

GOVERNANCE

Request for Deputation to Community Boards

Deputation means a request from any person or group to make a presentation to a Community Board which is approved by the Chairperson of the Board.

Applicant to complete information and return to com.board@wmk.govt.nz, no later than five days before the date of the meeting.

Community Board name: _____

Date of meeting that deputation is requested: _____

Topic heading: _____

Presenters (include presenters' titles and organisation)

Reason for deputation

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a Community Board on a matter, or matters, covered by that Board's delegations.

Synopsis of topic

Governance staff will contact you to confirm the date and time of the deputation once approved by the Chairperson.

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Chairperson discretion

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting
- The speaker is criticising elected members and/or staff
- The speaker is being repetitious, disrespectful, or offensive
- The speaker has previously spoken on the same issue; and
- The matter is subject to legal proceedings.

Questions of a deputation

At the conclusion of the deputation, elected members, with the permission of the Chairperson, may ask questions of any speakers. Questions will be confined to obtaining information or clarification on matters raised by the deputation and no discussion will be entered into.

Resolutions

Any debate on a matter raised in a deputation will occur at the time at which the matter is scheduled to be discussed if the topic is included on the Community Board meeting agenda and once a motion has been moved and seconded. Any matter raised in a deputation requiring a decision will only be considered at a meeting with an accompanying report.

Meeting etiquette

- Members of deputations can speak for up to 10 minutes.
- Deputations will generally be heard at the beginning of the Community Board meetings.
- Members of deputations are to be seated in the public gallery until they are invited to address the Community Board, when they will be requested to take a seat at the meeting table.
- Some Community Board meeting venues do not have any electronic capability and therefore any material should be sent to the Governance Team at least 24 hours prior to the meeting to enable staff to circulate to members prior to the meeting.

Applicant details

Name: _____ Phone number: _____

Email: _____ (please print)

PowerPoint: ☐ Yes ☐ No Pre-reading material: ☐ Yes ☐ No

☐ I agree to the rules and guidelines for a deputation.

Applicant to sign: _____ Date: _____

PLEASE NOTE: By entering your name above, you agree to abide to the rules and guidelines.

Approval

Chairperson: _____ Approved meeting date: _____

Notes: _____

Alternative options: _____

Office use only

Approval received by Governance Team

Date: _____ Time: _____

Notes: _____