



<b>SECTION:</b>	<b>Board Governance and Operations</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Procedural Bylaws</b>	<b>January 21, 1974</b>
<b>POLICY NAME:</b>	<b>Delegations to the Board</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>R.BGO.B.1</b>	<b>March 1, 1999</b>

1. A person/delegation is required by the Board's procedural by-laws to submit to the Board Secretary (Office of the Director) a written application in which the following is to be stated:
  - i) the matter upon which the submission is based,
  - ii) the organization or interested parties to be represented, and
  - iii) the spokesperson.
2. A written brief is to be submitted to the Board Secretary before 1:00 p.m. one week prior to the Board meeting for inclusion on the agenda.
3. If any of the above procedures cannot be followed, the Chairperson may waive these and grant permission for a presentation. This decision will be in consultation with the Office of the Director.

#### PRESENTATIONS

- Board meetings begin at 7:30 p.m. Delegations will be heard at 8:00 p.m.
- Each delegation has a maximum of 10 minutes to present.
- A delegation is allowed only 2 persons as spokespersons.
- It is unlikely that a decision on the issue presented will be made by the Board during the meeting of the presentation. The delegation shall be notified by letter of the date of the meeting at which a decision is to be made or a staff report is to be considered concerning their presentation.

#### TRUSTEE RESPONSES

The Board, having heard the presentation, may ask for some clarification but will not enter into discussion or debate on the matter. The normal procedure will be to have the issue referred to the Policy Committee, unless the Board supports by board motion the establishment of an ad hoc committee to deal with the issue.

The Chairperson of the Board will welcome you and you will have the opportunity to use the lectern and any audio-visual equipment that may be practical. If there is a need for this, please inform the Office of the Director beforehand.

The Board acknowledges your time and effort in preparing and presenting your position. If a brief is to be distributed, please have sufficient copies available for Trustees and Administration.