

Title:	Delegations to the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN)	Policy Number:	GP-08
Section:	LHIN Policies and Procedures Manual Governance	Originated:	February 2011
Subject:	Delegations to the Board	Revised:	
		Reviewed:	September 2013 September 2015

Purpose:

- As part of the LHIN's Community Engagement process, delegations provide additional opportunities for individuals or groups to make their views known to the HNHB LHIN Board of Directors. The Board of Directors values and welcomes input, comments and constructive suggestions for health system improvement and transformation.
- To ensure a consistent and formal approach to accepting delegations and to evaluating requests to present to the HNHB LHIN Board of Directors at a Board Meeting.
- To provide guidance to members of the public prior to addressing the HNHB LHIN Board of Directors.

Procedure:

1. Members of the public who wish to address the Board of Directors, on HNHB LHIN Board related matters, must submit their request in writing using the Delegation Application not less than 15 working days prior to the Board Meeting for which the delegation is scheduled. The submission must be addressed to the HNHB LHIN Corporate Coordinator.
2. All delegations are required to submit a Delegation Application. The presenter shall identify: the subject matter to be presented; the name(s) of the speaker(s) (maximum of two); the organization (if any) on whose behalf the delegation is appearing; and the authority of the spokesperson(s) (if appropriate). No other member(s) of the delegation shall address the meeting without permission of the HNHB LHIN Board.

3. Anyone has the right to present as a delegation on any HNHB LHIN Board-related matter. However, restrictions apply:
 - i) matters of Human Resource Issues
 - ii) matters before the Court
 - iii) matters of Individual Health System Experience and/or,
 - iv) the speaker and/or organization has presented a delegation in the last three (3) months.
4. Delegation Applications must include a brief description of the specific subject matter to be addressed.
5. All written material (including PowerPoint presentations) to the Board of Directors shall be submitted with the Delegation Application. The LHIN will not accept additional written materials after the application has been received.
6. The Chief Executive Officer and Chairperson of the Board or Designate(s) will review the application to ensure that the presentation is relevant and in keeping with the mandate and strategic priorities of the HNHB LHIN.
7. The HNHB LHIN reserves the right not to accept an application for delegation. The applicants will be notified in writing of the Board's decision outlining the reason(s) the application has been denied. Examples of possible reasons that an application could be denied could include:
 - i) the application is not in keeping with the LHIN mandate
 - ii) a delegation on the subject matter has already appeared before the Board
 - iii) the decision on the subject matter has already been made and/or
 - iv) is captured in one of the above noted exceptions (see item #3).
8. The Corporate Coordinator will inform the delegation's primary contact of the status of the application within five (5) business days prior to the Board Meeting.
9. If the delegation is approved, the applicants will be made aware of the time and location of the meeting for which the delegation is scheduled.
10. Each delegation will be allotted a maximum of ten minutes on the agenda including clarifying questions from the Board of Directors. The ten minute time line shall be strictly enforced. At the conclusion of the ten minutes, the Chair will inform the delegate that the time limit has been met and thank the delegation for the presentation.

11. At any given meeting of the Board of Directors, the total portion of the agenda allotted to delegations shall not exceed 30 minutes or three delegations.
12. Board Member questions will be limited to clarifying questions only. There will be no deliberation on the matter addressed in the delegation at the Board Meeting. Board Members may request follow-up by the Chair or staff to the matter(s) raised in the delegation.
13. Delegates shall not:
 - i) speak disrespectfully of any person,
 - ii) use offensive words or unparliamentarily language,
 - iii) speak on any subject other than the subject for which they have received approval to address the Board or
 - iv) disobey the rules of procedure or a decision of the Chair.
14. Chair in Control
 - i) Rulings or directives from the Chair will be followed by all.
 - ii) The Chair may exclude members of the public for improper conduct or disruptive behaviour. The determination of what is improper conduct or disruptive behaviour is within the discretion of the Chair.
 - iii) The Chair may terminate the delegation, prior to the conclusion of the allotted time, if in the opinion of the Chair such an action is necessary.
15. Delegations cannot be received in the *closed* session of the Board Meeting.
16. The Chair, on behalf of the Board, will inform the delegation contact of the Board's response to the matter(s) raised in the delegation.