

Board Governance Policy Manual

POLICY CATEGORY: GOVERNANCE/BOARD PROCESS POLICY NUMBER: B10

POLICY TITLE: REQUESTS TO PRESENT TO THE BOARD

EFFECTIVE: OCT 12/05 REFERENCE (MOTION): 374.O.1

PURPOSE

This policy provides a process for the Board to receive delegations, presentations and/or briefs in the Open Portion of a Board meeting.

APPLICATION AND SCOPE

This policy applies to individuals or groups wanting to address the Board of Governors.

POLICY STATEMENTS

1. Requests for presentation to the Board must be received in writing at least 45 days prior to the next meeting of the Board to be considered for inclusion in the Open Portion of that meeting.
2. Any interested individual or group wanting to make a written or oral presentation to the Board or one of its Standing Committees must contact the Corporate Secretary and provide the following information in writing:
 - the name of the individual(s) or group wishing to address the Board;
 - the name of the individual designated as spokesperson for the group and the contact information for that individual;
 - a summary of the topic to be discussed and the reason why it is important to present the matter to the Board.
3. The President & CEO, in consultation with the Chair and Corporate Secretary, will consider the request to present before the Board and decide whether the proposed presentation is relevant to the responsibilities of the Board.
4. If the President & CEO, in consultation with the Chair and Corporate Secretary, believes the presentation is relevant to the responsibilities of the Board, they will determine if the presentation is to be made to the Board or to a Standing Committee of the Board.
5. If approval is provided, the Corporate Secretary will notify the individual(s) or group of the time and date of the presentation to the Board and the time allocated for the presentation. If the presentation is denied, the Chair will bring this to the attention of the Board at the first meeting following the denial.
6. All Board meetings and Standing Committees are conducted in accordance with

Robert's Rules of Order, and, all briefs/delegations tentatively permitted by the President & CEO and Board Chair will be subject to a 2/3 Board vote to be heard by the Board.

7. Approval of the President & CEO and Chair is required before presentation items received by the Corporate Secretary are distributed to Board members for review.

MONITORING

The Board will review the appearance of delegations before the Board and delivery of presentations to ensure that established procedure contributes to efficient Board operation and effective conduct of Board meetings.

POLICY REVIEW DATE

2027/2028