



## Addressing the Board at a Board Meeting

---

### Policy Preamble:

The Board of Directors of the Ottawa Jewish Community Foundation (OJCF) acknowledge that a non-board individual(s) may wish to address specific questions and/or concerns pertaining to Foundation activities with the Board of the OJCF.

This policy has been established to outline the process by which a non-board individual may make a request to the Foundation to attend a Board of Directors meeting to present his/her questions and/or concerns before the Board.

### The process for making a request to address the Board is as follows:

1. The non-board individual must make a formal request in writing to the Foundation Chair. The non-board individual shall include in his/her correspondence details to support their request.
2. The Foundation Chair shall review the request and within two weeks from the time the request is received, an official reply of the Foundation Chair's decision shall be forwarded to the individual.
3. If the individual's request is approved by the Foundation Chair, a specific time slot in the subsequent Board meeting agenda will be allotted at the beginning of the meeting.
4. The non-board individual will be excused from the Board meeting after the completion of the individual's presentation before the Board.
5. Before the end of the meeting, the Board shall take a moment to discuss the individual's questions and/or concerns presented.
6. If required, the President or Foundation Chair shall communicate the outcome of the Board of Directors discussion either in writing or verbally with the respective individual(s).

---

The policy above was approved by the Board at a scheduled Board meeting on May 25<sup>th</sup>, 2009.