

## **POLICY FOR DELEGATIONS AT BCSLA BOARD OF DIRECTORS or COMMITTEE MEETINGS**

The BCSLA meetings are open for the public and for BCSLA Members to observe the meetings, with the exception of matters that Board deems to be confidential. The procedures at meetings of the Society will accord with the most recent edition of Robert's Rules of Order.

**Delegation:** Delegation means an individual or an organization addressing the BCSLA Board of Directors or Committee meetings about a specific item on the agenda of a meeting that falls within the Society's jurisdiction, but does not include those speaking to a bylaw for which the BCSLA AGM or SGM will be scheduled. Delegations do not participate in any discussion not related to delegation business. Observers are encouraged to share their views and ideas on agenda items with their respective Board /Committee Chair and request the member to make a point on their behalf. Observers do not vote at BCSLA Board or Committee meetings. To respect the proceedings, avoid any kind of disruptions the Chair is empowered to direct that a disruptive behavior stop or, in the extreme, that someone be directed to leave the meeting.

**Application:** An organization or group wishing to appear before the Board must submit a written application as a Delegation to the President by 12:00 noon at least ten (10) days prior to the relevant meeting. . Delegations are not confirmed on the agenda until contacted by the President or staff. The earlier the request is submitted, the better the chance is to obtain the preferred meeting date. Applications are accepted on a first come, first served basis and a maximum of two (2) delegations may appear at each Board or Committee meeting. Once the limit is met, additional requests are put forward to the next available meeting. A staff member will communicate with the delegation's contact person to confirm a place on the agenda, and to facilitate any audio/visual support that is required.

**Meeting Date and Time:** Delegations are heard under the "Delegations" section of the meeting agenda. Please see the events calendar on the BCSLA website for meeting dates and venues.

**Background Information:** Submit printed material in support of your application should be with your application. Background information submitted will form part of the agenda package and will be circulated to prior to the meeting. If the materials are not submitted with the application please bring 15 copies to the meeting for distribution to the Board.

**Audio Visual Material:** All presentation material, video or PowerPoint must be received by noon on the Tuesday before the meeting. Contact us in advance of preparing your audio or visual presentation to confirm the technical specifications.

### **What to Expect at the Meeting:**

- The spokesperson and individual observers identify themselves to the Chair,
- The delegation as appearing on the agenda will be introduced by the meeting Chair. Delegations and observers are asked to introduce themselves. Direct your presentation to the Board and please be concise and keep your presentation brief and to the point.
- After the spokesperson's presentation(s) and during the Board's information gathering and deliberations, access by delegations or observers to the Board is via comments or questions passed to a Board member. It is within that Board member's discretion to determine whether to raise the comment or question to the Board
- The maximum time limits are:
  - Individuals who would like to ask the Board of Directors brief questions will be limited to ten (10) minutes in total.
  - Individuals or groups who would like to make a presentation to the Board will be limited to fifteen (15) minutes in total.
- . The Board of Directors may respond immediately or defer the response to further deliberation when appropriate

In order to ensure that the comments and questions of individuals attending are addressed by the Board while ensuring the integrity of the Board's meeting schedule and deliberations, this policy is required regarding the participation of delegation.