

<b>RURAL MUNICIPALITY OF SHELLBROOK NO. 493</b>			
<b>POLICY AND PROCEDURE</b>			
<b>REQUEST FOR ATTENDANCE AT COUNCIL MEETINGS</b>			
Issued	July 8, 2015		
Effective	July 8, 2015	Resolution No. 148.15	<b>POLICY #2015-002</b>

**Intent:**

To ensure individuals or groups are allowed to address Council with legitimate concerns or information and that an adequate amount of time is allotted for each appointment.

**Scope:**

This policy applies to committee meetings as well as council meetings.

**Policy Statement:**

It is recognized that meetings of council are public, and that members of the public may attend meetings, subject to certain rules of order.

1. Attendees not making a formal presentation to council may attend as observers.  
Observers shall:
  - Be seated in the area designated by council at all times during the meeting;
  - Refrain from speaking while the council meeting is in progress;
  - Refrain from any form of rude or aggressive behavior, and refrain from making any body motions or gestures that may be disruptive in any manner.
2. Should anyone contravene any of the terms set out in No. 1 above, the Reeve and Council may cause to have the attendee(s) in contravention removed from the council chambers immediately, and may further ban the attendee(s) in contravention from attendance at meetings of council and the municipal office permanently.
3. Persons wishing to address council on a topic may do so by:
  - Making an appointment with the Reeve or Administrator not less than one week in advance of the meeting; and
  - Shall disclose in writing (or verbally), at least one week prior to the meeting the topic which the person wishes to address.
4. The Reeve, Administrator and Council have the right to accept or reject anyone applying to address a council meeting.
5. Attendees making a formal presentation to council shall:
  - Limit their presentation to 15 minutes or less, and stay focused on the topic which the attendee has stated he or she has come to the meeting to address;
  - Refrain from any form of rude or aggressive behaviour and refrain from making any body motion or gestures that may be disruptive in any manner.
6. Should anyone contravene any of the terms set out in No. 4 above, the Reeve and Council may cause to have the attendee(s) in contravention removed from the council chambers immediately, and may further ban the attendee(s) in contravention from attendance at meetings of council and municipal office permanently.