

Delegations to the Board

- 1** The Coordinating Committee may grant requests by members of the public desiring to appear before the Board provided:
 - 1.1** A written request is received by the chair or secretary.
 - 1.2** The request must:
 - be in the jurisdiction of the Board and must not involve a personnel matter;
 - include the nature of the topic to be addressed; and
 - include the name of the spokesperson or presenter for the group.
 - 1.3** The presenters shall provide written materials for the presentation to the secretary to the Board.
- 2** The request for a delegation and the written materials provided will:
 - 2.1** Be presented to the next scheduled Coordinating Committee.
 - 2.2** Be copied by the Director's Office to be included with the agenda for the Coordinating Committee (up to five pages).
 - 2.3** Be assigned a meeting date at which the delegation will be received, and the requester will be advised accordingly.
- 3** Presentations shall not appear on the same agenda as a similar item to be discussed by trustees at the same meeting.
- 4** Requests for delegations by Board employees shall require Coordinating Committee approval.
- 5** The chair or the secretary, in consultation with the Coordinating Committee, will assign a requested delegation to an appropriate meeting (e.g., Regular Board, Special Board, Board Advisory Committee, Coordinating Committee, Informal Session).
- 6** When there are requests for more than two delegations of a similar nature, each delegation shall submit written material for the presentation in accordance with the following:
 - 6.1** The chair or the secretary may, in consultation with the Coordinating Committee:
 - a) Schedule a Special Board Meeting to receive more than two delegations of a similar nature; or
 - b) Require that the delegations appoint one spokesperson to present a ten-minute executive summary of all the delegation material. A representative from each delegation shall sit at the delegation table.
 - 6.2** Trustees may ask questions of clarifications of the delegates based on the executive summary or the previously provided written presentation material.
- 7** The secretary shall acknowledge in writing all requests for delegations to the Board, such requests to be copied to all trustees. In cases where a request for delegation is denied, reasons shall be stated.
- 8** There shall be a maximum of two delegations allowed at anyone meeting.
(see #6 for delegations of a similar nature).
- 9** The delegation will be limited to ten minutes for its verbal presentation.
- 10** Questions of clarification of the delegation may be asked by trustees following the presentation.
- 11** No decisions or debate relative to the presentation will be made by the Board at the meeting at which the presentation is made.
- 12** The Coordinating Committee shall review requests of delegations following their presentation, and shall schedule related reports or responses, where appropriate.