**Rural Municipality of Indian Head No. 156**

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**RULES AND PROCEDURES FOR COUNCIL MEETING DELEGATIONS**

In order to provide for an early and fair method of dealing with delegations at Council meetings of the Rural Municipality of Indian Head No. 156, the following Rules and Procedures will apply:

1. All person(s) wishing to appear before Council as a delegation must register by completing a Delegation Request Form (available from the Municipal Office). This form must be filed with the Administrator/Assistant Administrator no later than one week before the Council meeting by 4:00pm.

2. In order to ensure that Council will have adequate time to deal with municipal business, the Administrator (in consultation with the Reeve/Deputy Reeve) can limit the number of delegations appearing at any one meeting of Council.

3. All questions must be addressed through the Chair. Questions of a personal nature will not be allowed and/or entertained.

4. Each delegation is limited to one spokesperson, except where Council otherwise permits and the total time allowed for any one delegation is limited to 15 minutes, (10-minute presentation and 5 minutes for questions.)

5. Delegations making application to discuss a matter that has already been discussed and dealt with through an earlier delegation, to satisfaction of Council, will not be allowed to appear before Council.

6. Presenters who deviate from the subject matter as indicated on their Delegation Request Form will be interrupted by the Chair. If the presenter persists in deviating from the subject matter, the Chair will terminate the presentation.

7. The Chair shall advise the spokesperson for a delegation before commencing the presentation, that the delegation must confine its comments to the contents of the brief as submitted.

**DELEGATION REQUEST FORM**

**Rural Municipality of Indian Head No. 156**

**Name of Group/Individual(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name of Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Council meeting you would like to attend:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request to Submit Information:**

In order to efficiently deal with delegations, please submit a brief, which is signed by the representative of the delegation, clearly setting out the full text of the delegation’s presentation and the request being made of Council.

I understand the Rules and Procedures for Council Meeting Delegations: ( ) Yes ( ) No

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rural Municipality of South Qu’Appelle No. 157