



## **Kingston Frontenac Public Library Board By-laws Section 12 regarding Delegations**

- 12.1 When anyone desires to address the Board on matters upon which the Board is considering taking action, they shall be permitted to do so, provided the request is directed to the Chief Executive Officer and received on or before 4:30 p.m. on the 8th day preceding the regular meeting.
- 12.2 The request to appear in delegation shall be in writing and shall include an indication of the number of people attending and the subject of their address. The Board reserves the right to request additional information before granting delegation status.
- 12.3 Upon receipt of a request, the Chief Librarian / CEO shall in writing confirm the time and place at which the delegation shall address the Board and also enclose these rules and procedures that relate to delegations.
- 12.4 Unscheduled delegations at a regular meeting will require a majority vote in order to proceed.
- 12.5 No delegation may speak on the matter for more than a total of fifteen (15) minutes, exclusive of the time required to answer questions posed by the Board.
- 12.6 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.
- 12.7 In accordance with *MFIPPA*, notes taken of any presentation and/or written submission at the meeting, along with the delegation's name, will become part of the public record and will be published as part of the agenda and/or minutes of the meeting. These documents will also be posted to the Board's website and made available to the media.
- 12.8 Delegations may not provide personal information (including views or opinions) about someone else, as defined in *MFIPPA* as "personal information", without confirming in the presentation that prior agreement of that individual has been given.

- 12.9 Personal information about someone else, received in delegations, will not be published by the Board without the written permission of the identified individual, according to the requirements of *MFIPPA*.
- 12.10 If the issues or concerns are raised about a KFPL employee's performance (other than that of the CEO) as part of a delegation, the Chair, after consultation with the Board, will direct the delegation first to the CEO's office for resolution.
- 12.11 If the number of delegations exceeds what can reasonably be scheduled at any particular meeting, the Chair, after consulting with the Board, may move to:
- a) defer a decision to a time at a regular meeting at which all the delegations can be heard, or
  - b) decide to hold a public participation meeting, rather than hear from delegations at a regular meeting.
- 12.12 After the delegation(s) have been heard at a regular meeting, the Board will move to take appropriate action, if necessary.