



Step-by-Step Process for Requesting a Delegation with LMCH Board of Directors

Step 1: Determine the Agenda Item You Wish to Address

Before requesting a delegation, identify whether your matter is related to broad policy affecting LMCH properties and tenants, and not operational or individual-specific items.

Step 2: Exhaust Internal Review Processes

Ensure that you have gone through all LMCH's internal staff review processes for your concern. The Board will only consider matters that have completed these steps.

Step 3: Complete the Board Delegation Form

Fill out the Board Delegation Form with all required details. This form will require you to provide your name, contact information, and a clear description of the policy matter you wish to address.

Step 4: Submission Based on Agenda Inclusion

- **If your item is on the Board's meeting agenda:**
 - Submit the Board Delegation Form to the Executive Assistant at least 24 hours before the scheduled Board meeting.
 - Indicate the specific agenda item(s) you wish to discuss.
- **If your item is not on the Board's meeting agenda:**
 - Submit the Board Delegation Form to the Executive Assistant at least 14 days in advance of the Board meeting.
 - Clearly state the item you wish to present.

Step 5: Await Confirmation from LMCH

After submission, wait for written notification from LMCH. You will be informed within 7 business days of submitting your application whether you have been granted delegation status.

Step 6: Prepare Your Presentation

If approved, prepare a concise presentation that fits within the five (5) minute time frame allotted to delegations. Remember to focus on policy-related matters.

Step 7: Attend the Board Meeting

- **For in-person presentations:**
 - Arrive at the designated location on time.
 - Wait for your turn to present if there are multiple delegations.
- **For electronic presentations:**
 - Ensure you have a stable internet connection.
 - Use the provided Microsoft Teams or Zoom link to join the meeting.
 - You may be placed in a virtual waiting room until it is your turn to present.

Step 8: Make Your Presentation

Present your matter to the Board clearly and within the allotted time of five (5) minutes. Be prepared to answer any questions that the Board members may have.

Step 9: Follow-Up

If applicable, a staff report will be presented at the next or a subsequent Board meeting regarding your item of discussion.

Step 10: Review Outcome

Review the outcome or feedback from the Board following your presentation and the staff report, if applicable.

Please note that this process is designed to facilitate effective communication between LMCH tenants and the Board of Directors. It is important to adhere to the guidelines set forth in this guideline to ensure that your concerns are heard and addressed appropriately.