



## **Midland Police Services Board**

### **Deputation Procedures**

(excerpt of the Midland Police Services Board By-law 2019-01)

#### 12.12 Deputation – Notice – Information – Requirements

Any person wishing to appear as a deputation before the Board at a regular meeting, must give notice in writing, including the subject matter of the deputation, to the Secretary not later than eight days prior to the regular Board meeting so that such deputation may be reflected on the agenda for the Board meeting.

#### 12.13 Deputation – Procedure

The following procedure shall be followed for deputations:

- a) Deputations shall be scheduled at the beginning of the meeting.
- b) A maximum of three (3) speakers shall be permitted per deputation, and each deputation shall be limited to a maximum of fifteen (15) minutes.
- c) Members shall not interrupt a deputant while they are speaking, except on a point of order.
- d) Members may ask questions of deputants following completion of the deputation but shall not enter into debate with deputants.
- e) The Chair shall consider all grant deputation requests, and subject to his/her discretion, shall permit the deputation provided the subject matter of the deputation falls within the Board's mandate.
- f) Requests from deputants who have previously addressed the Board on a topic shall not be granted unless they can prove that they have new information to present.
- g) The Secretary shall confirm, in writing, to the deputant, the time and place at which the deputation will be heard by the Board; and, such written confirmation shall include the rules and procedures relating to deputations.
- h) The Secretary shall inform the members of any requests which are not granted.
- i) No more than two deputations shall be scheduled for any Board meeting, subject to the necessity to deal with matters of an urgent nature.
- j) All persons initiating an application to the Board shall be heard first, then any deputations in opposition of the subject matter shall be heard; and, the Chair may grant limited time, to the original deputant, for a reply on the subject matter.