

MUNICIPALITY OF THE COUNTY OF KINGS



GUIDELINES TO FOLLOW WHEN SPEAKING AT MEETINGS OF COUNCIL AND COMMITTEES

The following Guidelines are to be followed by ALL persons who make presentations, ask questions or otherwise speak at meetings of Council or Committees of the Municipality of the County of Kings. All speakers are made aware that discussions taking place in open meetings of Council and its Committees are normally audio-recorded; are part of the public record; and may be video-recorded.

- Members of the public who are present are not permitted to speak to the assembly unless such person(s) wishing to speak is / are first recognized by the Chair and given permission to do so.
- The Chair is in charge of meeting proceedings and may grant or refuse to grant a request to speak.
- Once approval has been given, questions or comments are to be addressed at the meeting through the Chair. For example, an individual wishing to speak at a Council meeting about a hazardous situation, may begin by saying "Through the Warden to Council, I wish to bring to Council's attention the hazardous situation on Main Street which has caused some concern..."
- A person addressing the assembly must have permission of the Chair to ask questions of individual Council / Committee members or of municipal employees when the meeting is in session.
- Debate is not to be entered into with individual Councillors, with Committee members, with municipal employees or with others in the room.
- Persons speaking or making presentations when an assembly is in session are limited to ten (10) minutes unless otherwise granted permission to speak for a longer period of time by the Chair. Persons addressing Council immediately following adjournment are limited to two (2) minutes.
- When a Council / Committee member asks a question of a speaker, the member of the public who is addressing the meeting should respond to the question by first asking the Chair for permission to reply.

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- Comments or concerns and questions to municipal employees or to a member of the Council / Committee should be asked through the Chair. For example: "With permission of the Chair, I would like to direct a question to (name of person)."
- There should be no discussion by visitors, by Council / Committee members or by municipal employees when an individual has been recognized by the Chair to speak and is addressing the meeting.
- Unless directed by the Chair to another location, when addressing the assembly the speaker should stand at the podium facing the Chair and speak clearly into the microphone at a level which can be heard throughout the room.
- Each speaker shall state his / her name, the reason for addressing the meeting and shall speak only on the topic(s) identified and / or permitted by the Chair.
- Speakers are to be as concise as possible and always are to be respectful when presenting information, asking or answering a question, and / or offering comments.
- Improper, discriminatory, offensive or abusive language, including negative or insulting remarks or comments towards individuals or groups, is not permitted. (See Note 2.)
- The Chair may rule out of order any discussion that is considered inappropriate and may call for the speaker to cease. Failure to comply with a ruling of the Chair may result in a speaker being no longer able to address the meeting and / or being asked to leave the Council Chambers.

NOTE:

- 1: Meetings of Council and its Committees are governed by By-Law # 64 Meetings and Procedure By-Law of the Municipality of the County of Kings. A copy of this By-Law is available on the Municipality's web site: www.county.kings.ns.ca.
- 2: In February 2008 the Council of the Municipality of the County of Kings formally approved a Declaration to join the Canadian Coalition of Municipalities against Racism and Discrimination. Information is available at: www.county.kings.ns.ca/general/raceRelations.asp