



PROCEDURES FOR HEARING DELEGATIONS

1. Resident electors of the Division have the right to be included on the agenda of a regular Board meeting under "Delegations." They must submit a written brief or petition to the Secretary-Treasurer at least six days prior to the meeting for consideration and specify a spokesperson whom the Chair can address and forward correspondence to. During a delegation presentation, the Board will only ask questions for clarification.
2. The Secretary-Treasurer shall, as soon as possible, notify all Board members about delegation presentations on the agenda of a regular meeting.
3. The delegation will be heard for information purposes only. If a decision by the Board is necessary, the matter shall be deferred to the next regular meeting for action. If a decision is needed before the upcoming scheduled meeting, the Board may suspend the rules and consider the delegation's request at that time, with the matter then being referred to "Other Business" for decision-making.
4. In cases of extreme emergency, the Board may decide to hear a delegation that presents itself unannounced at a Board meeting, subject to a majority vote of the Board.
5. The Secretary-Treasurer's department shall communicate in writing to the designated spokesperson for the delegation the action taken by the Board and its final decision. The Chair may, when deemed in the best interests of all concerned, appoint a Trustee or an officer of the Board to personally contact the spokesperson. [PSA 30(5)(6)]

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