

## Board Delegation Form

This form is used to request **Delegation Status** at a London and Middlesex Community Housing (LMCH) board of directors meeting, **to make a presentation to the board of directors about matters important to LMCH**. Please see LMCH's Delegation Policy for more information about the kinds of issues that the board of directors will hear. You will be given **5 minutes** for your presentation.

Your name:

Your mailing address:

Postal code:

Your phone number:

Other contact number:

Are you our tenant right now?  Yes  No

If you answered no, please tell us if you were our tenant, and the address you lived at then.

Time you were our tenant: (mm/yy)

to (mm/yy)

Your address then:

Postal code:

If your last name has changed, please tell us the name you used when you were our tenant.

Your previous name:

**Section A**—Fill out this section if you want to make a presentation to the board of directors about something that is **already on the meeting agenda**. You must return this form to the **Executive Assistant** at least **24 hours** before the board meeting. If you have **written materials** to present to the board of directors, you must give them to the Executive Assistant when you return this form. The board of directors will not read materials submitted after this deadline.

I would like to make a presentation to the board of directors about this **agenda item**:

I have written materials that I would like to present to the board of directors.

Please also complete and sign the other side of this form.

**Section B**—Fill out this section if you want to make a presentation to the board of directors about something that is **NOT on the meeting agenda**. You must return this form to the Executive Assistant at least **14 days** before the board meeting. If you have **written materials** to present to the board of directors, you must give them to the Executive Assistant when you return this form. The board of directors will not read materials submitted after this deadline.

**Note:** The board of directors is interested in **broad, tenant-related policy matters**. Operational matters (such as feedback about service) will be referred to staff for review before being considered by the board of directors. LMCH will let you know in writing within 7 business days after you return this form, if you have been granted delegation status. **If you would like to make an appeal, please complete and submit the *Request for an Appeal Form*.**

I would like to make a presentation to the board of directors about:

I have written materials that I would like to present to the board of directors.

**On the day of your presentation to the board of directors:**

- Please arrive at the board of directors meeting at least **10 minutes** before the scheduled meeting start time, and report to the Executive Assistant. He or she will let you know where you may sit, and when your presentation will be heard.
- You will have only **5 minutes** for your presentation.
- If you mention individuals in your presentation (staff members or tenants), your presentation will only be heard in camera (in private), not in the public part of the meeting.

I have read, understand and will comply with LMCH's ***Delegation Policy*** and the processes described on this form.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date