



[www.wsplibrary.ca](http://www.wsplibrary.ca)  
2 Park Drive, Stouffville, ON L4A 4K1  
905-642-READ (7323)

## DELEGATION REQUEST FORM

To ensure that the Library Board and staff are adequately prepared to respond to your request to be a delegation, please complete the following form.

Please also review the attached extracts from the Whitchurch-Stouffville Public Library Board's By-law # WSPL 02-01, Section 3.9, which governs the proceedings of Library Board Meetings.

**Please print or type clearly.**

NAME:	ADDRESS & POSTAL CODE:
TELEPHONE # (days):	TELEPHONE # (evenings):
EMAIL ADDRESS:	
ORGANIZATION:	ORGANIZATION'S WEBSITE:

The Whitchurch-Stouffville Library Board meetings are generally held on the first Thursday of each month at 7:00 p.m. (excluding July and August) located at the Whitchurch-Stouffville Public Library, 2 Park Drive, Stouffville, Ontario.

Please answer the following:

1. When do you wish to appear as a delegation?

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2. Please summarize the matter you wish to speak to as a delegation, and indicate questions you wish to have addressed, if applicable:

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DELEGATION REQUEST FORM: WSPL

3. To your knowledge, has the matter you wish to speak to been considered before the Library Board previously? (Note: Delegations may only address issues after 6 months has lapsed from the time of the Library Board's original decision.)  
YES  NO  If YES, when?: \_\_\_\_\_
4. Have you been in contact with a Library staff member regarding your matter of interest?  
YES  NO  If YES, when?: \_\_\_\_\_
5. To your knowledge, is the matter on the agenda for the meeting you wish to attend?  
YES  NO  If YES, when?: \_\_\_\_\_
6. Do you require any equipment for your delegation? (Check those that apply.)  
 Projector  Laptop and projector
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NOTES:

- i) The Delegation Request Form, including a copy of your presentation or speakers notes, must be received by the Library by 12:00 noon on the Wednesday **before** the date of the Library Board meeting.
- ii) Delegations with less than five (5) representatives may speak to a maximum of eight (8) minutes. Delegations with more than five (5) representatives may speak to a maximum of ten (10) minutes.
- iii) Delegations should be made by a designated spokesperson.
- iv) The matter of your delegation may be referred to a future Library Board meeting for decision.
- v) Delegations appearing before the Library Board may only be heard once on a matter.
- vi) Please bring fifteen (15) copies of materials for distribution to the Library Board and staff if applicable.

To contact the Board and to submit this request, please email: [Board@wsplibrary.ca](mailto:Board@wsplibrary.ca)

*Personal information on this form will be used for the purposes of sending correspondence relating to matters before the Library Board. Your name, address, comments and any other personal information is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the Internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. This information is collected under the authority of By-law number 2008-112-MS.*



The Whitchurch-Stouffville Public Library Board

By-law Number WSPL 12-01  
Board Meetings

A By-law to govern the proceedings of Library Board Meetings and  
repeal By-law Number WSPL 02-01

**Excerpt from Section 3:**

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**3.9 Delegations and Speakers**

**3.9.1 General**

Delegations and Speakers shall be encouraged to submit any questions they may have of staff to the CEO in writing prior to the Meeting. At the meeting a question of staff by any Delegation or Speaker shall be received by the Chair and addressed when practical prior to the consideration of the matter.

Hand-outs shall only be submitted to the CEO as Secretary of the Board.

Delegations or Speakers shall not:

- a) speak more than once on an item;
- b) speak disrespectfully of any person;
- c) use offensive words;
- d) speak on any subject other than the subject for which they received approval to address the Board;
- e) disobey a decision of the Chair; or
- f) enter into cross debate with other Delegations or Members.

The Chair may curtail any Delegation or Speaker, any questions, debate, disorder or any other breach of this By-law. If the Chair rules that the Delegation or Speaker is concluded, the person shall be seated. The decision of the Chair shall not be subject to any challenge.

All Delegations and Speakers on an issue shall be heard before discussion takes place by the Board. Once discussion in respect of a motion or resolution has commenced, no further presentation shall be made by any person other than a Member, except at the discretion of the Chair.

Any discourse between Members and the Delegation or Speaker shall be limited to Members asking questions for clarification and obtaining additional relevant information only. Members

shall not enter into debate with the Delegation or Speaker. Once a motion has been moved and seconded, no further presentation or questions of the Delegation or Speaker shall be permitted.

### 3.9.2 Delegations

Anyone wishing to appear before the Board as a Delegation shall submit the prescribed registration form to the CEO at least seven (7) days before the regularly scheduled meeting date. A Delegation will only be included on the agenda when the CEO is in receipt of a completed registration form which shall include the nature of the matter to be addressed and contact information for the spokesperson.

The CEO shall give due consideration to the length of the agenda and the number of Delegations and shall recommend to the requester the earliest possible date when their Delegation may be accommodated. A maximum of three (3) Delegations shall be allowed to address the Board per Meeting. If the CEO receives four (4) or more requests to appear as a Delegation regarding the same issue at the same Meeting, the Board shall be informed and may schedule a special Meeting to address the matter.

Notwithstanding the above, a majority of the Board may consent to hear a Delegation not on the agenda and not appearing in respect to a matter on the agenda.

No person other than the designated spokesperson may speak on the matter and for not more than a total of eight (8) minutes, except that a Delegation consisting of more than five (5) persons who are present at the Meeting may have more than one (1) speaker provided that the total speaking time does not exceed ten (10) minutes.

### 3.9.3 Speakers

A member of the public wishing to speak in respect to a matter on the agenda shall request that said matter be noted as an item for separate discussion. The Speaker shall be heard at the time the matter is considered by the Board and will not be listed as a separate Delegation on the agenda.

Speakers shall be permitted to speak on a matter only once and may speak for no more than five (5) minutes. A five (5) minute extension to speak may be decided, without debate, by a majority. Should there be numerous Speakers taking the same position on a matter, they shall be encouraged to select a spokesperson to present their views and to not repeat information presented by an earlier Speaker.