
Title:	Delegations to the Central East LHIN Board	Policy Number:	GOV -
Section:	LHIN Policies and Procedures Manual Governance	Originated:	June 28, 2010
Subject:	Delegations to the Board	Revised:	January 4, 2011
		Reviewed:	

PURPOSE:

To ensure a consistent and formal approach to evaluating requests and inviting delegations to present to the Central East Board of Directors.

POLICY:

The Central East LHIN has developed the following policy for managing requests from Delegations to approach the Central East LHIN Board of Directors.

PROCEDURE:

Application:

All parties interested in requesting a delegation to a Central East LHIN Board of Directors Meeting must submit a written application form which is posted in the Board Section of the Central East LHIN Website. On the application form, the applicant shall identify: the subject matter to be presented; the name of the speaker(s); the organization or on whose behalf the delegation is appearing; and the desired outcome of the presentation. Applications are due 30 (thirty) days prior to the upcoming Board Meeting in order to be considered for the agenda. Applications received after this deadline, will be considered for the next Board Meeting.

PROCESS:

Procedures for Meetings and Organizations, by M.K. Kerr and H.W. King, Carswell Legal Publications, Toronto, 3rd Edition, 1996, or later editions, shall govern the organization in all procedural matters not otherwise covered by the Constitution or By-laws.

Review of Applications:

The Corporate Governance Coordinator will compile the applications for review. The Chair and/or the Vice Chair of the Board review applications with input from the Chief Executive Officer to ensure that the presentation aligns with the Strategic Aims of the Central East LHIN, as well as the priorities established by the Ministry of Health and Long Term Care. The Central East LHIN Board of Directors has the authority to defer a presentation or address from a delegation to a future Board meeting. Reasons for the deferral will be conveyed to the contact individual of the delegation in writing by the Corporate Governance Coordinator.

Decisions to accept applications will be based on the following criteria:

- Alignment with the CE LHIN's Strategic Aims
- Purpose of presentation and subject matter is clearly stated

Informing the Applicants:

Where a decision has been made to accept the application from a delegation, the Corporate Governance Coordinator will inform the delegation's primary contact of the decision and of the time and location of the Board Meeting.

Should an application be rejected upon review, the Corporate Governance Coordinator will inform the delegation's primary contact in writing of the reasons supporting the rejection.

Board Materials:

Any materials to be presented at a Board Meeting and/or copied to the Board must be provided to the Corporate Governance Coordinator no less than one week in advance of the Board Meeting in order to be distributed with the Board packages. Applicants shall submit a description of their presentation in writing, if no materials are intended to be distributed to the Board members. All materials which are presented on screen at an open Board Meeting are posted on the Central East LHIN's website.

Allotted Time on the Agenda:

Each delegation will be allotted a maximum of 15 (fifteen) minutes on the agenda except by permission of the majority of the Board of Directors present. At any given meeting of the Board of Directors, the total portion of the agenda allotted to delegations shall not exceed 30 (thirty) minutes.

Maximum Number of Delegates:

The number of delegates approaching the Board at a meeting shall not exceed 2 (two). All delegates must be registered with the Corporate Governance Coordinator no less than one week in advance of the meeting.

Motion for Referral:

A motion for referral or for a staff report on the matter may be made at the same meeting as the presentation. Presenters will be informed by the Corporate Governance Coordinator, as soon as the date is set at which the matter is to be reviewed. In all cases, the delegations will receive a letter indicating the decision.

Protocol for Presentations:

The CE LHIN Board of Directors reserves the right to deny any applications from delegations if the subject area is not directly related to the CE LHIN's priorities as outlined in the Integrated Health Service Plan. Where an application to address the CE LHIN Board of Directors has been denied, notice from the Board Chair to the delegation's contact will be prepared, outlining the reasoning for declining the request to present to the CE LHIN Board.

Where an application has been approved by the Board, the selected delegates will be informed of the timing of their agenda item, 1 (one) week in advance of the Board meeting. Materials must be shared with the Board in advance of the meeting, and the Board reserves the discretion to defer any applications made from a delegating party.

REFERENCES:

Central West LHIN "Rules for Presentation to the Board"

APPENDIX A
CENTRAL EAST LOCAL HEALTH INTEGRATION NETWORK
REGISTRATION FORM FOR PRESENTATION TO THE BOARD OF DIRECTORS

Delegations must register thirty (30) working days before the date of the meeting. Up to two presenters may speak with a maximum total time allocated of fifteen (15) minutes. Board of Directors may ask questions or seek clarification after the presentation.

Date: _____ Date of Meeting to Attend: _____

Primary Delegate: _____

Name: _____ Telephone: _____ Email: _____

Additional Delegate:

Name: _____ Telephone: _____ Email: _____

Please check on Box

I am a delegation to speak ONLY on my own behalf.

I am as a spokesperson for: _____

Delegations are reminded that no decisions on the issue presented will be made at the meeting by the Board of Directors.

Please provide a brief summary of the subject.
(Not to exceed 250 words)

Please indicate how the subject aligns with the LHIN's current Strategic Aims and Priorities.
(Not to exceed 250 words)

Please indicate the anticipated outcome of the delegation. Why do you want to address the Central East LHIN Board? (Not to exceed 250 words)

Will there be a slide deck or speaker's notes? Yes No