



## DELEGATIONS AND SUBMISSIONS

**POLICY #:** B-5, T011

**AUTHORITY:** 98-172 / 03-106/13-06

### POLICY STATEMENT

In order to provide opportunities for presentations, the Trustees recognize delegations who wish to appear at Board or committee meetings.

### POLICY REGULATIONS

#### 1. A person or a delegation shall:

1.1 request permission to appear, either in writing or by telephone, to the Secretary of the Board.

1.2 states the matter on which a presentation will be made and the amount of time requested.

1.3 state the organization or group to be represented and the authority of the spokesperson.

1.4 submit a written brief to the Secretary of the Board for distribution to the Trustees two weeks prior to the Meeting of the Board or a committee of the Board, as the case may be.

#### 2. Scheduling:

Request by delegations to make presentations shall be scheduled by the Secretary of the Board as follows:

2.1 In order to facilitate presentations, delegations may be advised to appear before the appropriate committee.

2.2 Delegations wishing to make presentations to the whole Board will be scheduled accordingly.

**3. Procedures for Presentations:**

3.1 The Chairperson will advise the delegation of the amount of time set aside for the presentation.

3.2 The Chairperson will ask the delegation to identify its spokesperson(s).

3.3 No other person shall address the meeting except with the permission of the Chairperson.

**4. Recommendations:**

4.1 Recommended actions arising from presentations by delegations will normally be considered at the next regular Meeting of the Board or of a committee of the Board.

4.2 All representations made by a delegation at Special or Public Board Meetings may be referred to the appropriate Standing Committee or to an Ad-Hoc Committee for consideration and recommendation.