

**POLICY: Appearance of Delegations at a Board Meeting**

**Number: 1-001**

<b>Developed by:</b> Governance Committee	<b>Review or Revision by:</b> Governance Committee
<b>Approval Date:</b> <b>Initial:</b> September 2003 <b>Review/Revised Date:</b> December 2007, March 2014, April 25, 2017	<b>Review or Revision Date:</b> Every 3 Years
<b>Approved by:</b>  Board of Directors	<b>Signature(s):</b>  _____

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**Definitions**

“Board” Board of Directors

“Delegation” An individual or a group of individuals who wish to appear before the Board for the purpose of sharing information or making a request.

“Subject” The nature of the information that the Delegation wishes to share with the Board.

**Policy Statement**

Meetings of the Board are open to the public, and a Delegation is permitted to appear. There are two ways to appear as a delegation – either by booking in advance or by coming to a meeting and requesting permission to appear.

**Policy**

An individual or group of individuals may submit a request to attend an open meeting of the Board as a Delegation at that meeting.

**A) Book in Advance as a Scheduled Delegation:**

To book an appearance:

- A written request should be submitted to one of the following addresses:
  - 1) Email [info@gghorg.ca](mailto:info@gghorg.ca)

2) Ordinary Mail

Secretary, Board of Directors  
Guelph General Hospital  
115 Delhi Street, Guelph ON N1E 4J4

- The request must describe the Subject.
- The Delegation will be notified of the date and time for the appearance before the Board.
- Written material must be received by the Secretary one week prior to the meeting for pre-circulation with the Board package.
- On exception, written presentations from a Delegation may be circulated at the Board meeting, at the discretion of the Chair.
- For further assistance, phone 519-837-6440 Ext 2201

**B) Attend to a Board Meeting as an Unscheduled Delegation:**

An individual or group of individuals may attend an open meeting of the Board and request to appear as a Delegation at that meeting. However, there may be times when this is not possible, therefore, permission may be granted if time is available and the Board agrees. Otherwise, the Delegation will have to wait until a subsequent Board meeting and appear as a Scheduled Delegation.

**C) Procedure**

- The Board Chair will set aside up to 5 minutes for the Delegation unless a motion to alter this time is carried by the Board.
- As directed by the Board Chair, the Delegation will be heard in the open or closed session depending on the Subject.
- Board members can ask questions which will be addressed through the Chair.
- Discussion by the Board may be held following the completion of the presentation by the Delegation or at a later meeting.