



## Board Governance Policy Manual

**POLICY CATEGORY: GOVERNANCE/ BOARD PROCESS    POLICY NUMBER: B10**

**POLICY TITLE: DELEGATIONS/BRIEFS TO THE BOARD    EFFECTIVE: OCT. 12/05**

**REFERENCE (MOTION): 374.O.8.1**

### BACKGROUND

The policy articulated below is intended to address the manner in which presentations can be made to the Board..

### POLICY STATEMENT

1. Any interested group that wishes to meet with or make a presentation to the Board must contact the Board Executive Assistant or the Corporate Secretary and provide the following information in writing:
  - the name of the organization and the names of the people who wish to meet with the Board;
  - the name of the individual designated as spokesperson for the group;
  - a summary of the topic to be discussed and the reason why it is important to present the matter to the Board.

Requests for presentation to the Board must be received in writing at least 30 days prior to the next meeting of the Board to be considered for inclusion in the agenda of that meeting,.

The President, in consultation with the Chair, will consider the request to present before the Board. In determining whether the request is appropriate, the President, in consultation with the Chair, shall consider whether the proposed presentation is in respect to a matter that fits within the strategic decision making role of the Board.

If approval is provided, a date and time for the presentation will be communicated to the organization as soon as possible. Should a request for a meeting or presentation to the Board be denied, the Chair will bring this to the attention of the Board at the first meeting following the denial.

2. Delegations will be limited to a predetermined time specified by the President and Chair and notified accordingly by the Board Executive Assistant.

3. A delegation may make a written or oral presentation to the Board or one of its committees and be questioned about the presentation by the Board or the committee.

**4. Presentation of Briefs/Materials to the Board**

Approval of the Board Chair and/or the President is required before items received by the Board Executive Assistant are distributed to Board members.

**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:**

**2008/2009**

**2011/2012**