

LOYALIST COLLEGE
Board of Governors Policy

15. DELEGATIONS BEFORE THE BOARD

Date Last Approved: May 29, 2025

Next Review Date: 2029

Background

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

The purpose of this policy is to identify methods and procedures to be utilized to allow for delegations and presentations before the Board.

Policy / Procedure

It is the policy of the Board that any member of the public, either as a group or individual (a “**delegation**”), may make a request to address the Board.

A written request to be placed on the agenda for a Board meeting, together with a brief statement of the topic of the address, shall be submitted to the Chair. The Chair may request that a text of the address be submitted to the Chair.

The Chair shall, within ten (10) days of receiving the written request or within ten (10) days of receiving the text of the address if required, review the request, and decide if the topic would be of relevance or of interest to the Board, in the Chair’s sole discretion. If the Chair decides in the affirmative or makes no decision within the said time period, the delegation shall be placed, no later than thirty (30) days from the date of the request, on the agenda for a Board meeting. If the Chair decides in the negative, the Chair shall so advise the delegation and, at the next Board meeting following the negative decision, the Chair shall refer the matter to the Board for the Board to determine if the Board wishes to hear the delegation at a subsequent meeting.

PROCEDURE

1. The appearance of a delegation before the Board should be arranged through the President prior to the meeting.
2. After the presentation of the delegation, questions may be asked by the Governors.
3. Consideration of matters brought up by the delegation may be referred to a committee of the Board or deferred to another Board meeting or to an in-camera session.
4. The Board may provide to the delegation a copy of minutes regarding the delegation’s submission and discussion.

Monitoring

After each delegation, the Chair shall consider whether the established procedure was followed and whether the delegation was received in a way that ensured efficient Board operation and effective conduct at Board meetings. The Chair shall present recommendations to the Board in improvement to the delegation procedure on an annual basis.

Related Materials