

Section:	Board Governance
Title:	Guidelines for Delegations

Purpose

To establish the procedure for requests to appear as a delegation or make a presentation at a Regular Board meeting, a Committee of the Whole meeting, or a Special Advisory Committee meeting.

Procedures

1. As per the Board Meeting Procedures, community groups, parents, students, stakeholders, or education partners, shall be provided with the opportunity to appear as a delegation and make a presentation to the Board or a Committee of the Board, on relevant public education issues.
2. Reports from Staff or the Financial Auditor are business of the Board, and as such, are not delegations.
3. A request to appear as a delegation must be submitted to the Secretary-Treasurer or designate by 4 pm at least seven days prior to the meeting, generally 4 pm on the Tuesday before the committee or board meeting. The request must be submitted on the approved form, and include the following information:
 - a. The date of the meeting you wish to appear;
 - b. The subject matter to be discussed;
 - c. The name of the spokesperson;
 - d. The phone number and email address of the representative of the delegation;
 - e. The specific action that is being requested of the Board or the Committee;
 - f. An executive summary and any additional background material or correspondence to include with the meeting agenda.
4. Requests to present may be refused if the subject matter addresses issues that are considered Closed Meeting items as per section 1.6.2 of the Board Meeting Procedures policy 1.4. Matters pertaining to personnel issues, individual students, or parent complaints will not be addressed by public delegation but rather through the District complaints process and finally through the appeals process pursuant to Section 11 of the School Act.
5. The Agenda Setting Committee shall decide whether the request will be granted. In the case of a refusal, the applicant may appeal to the Board in writing.
6. If the request to appear is approved, all information being provided during the presentation must be submitted to the Secretary-Treasurer or designate by noon on Thursday before the meeting. All information presented will be included on the published agenda.
7. As per the Board Meeting Procedures, all delegations at Public Board meetings will be limited to 10 minutes. Presentations that are expected to be more than 10 minutes will be referred to a Committee meeting.
8. Delegates should expect to answer questions following the presentation.

Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the School Act. The information provided will become a matter of public record and will be published in meeting agendas and posted online. For enquiries about the use of information please contact the School District's Privacy Office (the Secretary-Treasurer, the Superintendent, or the Executive Assistant to the Board).

Formalities during Board or Committee meetings

The following information is provided for assistance when preparing to address Board members at a Board or Committee meeting:

1. The Chair will invite delegations to make their presentation.
2. All delegation comments at the meeting should be directed to the Chair.
3. Before making comments, please introduce the delegation and any organization or group you are representing.
4. The Chair may be referred to as “Chair _____” and other Board members as “Trustee _____”.
5. Disruptive or disrespectful conduct by a delegation is prohibited.
6. Delegations are limited to ten (10) minutes.
7. Be aware that comments on some issues may be restricted by legal requirements or policy.
8. The Chair and Trustees may ask questions of the delegation in order to seek clarification.
9. The Chair and Trustees may ask questions of School District staff.
10. The Chair will indicate when the question period is complete, and the delegation session is over.
11. The delegation may return to their seat and watch the remainder of the meeting. If the delegation chooses to leave the meeting after the presentation, please do so in a quiet, orderly manner so as not to interrupt the proceedings.
12. At the close of the delegation, the Board may make a decision, refer the item to staff for further action, refer the item to a Committee meeting for further discussion and input, or consider an action if deemed emergent and time-sensitive.

Superintendent Approval: **March 2022**

Date Amended:

Cross Reference: Board Meeting Procedures Policy