



COBOURG POLICE SERVICE BOARD

Meeting Procedures: HEARING OF DELEGATIONS

Requesting Delegation

Delegations appearing before the Board are subject to the following:

The delegation(s) shall provide written notice of their request on or before 5:00 PM the Friday preceding the regular meeting.

This request shall contain:

- i. An outline of the subject matter of the address
- ii. A list of person(s) who will be appearing before the Board
- iii. A copy of the materials to be presented

Upon receipt of the written notice requesting delegation status, the Executive Assistant shall list the delegation(s) on the next appropriate meeting agenda at the discretion of the Chair.

The Executive Assistant shall confirm with the delegation(s) the time and place at which the delegation(s) will address the Board, and will also inform them of the provisions relating to delegations.

During the Meeting and Meeting Conduct

Delegations shall address the Board through one speaker, be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing, the time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair.

Upon completion of a presentation to the Board, any discussions between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation.

No delegation shall:

- i. Speak disrespectfully of any person;
- ii. Use offensive words or un-parliamentary language;
- iii. Speak on any subject other than the subject for which they have received approval to address the Board;
- iv. Challenge the rules of procedure or a decision of the Chair.

The Chair may curtail any delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the persons or person appearing shall immediately withdraw.