

SCHEDULE A By-law # 01-12

~Rules of conduct when appearing before council as a delegation~

**First Tuesday and third Tuesday of the month
2:45 – 4:00 pm**

To ensure that the best use of time is achieved and order is maintained throughout these presentations, it is imperative that rules of conduct be implemented and followed. These rules are as follows;

- it is recommended that delegations wishing to appear before Council schedule their appearance by contacting the R.M. office at 345-2619.
- to allow members of council to prepare for delegations, all presenters shall register with the R.M. office at least 96 hours (4 days) before the council meeting and **must** provide a specific topic in writing.
- In situations where a delegation consists of many people, **one spokesperson** must be appointed for the group.
- Should special audio-visual equipment be required for a presentation, it is incumbent that such equipment is accompanied with the presenter, or suitable arrangements be made with administrative staff beforehand.
- If written documentation is provided, there should be seven copies.
- All delegations will be limited to a **15-MINUTE PRESENTATION**. Where additional time is required, such a requirement should be communicated to administrative staff at the time of scheduling.
- **All comments will be directed to the Chairperson and there shall be no interaction between parties in the gallery. Delegations shall adhere to all directions from the Chairperson.**
- Language shall remain civil at all times.
- Where a breach of conduct occurs, the Chairperson shall give the presenter a warning. Should a second infraction occur, the presentation shall be terminated and the delegation requested to leave the premises.