

Delegation Policy

Slocan Lake Stewardship Society

Board Operations Policy: Delegations To The Board

Policy:

The Board is interested in hearing presentations on lake stewardship related matters by individuals and groups. It welcomes the opportunity such presentations have for the Board to become familiar with the thinking of community members, other stakeholders and the opinions of experts. The Board's purpose in listening to such presentations is to consider community initiated requests, to have issues clarified, and to secure opinions, ideas and information useful to the Board in reaching decisions. Deciding the course of action to be followed by the Board in connection with the matters or matters thus presented is the prerogative of the Board and may be delayed to a subsequent meeting of the Board.

Definitions:

"Chair" shall mean the Board Chair or the Board member so delegated by the Chair.

Procedures:

1. A copy of this policy and procedures shall be available on the Society's website or shall otherwise be provided to every individual, organization or group requesting to appear before the Board or to any individual, organization or group which has been requested by the Chair to make a presentation to the Board.
2. Any individual, organization or group wishing to appear before the Board may do so in order to discuss any matter pertinent to the Society's purposes, except for the following matters:
 - 2.1. personnel matters, especially related to grievances;
 - 2.2. matters prohibited by legislation such as the Privacy Act.
3. Should any individual, organization or group wish to bring the same matter back before the Board, the request for any additional appearance shall be subject to pre-approval by the Board. A major factor in the decision to grant an additional appearance will be the apparent degree of change in the attendant conditions or surrounding facts.
4. All requests to make presentations to the Board should be in writing, should include completion of the "*Board Delegation Request Form*", and should be filed with the Chair at

least four (4) business days prior to the Board meeting at which it is desired that the presentation be heard.

4.1. The request must outline the matter to be brought before the Board and explain why the Board should consider the delegation;

4.2. If from an organization or group, the organization or group must designate not more than two (2) representatives to act as official spokespersons for the delegation;

4.3. At the discretion of the Chair, the time limit for presenting is ten (10) minutes total for each delegation.

5. Any individual, organization or group who deems its interests to be affected by an item on a Board meeting agenda, and because of circumstance could not have been expected to give earlier notice, may request to appear as a late delegation to address an item already on the agenda by submitting a written request to the Chair no later than twelve o'clock noon on the day before the Board meeting.

5.1. The Chair shall circulate the request to the Board members and place it on the table for consideration at the meeting;

5.2. The Board shall, by simple majority vote, determine if the late delegation shall be heard at the meeting;

5.3. Delegation speakers shall confine themselves to three (3) minutes on any given agenda item;

5.4. The total duration of public comment on a specific agenda item shall be limited to nine (9) minutes;

5.5. Exceptions to the above noted time limits may be made by a majority vote of the Board.

6. Notwithstanding the foregoing, where a written application has not been received as prescribed above, a delegation may address the meeting if approved by a unanimous vote of the Board members present.

7. The Chair shall provide a representative of the delegation reasonable advance notice of the date, time and place of the Board meeting at which the delegation will be heard.

8. The number of delegations appearing before the Board shall be limited to two (2) per meeting unless the Chair determines there is an additional urgent matter or unless a delegation wishes to address an item that is already on the agenda, for which the procedures are noted in item #5 above.

9. Where the Board has requested an individual, organization or group to make a presentation to the Board on a matter that the Board has an interest in, there shall be:

9.1. no set time limit. Presenters will be requested to limit their presentation as much as possible to ensure the efficiency of the Board meeting;

9.2. no limit on the number of presentations. The Chair shall ensure that meetings are not overwhelmed by a large number of lengthy presentations.

10. The delegation spokesperson(s) shall make the presentation when invited by the Chair to do so. The presentation shall be made to the Chair and any questions or comments shall be directed through the Chair.

11. A question period may follow at the pleasure of the Board and will end when the Chair is satisfied that the Board has received as much information from the delegation as it can reasonably obtain.

12. In response to the presenter (s), the Board may:

12.1. receive the report;

12.2. refer the matter to administration or a future meeting;

12.3. recommend immediate actions be taken;

12.4. thank the delegation through the Chair.

Adopted by a motion of the Board on the 5th day of __March_ , 2013.

Signed: __ "Therese DesCamp" _____

Board Secretary or President