

DELEGATIONS AND PRESENTATIONS TO THE BOARD OF TRUSTEES

POLICY

CODE: B 3.14

Policy Statement:

The London District Catholic School Board recognizes that individuals, groups and organizations may wish to provide input into issues where they have particular interest and/or concern in order to be part of the decision-making process of the Board of Trustees.

Purpose:

The purpose of this policy is to outline the process to be used so that input may be received.

Application and Scope:

This policy shall apply to all individuals, groups and organizations making a presentation to the Board of Trustees at Regular Board Meetings, Special Board Meetings, Public Consultation Sessions and Standing Committee Meetings of the Board.

1.0 **Principles:**

- 1.1 All delegations or individuals will present to the Board of Trustees or Standing Committees in a manner which is respectful and models the Church's teachings on the respect for the value and dignity of the human person.
- 1.2 All delegations and individuals are to refrain from using abusive or derogatory language at all times.
- 1.3 Presentations should not contain the names of specific employees or students or comment about employees or students that indirectly identify the person in keeping with the Freedom of Information and Protection of Privacy Act.
- 1.4 All delegations and individuals should be aware of libel and slander legislation.
- 1.5 Signs, placards and heckling will not be permitted and under the authority of the Chair offenders will be directed to remove themselves from the meeting or if necessary will declare a recess, adjournment of the meeting or any other appropriate action necessary to restore order to the meeting.

2.0 **Requirements:**

- 2.1 Delegations and individuals must submit a fully completed Presenter's Package to the office of the Director of Education by no later than 11:00 am on the Wednesday immediately preceding the day of a Regular Board Meeting, a Special Meeting, a Public Consultation Session and a Standing Committee of the Board.
- 2.2 The Presenter's Package is available on the Board website or through the Executive Secretary to the Director of Education.

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- 2.3 A fully completed package is required before consideration is given to making a presentation. The Presenter's Package may be provided electronically, via fax or submitted as a hardcopy.
- 2.4 Notice of approval to present will be given no later than 4:00 p.m. on the Wednesday preceding the meeting date at which presentation is to be made.
- 2.5 Permission is given only to the individual(s) identified in the Presenter's Package as spokespersons or unless prior approval has been given for an alternative to do so. No more than two spokespersons may be identified in the Presenter's Package.
- 2.6 Delegations and individuals will be listed on the agenda of the meeting.
- 2.7 Delegations and individuals will be subject to a ten (10) minute maximum and the presenter shall limit the presentation to the subject matter(s) outlined in the previously submitted Presenter's Package.
- 2.8 Delegations and individuals may speak only once at the meeting in which presentation is being made.
- 2.9 Priority will be given to delegations and individuals to speak to an issue who have not spoken on the same issue in the last six months.
- 2.10 The Chair of the Board or the Committee Chair may determine the number of delegations that may be heard at Regular Board Meetings, Special Board Meetings or Standing Committees of the Board.
- 2.11 Trustees may ask questions of clarification to the delegation or individual through the Chair for a period of time which shall be at the discretion of the Chair.
- 2.12 Commercial enterprises are prohibited from appearing before the Board as a delegation or individual for the purposes of promoting a product or service.
- 2.13 Presentations to the Board of Trustees will be included as an appendix to the minutes of the meeting at which presented and therefore are part of the public record of the Board of Trustees.
- 2.14 Where a matter presented by a delegation or an individual deals with topics properly considered by the Committee of the Whole, the Chair will direct that the matter be discussed in Committee of the Whole.

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- 2.15 Items within the jurisdiction of the Expulsion Hearing Committee and the Suspension Appeal Committee may not be the subject of a further presentation to the Board.
- 2.16 Public delegations wishing to present on the annual budget will be invited to a designated meeting as published on an annual basis in the budget process timeline. Public delegations will not be received on the date scheduled for the Trustee approval of the budget.
- 2.17 Public meetings of the Board may be recorded by the media, or the London District Catholic School Board for broadcast on radio, television or internet. Attendance by a member of the public is implicit consent by the individual to the use of the recording for that purpose. Private photographs or recordings of the proceedings are not permitted without consent of the Chair.

3.0 **Expected Outcomes for Policy**

It is expected that this policy will identify a clear and understandable process for the presentation of information or concerns by delegations or individuals to the Board of Trustees.

Adopted: July 8, 2002

Revised: February 22, 2016

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Appendix A

Request for Delegation or Presentation

Meeting Requested:

- Regular Meeting of the Board Date: _____
- Special Meeting of the Board Date: _____
- Standing Committee of the Board Committee: _____
Date: _____
- Public Consultation: _____ Date: _____

Contact Information:

Name of Individual Making the Request: _____
Address: _____
Telephone Number: _____ Email: _____
Name of Group/Organization Represented (if applicable): _____

Spokespersons (limit of 2 who will be presenting):

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Telephone Number: _____	Telephone Number: _____
Email: _____	Email: _____

Specific Statement on Issue or Topic of Presentation:

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Appendix A

Request for Delegation or Presentation (continued)

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Summary of Key Presentation Points:

Relevant Background Information/Data or Rationale:

If applicable, your key recommendations/suggestions or solutions to address the issue/concern or problem:

Signature: _____ Date: _____