

## **Delegation Protocol Town of Niagara-on-the-Lake**

The purpose of the delegation process is to allow residents to make their views known to Council. Council values and welcomes input, comments, and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is observed:

- 1) When called upon by the Chair of the COTW meeting, or the Lord Mayor at Council meetings, the delegation representative shall proceed immediately to the podium at the front of the Council Chambers.
- 2) Remarks should be brief and to a maximum length of 10 minutes. Comments, when stated in a clear, concise and factual manner, are very much appreciated.
- 3) To reduce the possibility of any misunderstanding, and to facilitate necessary follow-up, the Clerk requires a written copy of the presentation.
- 4) Discussion on topics other than the subject matter of the delegation request will not be permitted.
- 5) Subsequent delegations on the same topic, without significant new information, will not be permitted.
- 6) It is considered proper protocol and simply good manners not to ridicule or berate other individuals. Remarks or questions concerning the character or performance of named individuals or groups shall be immediately ruled out of order. (The Chair reserves the right to immediately end the delegation if the remarks are considered severe). A subsequent offence during the same presentation will result in the representative forfeiting his/her right to speak. Any future offences at a subsequent meeting by the same individual will result in forfeiture of his/her right to speak for a period of time to be determined by Council, dependent upon the seriousness of the offence. Refusal of the individual to respect the ruling of the Chair will result in the meeting being immediately adjourned until the individual can be removed from the Council Chambers.
- 7) Upon completion of his/her remarks, the representative should remain in position to allow for possible questions from Council members. Council members may ask questions for clarification purposes only.
- 8) After completion of questions, the representative will be asked to return to his/her seat in the public gallery.
- 9) Members of the public are reminded to refrain from making audible comments or noise (i.e. applause) while in the public gallery.