

## 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:

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- 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:

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Firm / Organization (if any):

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Address:

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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.

***What happens after I speak?***

After you have spoken and answered any questions, please wait and remain silent being cognizant of the fact it is now time for Members of the Board to debate the issue and make their decision or defer a decision pending additional information.

***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.

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For further information about Library Board meetings,  
or for meeting dates and times,  
please visit the library's website [www.saskatoonlibrary.ca](http://www.saskatoonlibrary.ca)