

<b>Policy:</b>	<b>Submissions and Delegations</b>
<b>Authority:</b>	Board of Directors
<b>Revised:</b>	2019-04
<b>Effective:</b>	2019-05

**Purpose:**

To establish and support a healthy work environment that supports a community gathering place where the joy of reading, discovery and lifelong learning is promoted and encouraged, and to maintain public confidence in Regina Public Library (RPL).

**Objective:**

To promote open and respectful dialogue with the public and ensure that Regina residents can participate in the vital conversations that shape the Library and its future. The policy defines the process under which a person, or group of persons, may bring a matter to the attention of the Board, or to have a matter considered by the Board.

**Legislative Authority:**

*The Public Libraries Act, 1996, s 67(1)(c).*

**Other Relevant Documents:**

Code of Conduct Bylaw

Safe Use and Conduct Bylaw

Submission and Delegations Guidelines – RPL Website

**Application:**

Applies to members of the public.

**Policy:**

1. Where a person, or group of persons, wishes to bring any matter to the attention of the Board, or to have any matter considered by the Board, a letter, petition, or other communication shall be addressed to the Secretary to the Board (the Secretary).

2. Any communication pursuant to this section shall:
  - 2.1 be printed, typewritten or legibly written, or, where this is not possible, an alternative format made through arrangement with the Secretary to the Board;
  - 2.2 clearly set out the matter at issue and the request made of the Board in respect thereof, and
    - 2.2.1. note whether the submission is on behalf of an organization or an individual and, if an organization, which organization,
    - 2.2.2. be signed with the correct name of the writer,
    - 2.2.3. contain the correct mailing address, email address, or telephone number of the writer, and
    - 2.2.4. be temperate, respectful, and factual (as determined by the Secretary with the approval of the Chair).
  - 2.3 set out the name and residential address of the person submitting the communication.
3. On receipt of a communication intended for the Board, the Board Chair and Secretary may:
  - 3.1 include it as an item on the agenda for the next regular meeting of the Board, in full or in summary form, as they see fit,
  - 3.2 refer it to Library Administration for a report to the Board or the appropriate committee,
  - 3.3 refer it to Library Administration for action and/or reply,
  - 3.4 refer it to the Chair for reply:
    - 3.4.1 If referred to the Chair, they may, at their discretion, circulate it to the members individually, rather than including it on the agenda as an item, if in their opinion the letter does not require any further action by the Board and would be recommended for receive and file if it were placed on the agenda,
  - 3.5 post the communication to the Library website either immediately, or at such time as a response is prepared.
4. The Secretary to the Board shall notify the writer that the submission has been received and, if a delegation request, whether it has been approved as a delegation. If approved as a delegation, the Secretary shall notify the writer of the date, time, and place of the Board meeting at which it will appear on the agenda.

5. Communications which the Chair and Secretary have referred to others shall be included in the next Board agenda in the Referred Communication Section.
6. The Secretary to the Board shall provide a recommendation, for the disposition of each of the communications, which pursuant to this section, have been included as a Referred Communication item.
7. Every delegation wishing to appear before the Board shall:
  - 7.1 submit a letter to the Secretary requesting to appear as a delegation, including the date of the meeting at which they wish to appear;
  - 7.2 submit a brief providing full information on the issue or proposal to be addressed in their presentation. The brief submitted shall:
    - 7.2.1 be printed, typewritten or legibly written, or, where this is not possible, an alternative format made through arrangement with the Secretary to the Board;
    - 7.2.2 note whether the submission is on behalf of an organization or an individual and, if an organization, which organization,
    - 7.2.3 clearly set out the matter at issue and the request made of the Board in respect thereof,
    - 7.2.4 be signed with the correct name of the writer,
    - 7.2.5 contain the correct mailing address, email address, or telephone number of the writer, and
    - 7.2.6 the name of the representative of the delegation, if different from the writer.
8. When the spokesperson appears before the Board, they may either make the presentation submitted pursuant to 7.2, above, or provide a verbal summary of that presentation, subject to a five (5) minute time limit.
9. Electronic documents or studies in support of the delegation's brief shall, if provided by the delegation, be circulated with the presentation.
10. The brief shall be temperate, respectful, and factual and may be rejected or redacted by the Secretary, with the approval of the Chair, if, under this policy, it does not respect the Board, Library Administration, or library staff. If redacted, the Secretary will notify the presenter of the redaction.
11. On receipt of an application and acceptable brief, the Secretary shall:

- 11.1 if the brief deals with an agenda item in an up-coming meeting, place the matter on the agenda for the meeting at which the related item is to be considered,
- 11.2 if the brief deals with a subject which is not on the Board agenda, list the brief on the agenda under the Referred Communication Section, and provide copies of the brief to the members of the Board and Library Administration,

The Secretary shall provide, at the beginning of the Referred Communication Section, a report noting the Committee or staff member to which the briefs are to be referred.

- 12. No delegation shall be heard unless they have
  - 12.1 submitted their presentation before the posted deadline and in the designated format, and
  - 12.2 been published on the posted agenda and subsequently confirmed by the adoption of the agenda at the Board meeting.
- 13. The Chair, or in their absence, the Vice Chair, shall advise the spokesperson before they commence their presentation:
  - 13.1 That they must confine their comments to the subject of the brief and the time allotted.
  - 13.2 Spokespersons for any one delegation shall be limited to one, except where the Board Chair otherwise permits.
  - 13.3 The total time allowed for any one delegation shall not be more than five (5) minutes, subject to the discretion of the Chair to extend the allotted time, exclusive of the time
- 14. The Chair may deny any delegation, at the Board meeting, the right to be heard if, in the Chair's opinion, the delegation:
  - 14.1 does not speak respectfully of Her Majesty the Queen, or official representatives of her government,
  - 14.2 uses offensive words in referring to any Board member or to any official or staff member of the Library or member of the public,
  - 14.3 shouts, raises their voice, or uses profane, vulgar, or offensive language,
  - 14.4 makes remarks likely to be defamatory, criminal, or offensive to the accepted rules of address to an elected body, and/or
  - 14.5 addresses issues not contained within the brief.

15. When the Board hears a delegation which is related to some other item of business on the agenda, the following procedure shall be followed:
  - 15.1 At the conclusion of the presentation of the brief by the delegation, members of the Board may ask the delegations questions provided that members asking questions may not:
    - 15.1.1 make any preamble to a question;
    - 15.1.2 repeat any question previously asked;
    - 15.1.3 debate with the delegation.
  - 15.2 After all questions have been exhausted, the Chair shall excuse the delegation from the podium.
  - 15.3 The brief submitted by the delegation shall then be deemed to be tabled until after the Board has considered the related item of business, and no motion shall be required.
  - 15.4 After the related item on the agenda has been debated and there has been a resolve of the item, the delegation's brief shall be deemed to have been received and filed and no motion shall be required, unless the item has been disposed of by the resolve of the item.
  - 15.5 Notwithstanding the above, the Board may alter the resolve of the delegation's brief, from receive and file, by introducing a motion to take some other action with respect to the brief.
16. No flash or additional television lighting is to be used in the Board meeting room without prior permission of the Chair or presiding Board member.
17. Members of the public in attendance at a Board meeting:
  - 17.1 May not address the Board without permission of the Chair.
  - 17.2 Shall maintain order and quiet.
  - 17.3 Shall not applaud, or otherwise interrupt, any speech or action of Board members, or any other person addressing the Board.
  - 17.4 Shall not display or have in their possession, picket signs or placards which would distract from the proceedings or interfere in the decorum of the Board.
18. The Chair or presiding Board member may, at any meeting, cause to be expelled and excluded, any person who creates any disturbance or acts improperly during a meeting.