



COLLEGE OF THE NORTH ATLANTIC
GOVERNANCE POLICY

TOPIC: BOARD OPERATIONS

TITLE: PRESENTATIONS TO THE BOARD

Policy No. GP-BO-207 **Effective Date:** November 25, 2020

- 207.1 The Board shall only schedule presentations to the Board within time limits specified by the Board which do not encroach on the Board's ability to complete its approved agenda and based on the topic's relevance to its governance mandate.
- 207.2 The Board shall pass resolutions which specify the number of delegations, the length of each presentation and the number of questioners it can accommodate and shall notify all Board members of the titles of the presentations and the applicable concern, at least seven days in advance of the meeting.
- 207.3 Persons requesting to make a presentation to the Board shall make a written request containing the following information: the name of the designated speaker, a synopsis of the issue, and the issue for the Board's consideration.
- 207.4 Presentations which are to be made in languages other than English shall only be scheduled where a translator is arranged by the presenter.
- 207.5 A delegation shall only be defined as an individual or a group with one (1) designated speaker.
- 207.6 The Board shall recognize only the designated speaker as the representative of a group delegation.
- 207.7 Where permission to present to the Board is denied, the Board shall notify a person/delegation why permission was not accommodated.
- 207.8 The Chair of the Board shall present each designated speaker with the code of conduct for presentations.

CODE OF CONDUCT FOR PRESENTATIONS

207.9 All persons present shall:

- 207.9.1 Be open to alternate opinions and ideas.
- 207.9.2 Be prepared to present their ideas in writing and provide supporting material for the Board members to review after the session.
- 207.9.3 Treat every person present with respect, courtesy, honesty and fairness; demonstrate respect for different values, beliefs, cultures and religions.
- 207.9.4 Not bully, intimidate, attack, harass or discriminate or make disparaging remarks against other people.
- 207.9.5 Recognize and respect the role of a spokesperson, where one is designated.
- 207.9.6 Refrain from speaking while another person has the floor.
- 207.9.7 Refrain from using improper language.
- 207.9.8 Refrain from unlawful behavior.
- 207.9.9 Recognize that the Chair may suspend or end the session, if the Board deems that it is unsafe or inappropriate to continue under the current circumstances.
- 207.9.10 Respect the fact that the Board shall not make a decision while the delegation is in the room.

| | Approved (Board Minute) | Date |
|-----------------|-------------------------|-------------------|
| Original Policy | BM 06-11-06 | October 28, 2011 |
| Revised | BM 02-14-02 | March 24, 2014 |
| Revised | BM 06-20-9 | November 25, 2020 |
| Revised | BM 02-23-15 | June 15, 2023 |