

Delegation Form

Appearing at a Delegation

- All Delegations requesting to appear before the Board are required to submit a written request, using this form, to the Chief Administrative Officer outlining the topic of concern.
- A person may not apply to speak on the same subject/topic more than once within a six-month period starting from the date it was first presented to the Board.
- Delegation requests must be submitted at least seven days before the scheduled Board meeting.
- Delegations are to be heard in the order in which they submit written request to the Chief Administrative Officer to make a presentation to the Board unless the Board decides otherwise.
- A Delegation's presentation is limited to five minutes.
- Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of five minutes.
- There can be a maximum of three Delegations per Board meeting.
- Any time limit in this Part may be extended with the consent of the Board.
- Delegations who wish to appear before the Board after the deadlines have passed or wish to speak on the same subject/topic more than once within a six-month period starting from the date it was first presented to the Board, must contact a member of the Board to request that they bring forward a motion to allow them to speak.
- If any documentation is to be included in the Board meeting package, it must be submitted to the UNA no later than 12:00 p.m., noon, a week before the meeting.
- Presentations are permitted provided that an electronic copy of the presentation is submitted to the UNA no later than 12:00 p.m., noon, the day of the meeting.

Making an Effective Presentation to Board

- Arrive in advance of the meeting start time, and identify yourself to the Corporate Services Specialist upon arrival, as delegations are generally scheduled as one of the first items of business on the Board agenda.
- Please note that at the discretion of the Chair, a meeting may be conducted via electronic facilities. Information on virtual attendance will be posted on UNA website.
- Be prepared. Have a purpose and support your position with facts.
- Direct your presentation to Board members and communicate through the Chair.
- Be prepared to answer questions from Board members.
- Be courteous, respectful, and polite.
- Bring at least nine copies of any materials you wish to provide to the Board – if the materials were not previously published in the agenda or provided to the UNA.

UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

Name of Delegate(s): _____

Delegation Status:

Representing a Group/Organization/Business

Attending as an Individual

(Name of Group/Organization/Business)

Subject Matter: _____

Date of Meeting: _____

Nature of Delegation Request:

[illegible]

Additional Documentation and Presentation Materials:

| Additional Documentation attached? | Yes | No |
|------------------------------------|-----|----|
| | | |

| Additional Documentation to be provided in the Board Package? | Yes | No |
|---|-----|----|
| | | |

| | | |
|------------------------------|-----|----|
| Will a Presentation be made? | Yes | No |
|------------------------------|-----|----|

Note: An electronic copy of the presentation is required to be submitted to the UNA **no later than 12:00 p.m., noon**, the day of the meeting.