

## B – Governance Process

## PRESENTATIONS TO THE BOARD

### Background

The Northern College Board of Governors believes in being accessible to the communities the College serves. In that regard, the following 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.

### Policy

The Board of Governors may receive delegations, presentations and/or briefs during the general session of a Board meeting, subject to the following procedure.

### Procedure

1. Any interested group that wishes to meet with or present a brief to the Board will contact the Executive Assistant to the Board at least three weeks prior to a scheduled Board meeting (Board meeting dates are available on the College website). The group will provide the following information:
  - 1.1 the name of the organization and the names of the people who wish to meet with the Board;
  - 1.2 the name and contact information of the person designated by the group as their spokesperson;
  - 1.3 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 requests. Should the request be granted, the Executive Assistant to the Board will advise the organization/group of the time and date for the meeting/presentation and request a copy of the presentation that will be included in the Board package. 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/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/introduced by the Chair. The spokesperson will be reminded about how much time is available to him/her and will be permitted to make his/her presentation without interruption. Following the presentation, the Chair will ask if there are any points the governors would like clarified. When the Chair is satisfied that all points have been clarified, the Chair will close the presentation by thanking the spokesperson and informing him/her that the Board will consider the matter.
6. The spokesperson, or someone named by him/her, will be informed of any action taken by the Board pertinent to the presentation. At no time during the meeting will members of the Board or staff enter into direct discussion with the spokesperson or any member of the delegation, except to clarify a point made in the presentation. The matter may thereafter be directed to the President for further consideration, if appropriate.
7. Questions concerning the foregoing should be directed to the Chair of the Board.