

CENTRAL WEST LOCAL HEALTH INTEGRATION NETWORK
RULES FOR PRESENTATION TO THE BOARD

PLEASE RETAIN ARTICLE AND READ CAREFULLY PRIOR TO PRESENTATION.

PROCEDURAL GUIDELINE:

- 6.1 All delegations are required to submit a written application (Registration Form “Procedural Guideline – Delegations”).
- 6.2 The Chief Executive Officer and/or Designate and/or Chairperson of the Board will review the application to ensure that the presentation is relevant. The CEO, in consultation with the Chair, may refer the matter directly to the Board or to a Standing Committee.

Written submissions may also be included in the agenda without an accompanying delegation.
- 6.3 Delegations wishing to address an item, will be directed appropriately by the CEO or designate, at the time of the request.
- 6.4 Where a delegation wishes to pursue the same issue to the Board after speaking to a Standing committee, it may register with the CEO to address the Board of Directors at the next regular meeting.
- 6.5 The maximum number of delegations is not to exceed five minutes (or thirty minutes in total for all delegations) for any meeting of the Board. Delegations should be accommodated at regularly-scheduled meetings. If there are requests for more than thirty minutes for delegations, an additional meeting may be called.
- 6.6 Any delegation not registered for a Board agenda will be heard upon approval of the majority of Directors present.
- 6.7 The order of the published agenda may be changed to accommodate delegations, at the request of a Director and with the consent of the majority of Directors present.
- 6.8 The Chief Executive Officer or designate will confirm with the applicant the time and date of the presentation. Delegations are advised to read the Procedural Guideline on delegations prior to presenting. All requests and submissions must be received by 1:00 pm, five working days before the date of the meeting.

Delegations will be limited to five minutes except by permission from a majority of the Board of Directors present.

6.9 On the Registration form, the presenter shall identify: the subject matter to be presented; the name of the speaker(s) (not more than two); the organization or on whose behalf the delegation is appearing; and the authority of the spokesperson(s). No other member(s) of the delegation shall address the meeting without permission of the Board.

6.10 Anyone has the right to present as a delegation on any Board-related matter. However, special restrictions apply to board employees when presenting on matters of:

- a) Collective agreement to which the Board is a party.*
- b) Employee organizations to which the speaker is, or is eligible to be, a member.*

* *Such submission(s) shall be dealt with as required by the appropriate Collective Agreement or shall be presented by the appropriate spokesperson of the relevant organizations(s).*

6.11 Those who delegate the Board will be informed by the CEO or designate of the time and date at which the staff report on their matter is to be reviewed by the Board.

- a) Information may be shared with Delegations after circulation to the Board of Directors.
- b) The Chair may allow the Delegation a 5-minute time period to comment on the report.

6.12 A motion for referral or for a staff report on the matter may be made at the same meeting as the presentation. Presenters will be informed, by the CEO or designate, as soon as the date is set at which the matter is to be reviewed. In all cases, delegations will receive a letter indicating the decision.