



BOARD POLICY MANUAL

Policy & Procedure: 4-B-6 PROCEDURE FOR MEMBERS OF THE PUBLIC ADDRESSING THE JEC/BOARD	
Developed By: Board Governance Committee	Number: 4-B-6
Last Reviewed or Revised Date: February 19, 2020	
Category: Governance Processes - Meetings	
Approved By: JEC/Board	

Summary

Persons wishing to address the JEC/board concerning matters relevant to the hospital must do so following the procedure outlined below.

Procedure

1. Delegations wishing to make a presentation to the JEC/board are invited to do so about governance and policy matters in relation to the hospital’s vision, mission, values, and strategic plan. To protect confidentiality, presentations and questions about an individual’s care will not be permitted.
2. Application to appear before the JEC/board may be made by contacting the hospital president’s office and completing a Delegation Application Form (Appendix A).
3. The Delegation Application Form together with a written description of the specific matter to be addressed will be submitted no later than 10 working days prior to the meeting date or received by an alternate date at the discretion of the chair. If a group wishes to make a submission, a spokesperson for the group should be identified.
4. Requests to address the JEC/board on a specific item will be granted (generally in order of the receipt of the application) if approved by the chair of the JEC/board. The matter under request may, at the discretion of the chair of the JEC/board, also be referred or redirected as appropriate. Persons not permitted to address the JEC/board shall be so notified.
5. The chair is not obligated to grant a request to address the JEC/board. The JEC/board is not obligated to respond to, or take any action on the presentation it receives.
6. The JEC/board may limit the number of presentations at any one meeting.
7. Delegations addressing the JEC/board will be required to limit their remarks to ten minutes.

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8. Delegations shall not exceed three persons. Exceptions to this time limit will be permitted only by a majority vote of the JEC/board. JEC/Board members may ask questions of clarification following the presentation.

Guidelines

Individuals or groups wishing to make a representation to the JEC/Board shall receive a copy of this policy including the following guidelines:

- Presentations must be limited to 10 minutes, including questions;
- Delegations shall not exceed three (3) persons; and
- The JEC/Board will not normally discuss the subject matter of the presentation at the meeting at which it is presented or until after the delegation has retired from the meeting.

The Chair of the JEC/Board, has full discretion to make exceptions to any of these guidelines, and to control the conduct of the meeting, and may exclude any person whose conduct or presence is, in the Chair’s opinion, improper or disruptive.

Written Submissions

Any written submission or correspondence addressed to the JEC/Board shall be circulated to the Directors of the JEC/Board with the meeting materials for the next available meeting.

REVISION HISTORY	
Original Issue Date:	GMCH February 11, 2014 and NWHC February 13, 2014
Reviewed/Revised Dates:	February 19, 2020;

APPENDIX A –Delegation Application Form

**DELEGATION APPLICATION FORM for
Wellington Health Care Alliance - Joint Executive Committee (JEC)
Groves Memorial Community Hospital Board of Directors and North Wellington Health Care
Corporation**

DATE OF MEETING:

TIME OF PRESENTATION:

NAME OF INDIVIDUAL/ORGANIZATION:

ADDRESS:

TELEPHONE:

EMAIL:

CONTACT NAME (Spokesperson for organization):

PURPOSE OF PRESENTATION:

DESIRED OUTCOME:

WRITTEN MATERIALS ATTACHED: YES NO

Please return this application form and a written description of the matter to be addressed to:

- **Groves Memorial Community Hospital, Office of the President, 131 Frederick Campbell Street, Fergus ON N1M 0H3 or Email: mmacdonald@whca.ca**