

The City of Humboldt

Policy Title Guidelines for Persons Seeking to Attend Council as a Delegation		Adopted By Council	Policy Number 1410	
Origin/Authority Council	Jurisdiction City of Humboldt		Effective Date January 14, 2003 Amended: November 28, 2006	Page 1(2)
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In accordance with The Procedure Bylaw, persons wishing to attend Council Meetings as a delegation shall follow the procedure listed hereunder:

1. Persons who wish to attend a Council Meeting as a delegation must communicate their request in writing to the City Clerk or City Manager before 12:00 in the afternoon on the Thursday, in the week preceding the meeting of Council. Council meets on the second and fourth Mondays of every month.
 - a) The communication must clearly state the reasons for their desire to address Council and the subject must be relevant to issues within Council's jurisdiction. It shall contain a description of the issue or issues to be addressed by the delegation, together with a summary of the action or actions to be requested of City Council by the delegation.
2. Prior to addressing members of City Council, all persons wishing to speak on behalf of themselves or a delegation shall state their name for the record.
3. Unless the presiding Officer otherwise permits, spokesperson for any one delegation shall be limited to one (1) individual.
4. Persons attending Council as a delegation are expected to address Council in fifteen (15) minutes or less and then avail themselves for questions from members of City Council.
5. The spokesperson shall confine comments to the subject matter contained in the original communication to the City Clerk or City Manager.
6. No person, who has been granted the privilege of addressing members of City Council, shall make offensive or disparaging remarks respecting the City of Humboldt, City Council, any member of City Council, any civic official, or any other person.

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7. In the event of a violation of Section 6, the presiding Officer shall promptly interrupt the speaker and require an immediate withdrawal of the offending remarks, with suitable apology.
8. In the event a speaker fails to comply with the requirements of the presiding Officer pursuant to Section 7, that person shall not be permitted to continue his/her address to members of City Council and may, by resolution, be expelled from Council Chambers upon such terms and conditions as City Council may deem appropriate.
9. Council may refuse any delegation, notwithstanding the guidelines above, or may waive the rules and hear any delegation on short notice; however, such actions are considered unusual and require the consent of all Council members.