decorum be expelled from the meeting location.

No written communication shall be considered by the Board if, within the 12 months immediately preceding the communication, the Board has dealt with the same or substantially the same matter by Board motion or direction to Administration. The Board Chair shall refuse a request to make a deputation if the Board has, within the 12 months immediately preceding the request, dealt with the same or substantially the same matter by Board motion or direction to Administration.

What happens after I speak?

After a deputation is made, the Board will either recommend that the information be received or refer the matter to Administration.

When does the Library Board meet?

Library Board meetings are generally held on the **third Wednesday** of each month. The meetings start at 4:00 p.m. and are usually held in the Board Room at the Frances Morrison Central Library.

Where can I get a copy of the meeting agenda?

Copies of Library Board agendas are available from the CEO on the Monday afternoon preceding the Board Meeting.

For further information about Library Board meetings,
or for meeting dates and times,
please visit the library's website www.saskatoonlibrary.ca