

## BOARD MANUAL

<b>SUBJECT:</b> Procedure for Members of the Public Addressing the Board	<b>NO.:</b> 2-D-09
<b>SECTION:</b> Board Process	
<b>APPROVED BY:</b> Board of Directors	<b>DATE:</b> June 28, 2023

### Policy

Persons wishing to address the Board concerning matters relevant to the Hospital must follow the procedure outlined below.

1. Delegations wishing to make a presentation to the Board regarding governance and policy matters in relation to the Hospital's vision, mission, values, and directional plans are permitted to do so. Presentations and questions about an individual's care or a staff member's employment record are not permitted. Information about how to address the Board appears on the hospital's website.
2. Application to appear before the Board may be made by contacting the CEO's office by phone at 519- 621-2333 ext. 2350 or by email at [CMHboardchair@cmh.org](mailto:CMHboardchair@cmh.org) to access the Delegation Application Form (attached).
3. The Delegation Application Form must be received no later than 10 working days prior to the meeting date. If a group wishes to appear, a spokesperson for the group must be identified.
4. If the Delegation Application Form is received less than 10 working days prior to the meeting date, the Board Chair, at their discretion, may permit the presentation. The decision to allow the presentation will be based on the urgency of the issue and to what extent the anticipated current agenda workload could accommodate the presentation.
5. Requests to address the Board on a specific item will be granted (generally in order of the receipt of the application) at the discretion of the Chair. The Chair may request that the matter be referred or redirected as appropriate. Persons or groups not permitted to address the Board shall be so notified in advance of the meeting.
6. The Chair is not obligated to grant a request to address the Board. The Board is not obligated to respond to or take any action on the presentation it receives.
7. The Board may limit the number and length of presentations at any one meeting.

8. Delegations addressing the Board will be required to limit their remarks to their allotted time, as determined by the Board Chair.
9. Board members may ask questions of clarification following the presentation.

<b>DEVELOPED: March 30, 2011</b>		<b>REVISED/REVIEWED:</b>
April 23, 2014	November 30, 2016	July 28, 2020
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