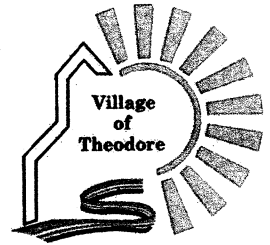


VILLAGE OF THEODORE



**Request For Delegation to Village of Theodore Council**

Meeting at which time is requested: \_\_\_\_\_

**REQUESTS MUST BE SUBMITTED TO THE VILLAGE OFFICE A MINIMUM OF 48 HOURS (2 DAYS) PRIOR TO THE COUNCIL MEETING.**

Name of Presenter (s)	Phone Number	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Representing Group \_\_\_\_\_

Personal Concern \_\_\_\_\_

Subject Matter:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions/Concerns/Proposals for Council consideration:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

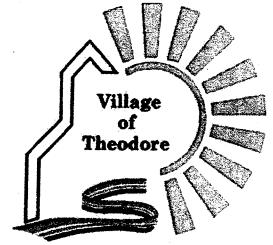
\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

<b>OFFICE USE ONLY</b>	
Date of Council Meeting Confirmed: _____	
Item added to the agenda package confirmed: _____	

## VILLAGE OF THEODORE

### DELEGATION TO COUNCIL POLICY



DATE ADOPTED:

DATE AMENDED/REVIEWED:

#### **Purpose:**

To provide a fair and consistent process for the Village of Theodore Council to consider requests for a delegation to council.

**Policy:** All requests for a delegation to Council will be considered by Council.

A request to attend a regularly scheduled council meeting shall be submitted to the Village Office on the "Request for Delegation to Council" Form. All requests must be received by the Village Office a minimum of two (2) business days prior to the scheduled meeting.

Council reserves the right to:

- limit the number of delegations attending any one council meeting
- limit the number of speakers and amount of time allotted to any delegation
- to refuse a request for a delegation to council if the request submitted is not relevant to the affairs of the Village of Theodore or Council

#### **Procedure:**

1. Any individual or group wishing to speak to Council must complete the "Request for Delegation to Council" form
2. Requests must be received at the Village Office a **minimum** of 48 hours prior to the meeting of Council
3. If the delegation is approved, the date and time will be confirmed by the Administrator or designate and the presenter(s) will have five (5) minutes to address their subject matter.