

Resort Village of B-Say-Tah Statement of POLICY and PROCEDURE	
Department:	General Government
Section	
Subject:	Delegations
Council Resolution # and Date:	688/09, October 6, 2009
Effective:	October 6, 2009
Replaces:	n/a

1. POLICY

- 1.01 The Resort Village of B-Say-Tah shall establish guidelines regarding the conduct, duration and number of delegations that shall make presentation during regular meetings of council.

2. PURPOSE

- 2.01 The purpose of the policy is:
- To set the time limit and number of delegations that shall make presentations during regular meetings of council.
 - To establish rules of conduct for members of council and delegates.

3. SCOPE

- 3.01 This Statement of Policy and Procedure applies to the General Government Department.

4. PROCEDURE

- 4.01 That a person/group wishing to be a delegate at a regular meeting of council must submit verbally or in writing a request to the village Administrator seven (7) days prior to the council meeting.
- 4.02 That the number of delegations to be presented before council at a regular meeting shall not exceed four (4).
- 4.03 That a delegation shall be allowed up to fifteen (15) minutes for their presentation.
- 4.04 That a delegation with more than one (1) individual involved shall appoint a spokesperson to make the presentation.
- 4.05 That the chairperson shall permit each additional member of the delegation present an opportunity to speak once for one (1) minute upon completion of the spokesperson's presentation.

- 4.06 That each person wishing to speak in addition to the spokesperson's presentation must contact the village Administrator seven (7) days prior to the council meeting.
- 4.07 That each member of a delegation with more than one individual involved shall raise their hand and be recognized by the chair of the meeting before speaking out.
- 4.08 That discussion and/or questions may be permitted at the discretion of the chairperson.
- 4.09 That Council shall raise their hand and be recognized by the chair of the meeting before speaking out.
- 4.10 That harassment, threats, and profanity shall not be tolerated. In the event that the offender is a member of council, the chairperson will ask that member of council to leave until the delegation has completed its presentation. In the event that the offender is the delegate, the chairperson will ask that person to leave immediately.
- 4.11 That if the offender is the spokesperson for a delegation involving more than one (1) person, that another member of the delegation may be appointed as the spokesperson.