

DELEGATION REQUEST

I/We _____ of _____,
(Print Name) (Address)

Phone No. _____ request to appear as a delegation to the Fraser Valley Regional
Library Board meeting to be held on _____.
(Meeting Date)

The purpose of my/our delegation is to present the following subject matter:

If you will be using a PowerPoint presentation, please advise staff in advance. Our Board room is equipped with displays, and laptop. Please check with staff well in advance to ensure your presentation is compatible with our computer network. If you have printed materials that you would like the Board to read as support for your presentation, please attach it to this delegation request.

Delegations are limited to 10 minutes, and the request must be received by 12 noon one week prior to the Board meeting. The Board will endeavor to hear your delegation as early as possible in the meeting. For this reason, we suggest you ensure that you are present at the starting time, usually 9 am. At the applicable time, the Board Chair will invite you to speak and you may make your presentation. At the end of the presentation, the Board Chair may invite the Board to ask questions to clarify your points. Once they are answered, your delegation is complete.

It should be noted that the Board may not respond immediately to your request.

The undersigned acknowledges that only the aforementioned matter(s) will be discussed during the delegation.

(Signature)