



Policy No: 2.12 Deputation to the Board

Type: General Administration

Originated: June 14, 2007

Reviewed: February 18, 2015

Amended: March 12, 2015

Related Policies:

Purpose

A person or organization wishing to appear as a deputation shall satisfy the provisions set out below:

- a. A deputation wishing to appear before the Board shall submit a written request, together with written copies of their submission, to the Board Chair *c/o* Executive Assistant two weeks prior to a scheduled meeting of the Board. The request must stipulate the subject matter upon which the deputation wishes to speak.
- b. The Executive Assistant shall notify a representative of the deputation, at a time reasonably in advance, of the date, time and place of the presentation.
- c. Deputations will be scheduled at the beginning of the public portion of the meeting. Each deputation shall be limited to a maximum time of ten minutes to make a presentation unless otherwise determined by the Chair.
- d. If the deputation is unable to meet the time requirements for notification but wishes to address the Board, the two-week notice may be waived at the discretion of the Chair.

DEPUTATION INFORMATION SHEET

DEPUTATION REQUEST – PROCESS

Deputations are heard by the Library Board at its regularly scheduled meetings.

1. **Prior to requesting a deputation, you are encouraged to contact the Chief Librarian/CEO to try to resolve the issue.**
2. Deputations are limited to a maximum of 10 minutes.
3. Requests must be received in writing, directed to the Board Chair c/o Executive Assistant, no later than 4:00 p.m. on the 14th day immediately preceding a regular Board meeting.

Requests must be delivered or mailed to the attention of Secretary/Treasurer, Thunder Bay Public Library, 285 Red River Road, Thunder Bay, ON P7B 1A9.

Please include the following in your letter to the Secretary/Treasurer: Name, address, telephone number, fax number and e-mail address if available. Please also include the full names of any other persons appearing with you.

A written statement or brief indicating the subject matter and the outcomes sought from the Board.

An outline of your presentation should be submitted on white paper (8 ½ x 11) and legibly written or printed.

Your correspondence must be signed by at least one person. Original correspondence and signatures are required.

4. Upon receipt of a deputation request, the Executive Assistant to the Secretary/Treasurer will schedule the deputation. If the information is incomplete, you will be tentatively scheduled pending receipt of the additional information required to confirm the deputation. If this is not received, you will NOT be scheduled as a deputation.

Notification confirming when a deputation has been scheduled or in the alternative, a letter requesting information required in order to confirm your attendance.

Deputations will be placed at the beginning of the Public portion of the meeting.

NOTE: The material you provide may be appended to the Board Agenda and may be posted on the Library's website.