

TOWN OF CARNDUFF
POLICY & PROCEDURES MANUAL

<i>Reference</i> General Administration	<i>Classification</i> Policy
<i>Subject</i> Council Meeting Correspondence/Delegation Policy	<i>Pages</i> 1
<i>Authority</i> Council	<i>Effective Date</i> December 13, 2011
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PURPOSE:

The purpose is to establish the procedure and guidelines for any person(s) whom is desirous of attending a council meeting or submitting correspondence to be discussed at a council meeting.

PROCEDURE:

1. Any person(s) wishing to bring forth a matter to council must submit a letter to the administration office at least six (6) days preceding the council meeting.
2. This letter must include the subject to be discussed and the name, address and telephone number of the writer or contact person. The letter must also indicate if attendance is requested at the council meeting.
3. If applicable, the administrator will notify the contact person with the details of the delegation. The details include the location, date, and time of the council meeting, along with expectations of the delegate.
4. Delegates are asked to remain quiet throughout the council meeting proceedings. The chairperson will inform the delegate when it is time to make their presentation.
5. Delegates shall be given a maximum of fifteen (15) minutes to present the matter as outlined in the letter. The chairman may, with the consent of the majority of the members present, extend the time.
6. The delegation must be conducted in a professional, courteous manner. Failure to do so will result in the end of the discussion.