



## **PROCEDURES FOR HEARING DELEGATIONS**

Occasionally a person or group of people will wish to speak to the Board on a matter of concern or interest. The following guidelines outline ways to make such presentations as clear and effective as possible. The Board requests that presenters follow these guidelines as far as is practical, and will, of course, insist on propriety and decorum at all times.

- a) **Background information** – A brief, organized explanation of the background of the situation is very helpful to the Board. An introduction of the members of the delegation will be expected.
- b) **Presentation of facts** – The specific facts of the situation should be the major focus of the presentation.
- c) **Offer solutions, suggestions or recommendations** – The presenter(s) should attempt to outline not only the concerns but also suggestions for solutions or recommendations for the Board's consideration.
- d) **Presentation** – Remarks should be addressed to the Chairperson, not to individual Board members.
- e) **Length of Presentation** – The presenter(s) should limit the presentation to a maximum of 15 minutes. In most cases, this is enough time to present all of the necessary information.
- f) **Be prepared for questions** – Board members will not enter into debate or argument with presenters, but may ask questions to clarify points made.
- g) **Copies of the presentation** – When the Board is considering the issue later, it is very helpful if each Board member and Senior Administrator has a copy of the presentation to refer to. Unless there are extenuating circumstances preventing you from doing so, please make written copies of the presentation available (11 if possible).
- h) **Board responses** – Do not expect an immediate response to your request from the Board. The Board may deal with your matter later at the same meeting, but in many cases will table the issue until the next regular meeting, so additional information may be gathered.