

Board Governance Policy

BG I-03**Communication with the Board of Governors**

Policy Type: Board Process

Date First Approved: 1988.10.11 Date Last Reviewed: 2025.02.03

Board Meeting Number: 473 Mandatory Review Date: 2030.02.03

PURPOSE

To provide a mechanism for College stakeholders to attend a Board meeting and/or to raise an issue to the attention of the Board of Governors (the “Board”).

POLICY

1. Meetings of the Board are open and anyone can attend to observe the Board's proceedings.
2. Any individual or group may make a request to present a brief or address the Board of Governors on an issue relevant to the responsibilities of the Board.

PROCEDURE**1. Attending a Meeting of the Board**

- 1.1 Dates and times of Board meetings are posted on the College's website and are available from the Board Office.
- 1.2 Anyone interested in attending a meeting of the Board should contact the Board Office at least twenty-four (24) hours prior to the meeting to ensure there is space available.
- 1.3 A limited number of copies of the agenda, without supporting materials, will be made available to members of the public, upon request.
- 1.4 Members of the public are not permitted to speak at the meetings unless invited to do so by the Board Chair.
- 1.5 Attendance at Board meetings during in-camera sessions will be restricted to members of the Board of Governors and any Board invited attendees.

2. Request to Address the Board of Governors

- 2.1 Individual(s) or groups from the College community wanting to address the Board will submit a written request to the Board Chair at least seven (7) working days prior to the date of the meeting. The following information is to be included with the request:
 - a. The name of the individual(s) or group wishing to address the Board;
 - b. The name of the individual chosen as spokesperson for the group and the contact information for that individual ;
 - c. A summary of the purpose of the address and topic(s) to be discussed.

- 2.2 Individuals or groups outside the College community wanting to address the Board will submit a written request to the Board Chair ten (10) working days prior to the date of the meeting and include the information listed in section 2.1 (a. b. c.) above.
- 2.3 The Board Chair will decide whether the presentation is relevant to the responsibilities of the Board and if not, will inform the individual(s) or group their request to address the Board has been denied. The Board Chair will inform the Board at its next meeting of the decision.
- 2.4 If the Board Chair believes the presentation is relevant to the responsibilities of the Board, he or she will decide if the presentation is to be made to the Board or to a standing committee of the Board.
- 2.5 The Board Chair will notify the individual(s) or group of the time and date of the presentation to the Board or standing committee and the time allocated for the presentation.
- 2.6 The Board Chair may request that a written synopsis setting out the subject matter and content of the presentation be submitted to the Board Office at least five (5) working days in advance of the meeting so it can be included as part of the package for the Board meeting.
- 2.7 When the Board makes a decision on the issue raised by the presentation, the Board Chair will inform the spokesperson of the response taken by the Board.

MONITORING

The Board Office will track annually requests to make a presentation to the Board and their outcome.