

GUIDELINES FOR REPRESENTATIONS TO THE BOARD OF GOVERNORS BY STAKEHOLDERS

At its meeting of May 8, 2007, the Board of Governors of the University of Saskatchewan adopted several measures to enhance the transparency of its activities to the community. One of these was provision for a standing item on each Board agenda to hear from appointed or elected representatives of significant stakeholder groups on topics which relate to the Board's mandate. The following guidelines have been developed by the Board to assist groups who wish to take advantage of this provision:

Principles

- The University of Saskatchewan has a tricameral governance structure: the Board of Governors is responsible for fiscal and financial matters, the University Council is responsible for academic matters, and the Senate has responsibility for matters pertaining to outreach and community relations.
- The Board's governance role comprises oversight, stewardship and monitoring; the Board delegates responsibility for implementation to the administration of the University.
- Any issues being brought forward must relate to the mandate of the Board. (For more information about the Board's mandate, see the University of Saskatchewan Act and the Bylaws at http://www.usask.ca/university_secretary/pdf/bylaws_nov_06.pdf).
- The Board Chair will respond in writing to all requests for representation. The Chair reserves the right to rule on whether or not the matter being raised is properly before the Board or should be referred to another of the University's governing bodies, or to the administration, or to an outside agency.
- There may be cases where requests to appear are refused or deferred because of timing (for example, when collective bargaining is in progress it may be inappropriate for the Board to meet with representatives of bargaining units).

Process

1. A request to make a representation to the Board of Governors may be made by elected or appointed representatives of identifiable groups, whether formally or informally constituted, of stakeholders (such as but not limited to students, staff, faculty, retirees, and alumni). The request should outline the topic to be addressed and identify up to three representatives who have been delegated to attend on behalf of the stakeholder group.
2. Requests should be made to the University Secretary in writing, at least one month prior to the Board meeting at which the representation is requested.
3. Any materials which the group wishes to provide to the Board in support of its position must be provided in advance at the time of the request, for circulation with the meeting agenda. This will ensure that the board has an opportunity to consider inclusion of the item on the agenda and to prepare adequately for the discussion. Materials should be limited to 10 pages maximum.

4. The Secretary will schedule the representation for the earliest possible date. Depending on the agenda for the meeting, however, it may not be possible to grant any or all requests to appear at a given meeting. The number of delegations may be limited at the discretion of the Chair to the number of issues that can reasonably be accommodated on the Board's agenda.
5. Presentations should be no more than 10 minutes in length, including an opportunity for questions from Board members for the purpose of clarification.
6. As a general principle, the Board will not make verbal commitments at the meeting. A written response from the Board will be provided to the presenting organization no later than 5 days after the next meeting of the Board following the one at which the representation was made.

September, 2007