



Halton CAS Board of Directors

Delegations to Board of Directors' Meetings

Meetings of the Board of Directors shall be open to the public except in cases where matters are confidential and the meeting is deemed closed. Members of the public are required to inform the Board of their attendance not later than one business day in advance of the meeting. Members of the public attending the Board of Directors' meeting are observers and are not to participate in the discussion of the meeting.

Delegations to Board of Directors' Meetings

- Individuals or groups wishing to appear before the Board of Directors shall advise the Board Chair, in writing, no later than 4:30 pm on the Wednesday prior to the meeting.
- The written request should explain the nature of the presentation and identify the names and titles, if appropriate, of the delegates.
- The Board Chair may make a determination as to deferral of delegations to a subsequent meeting.
- Presenters are encouraged to submit the full written text of their presentation when registering to speak so it can be circulated to members of the Board of Directors in the agenda package. If this is not possible, they should provide a written copy of their presentation to the Board Chair at the evening's meeting.
- Any person whose name does not appear on the Board's agenda as a delegate for meetings shall be heard only with the leave of the Board Chair.
- Individuals or groups listed on an agenda, or are otherwise approved to appear before the Board of Directors, shall be limited to not more than 20 minutes including questions and answers.
- If the delegation is a group of individuals, the group will be asked to appoint one person (or a maximum of two people) to make the presentation.
- Delegations will be scheduled at the beginning of the public portion of the meeting.
- Delegations appearing before the Board of Directors who have previously appeared on the same subject matter shall be limited to providing only new information in their second and subsequent presentations.
- No delegation shall:
 - speak disrespectfully of any person;
 - use offensive words or unparliamentary language;
 - speak on any subject other than the subject for which they have received approval to address the Board of Directors; or
 - disobey the rules of procedure or a decision of the Board Chair.
- The Board Chair may curtail any delegation and, where the Board Chair rules the delegation is concluded, the person(s) appearing shall immediately withdraw.
- The Board of Directors will determine the appropriate action that may be required in response to the presentation at the next scheduled meeting, unless the majority of Board members determine that an immediate response is required.
- The Board Chair will follow up, in writing, with the community member(s) who presented to the Board of Directors to advise them of any action (if required) being undertaken in response to their identified matter.

