



## Board of Governors Deputation Policy

**Category:** Governance and Legal;

**Jurisdiction:** General Counsel and University Secretary; Board Governance & Nominating Committee;

**Approval Authority:** Board of Governors;

**Established on:** April 27, 2012;

**Amendments:** February 5, 2021.

---

### Policy Statement and Purpose

The Lakehead University Board of Governors provides for deputations from interested parties by appointment during open meetings of the Board of Governors in accordance with the procedures set out below. Deputations are intended to provide the opportunity for individuals and organizations to express their interest in and views on specific matters directly to the Board.

### Procedures

1. The online Deputation Request Form and supporting materials (e.g. presentations) must be submitted to the University Secretary at least 10 business days in advance of the date of the open Board meeting. Deputations are only permitted at open meetings of the Board of Governors, and other requests (e.g. deputation to a Board Committee) will not be considered.
2. The Board Chair shall make a determination regarding each request and may defer a request to a future Board meeting. The Chair shall report confidentially to the Board on any requests.
3. Approved deputations will be scheduled for approximately 15 minutes. Generally, deputations will be scheduled at the beginning of the meeting.

4. In support of the Board's efforts to gather information, thoughts, concerns, and perspectives of interested parties in advance of its deliberations, Board members will have the opportunity to ask questions or seek clarification from those presenting.
5. At its discretion, the Board will determine when it will consider the information and concerns presented in the deputation. During the deputation, Board members will not opine about or debate the merit of information received.

Any required Board follow-up will be carried out by the Board Chair or designate.

An individual or group may use the procedure set out in this section to address the Board of Governors on a subject chosen by the speaker. Once exercised, this right may not be exercised again by the same person or group on the same subject until twelve months from the date of the meeting.

---

**Review Period:** 3 years;

**Next Review Period:** 2024;

**Related Policies and Procedures:** None;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-343-8010 Ext: 7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).