

Regulations for Delegation Presentations to Committee

Delegations are welcomed by committees of the Board.

Definition of a Delegation for the Purpose of This Policy

1. Delegations consist of groups or organizations from the Hamilton district, other than vendors or lobbyists, who request an opportunity to draw the attention of the Board of Trustees to a particular matter or issue within the Board's jurisdiction.
2. Delegations are also groups, organizations and individuals that make a presentation to the Board of Trustees at the Board's request at a specified time.
3. Employees of the Board may also request to appear as delegations to make presentations on topics other than those concerning employment or professional interests for which other channels exist.

Pre-meeting – Procedures

4. Request shall be received in writing by the Secretary of the Board at least ten (10) calendar days in advance of the appropriate committee meeting.
5. The request will be referred to the Chair of the Board who will confirm that the request falls within the jurisdiction of a particular committee, to which it will be forwarded.
6. The Committee Chair in consultation with the Chair of the Board, rules on receiving the delegation, reviewing compliance with #4 and #5 above, and,
 - (a) Limits the number of delegations to three (3) per regular committee meeting.
 - (b) May limit the number of presentations on a given subject or by a group within the same academic year.
 - (c) Will notify the delegation and trustees, with a written rationale, should a delegation be denied.
7. Authorized delegations shall submit their presentations in writing to the Secretary of the Board no later than three (3) business days prior to the meeting.

Note:

 - (a) Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
 - (b) The written material will appear as part of the trustees' support material for the meeting at which the presentation is made.
 - (c) Failure to submit written material will result in delegation status being withdrawn.

Process for Delegations at the Committee Hearing

8. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chair has the right to call an immediate recess in order to clarify the situation.
9. Up to two representatives from a delegation may make the presentation. Additional speakers may be allowed with the permission of the Chair.
10. Presentations shall not exceed ten (10) minutes in length.
11. At the discretion of the Chair an extension of no more than ten (10) minutes may be granted.
12. A question period of up to ten (10) minutes will follow the presentation, where Trustees will limit their comments to questions for clarification.
13. At the discretion of the Chair an extension of no more than ten (10) minutes may be granted for questions.

14. If the item delegations are addressing is on the meeting's agenda, then trustees will discuss the matter at the appropriate time. If the issue is not listed on the agenda, then trustees may opt to:
- (a) Formally receive and file the submission of the delegation, or
 - (b) Refer it to staff for follow-up, or
 - (c) Request that it be included on a future meeting agenda, or
 - (d) Add the item to the meeting agenda, which requires a two-thirds vote of the trustees present.

Special Hearings

15. The Board may, by resolution, hold a special hearing to gather input on a specific topic.
The process to be followed at these special hearings:
- (a) either follow the requirements outlined in sections 4-14 above;
 - (b) or there shall be specific requirements approved by resolution of the Board at the time the special hearing is approved.

Revised April 2009 (approved at April 27, 2009 Board meeting)
Revised June 20, 2000