

# 4-001 – Requests to Present to the Board

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MOTION: 2014-44

DATE APPROVED: November 27, 2003

SUPERSEDES: November 27, 2008

REVIEWED: March 3, 2022, Motion #2022-7 No changes

POLICY NO: 4-001

## Introduction

The Board of Governors of Lambton College believe in being accessible to the communities the Board serves. In that regard, the following procedures shall ensure accessibility for presentations that are relevant to the work of the Board, and an orderly manner in which presentations are to be made.

The following procedures are in place for the Board to receive delegations, presentations and/or briefs at the open session of a Board meeting.

## Procedure

1. Any interested group that wishes to meet with, or present a brief to, the Board will contact the Board Executive Assistant and provide the following information in writing:
  - a. the name of the organization and the names of the people who wish to present to the Board;
  - b. the name of the person designated by the group as their spokesperson;
  - c. the topic to be discussed, with a brief summary of the main points.
2. The Board Chair, in consultation with the President will decide to grant or deny the requests. Should the request be granted, the Board Executive Assistant will advise the organization or group of the time and date for the presentation. Should a request be denied, the Chair will bring this to the attention of the Board at the first meeting of the Board following the denial. The organization or group will be advised via written correspondence from the Chair as to the rationale for denying the request.
3. Delegations will be limited to a predetermined time specified by the Chair and notified accordingly.
4. A delegation may make an oral or written presentation to the Board and be questioned by Board members about the presentation.
5. Individuals or groups appearing before the Board will be welcomed and introduced by the Chair. The spokesperson will be told how much time is available to them and will be permitted to make their presentation without interruption. At no time during the meeting will Governors enter into direct discussion with the spokesperson or any member of the delegation. Governor questions will be posed to the delegation through the Chair to clarify a point made during the presentation.

When the Chair is satisfied that all points have been clarified, the Chair will close the presentation by thanking the spokesperson and informing them that the Board will consider the matter.

6. However, in all cases, the spokesperson, or someone named by them will be informed of any action taken by the Board pertinent to the presentation. The matter shall thereafter be directed to the appropriate Board committee for further consideration, if appropriate.
7. Questions concerning the foregoing should be directed to the Chair of the Board.