

BOARD PROCEDURE: Delegations to the Board of Governors

REFERENCE NUMBER:	BP-001
APPROVAL DATE:	<i>Original:</i> November 6, 1996
REVISION DATE(S):	October 1998; June 23, 2004 (By-law 1-102 Appendix C); June 22, 2011; June 28, 2017
EFFECTIVE DATE:	Current
SCHEDULED REVIEW DATE:	2022

Delegations to the Board of Governors will be heard by the Board of Governors at any of its regular meetings, subject to the following:

1. Delegations to the Board of Governors must make their request, in writing, to the Secretary-Treasurer of the Board (the College President), at least seven (7) regular business days prior to the published meeting date. This written request shall contain the reason(s) for the appearance; copies of material to be used in the presentation; contact information of the spokesperson(s) for the delegation; and the number of persons in the delegation.

After consultation with the Chair or a Vice-Chair, the President shall respond to the delegation spokesperson(s) prior to the meeting confirming that the delegation will be on the agenda and whether the presentation will be held in the Public meeting of the Board or in the In-Camera meeting. Exceptions to the seven (7) regular business days' notice may be made if agreed to by the Chair, a Vice-Chair and the President.

2. Delegations will be limited to a maximum of fifteen (15) minutes each. The Board reserves the right to limit the number of such presentations during any one meeting.
3. A delegation may make an oral or written presentation to the Board and may be questioned by the Board of Governors in regard to the presentation.
4. Individuals or groups appearing before the Board shall be welcomed by the Chair, informed as to the availability of time, and permitted to make the presentation without interruption subject to the discretion of the Chair. Following the presentation, the Chair shall invite the Governors to ask questions for clarifications only. As soon as all points have been clarified, the Chair shall close the presentation by thanking the delegation and indicating that the matter will be considered by the Board at a time deemed appropriate by the Chair.
5. The presentation will be acknowledged and response made back in a timely manner. After the Board has considered the presentation, the spokesperson or someone named by the delegation will be informed in writing of any action taken by the Board pertinent to the presentation.

History of Amendments/Reviews:

Section(s)	Date	Comments
All Board policies and procedures were included in the overall review of By-law 1-102	April-May 2017	• Board approval (Resolution BoG June28-2017 #3)