



Board Policy Request to Appear as a Delegation

Applications and a copy of any printed material(s) for distribution must be submitted by 4:30 pm at least **5 full business days** in advance of the meeting.

Date of Application:		Date of Presentation:	
Presenter Name:			
Company/Organization:			
Street address:			
City:		Province:	Postal Code:
Email:			
Home Phone:		Business Phone:	
Fax:		Website:	
Name of Applicant if other than above:			
Details of Presentation:			
Note: Presentation to be a maximum of 10 minutes.			
I will be providing a PowerPoint, images or video for my presentation: Yes <input type="checkbox"/> No <input type="checkbox"/>			
I will have printed material for distribution: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/> I have read <i>VIRL Board Procedural By-Law Section 5: Conduct of the Public and Delegations</i> (see over)			

HOW TO SUBMIT YOUR REQUEST

Submit the completed form via:

email: ExecutiveDirector@virl.bc.ca

fax: 250-758-2482 or

mail: 6250 Hammond Bay Road, P.O. Box 3333 Nanaimo, B.C. V9R 5N3

Excerpt from VIRL Board Procedural By-Law (Section 5)

Conduct of the Public

Members of the public will be courteous and will not engage in any action which disturbs the meeting. Members of the public will not:

- a) make any noise or disturbance that prevents Trustees from being able to participate in the meeting;
- b) address the Board without permission;
- c) use unparliamentary or offensive language; or
- d) display signs or placards.

The Chair may exclude any person from the meeting for improper conduct.

Delegations

The Library Board provides the opportunity for members of the public to meet with the Board directly as “delegations” at regular public meetings of the Board. People can provide input either as individuals, or as a representative of a group.

Written requests to speak as a delegation must be submitted in writing, to the Executive Director prior to 4:30pm, five (5) business days prior to the date of the Board meeting. The request must include details in full of the issue to be addressed and the name of the person or organization to be represented.

All materials, presentations or handouts for distribution shall accompany the written request to appear and is subject to approval by the Executive Director, in consultation with the Board Chair.

Written request forms shall be available at all libraries and on the website. Forms may be mailed, faxed or emailed to the Office of the Executive Director.

No person other than the designated spokesperson may speak on the matter and for no longer than a total of ten (10) minutes. An individual or group not on the agenda and not appearing in respect to a matter on the agenda shall not be heard without the consent of at least two-thirds of the Trustees present.

The Board Chair reserves the right to approve a delegation, refuse a delegation, or request additional information before granting delegation status and depending on the nature of the concern, the Board Chair may refer delegations or correspondence to the Executive Director for further review or resolution.

Delegations will be limited to two (2) delegations at each meeting, with a third delegation approved at the discretion of the Board Chair. The Board of Trustees will be advised if a delegation has been refused and the reason(s) for refusal.

Adoption History

ADOPTED BY:	DATE:
VIRL Board of Trustees	February 2011
VIRL Board of Trustees	May 27, 2017
DATE OF NEXT REVIEW: 2022	REVIEW CYCLE: 5 years