



DISTRICT PRACTICE 1300

PRESENTATIONS/DELEGATIONS AT BOARD OF EDUCATION MEETINGS

DISTRICT PRACTICE:

1. PRESENTATIONS AT REGULAR BOARD MEETINGS

Regular meetings of the Board of Education “Board” are business meetings. Some time is available for presentations, but the amount of time is limited.

- 1.1 Presentations from the public are limited to ten minutes, with a brief question period available for Trustees to ask clarifying questions at the conclusion of the presentation.
- 1.2 Scheduling of presentations is made in writing to the Executive Assistant to the Board of Education at least ten days prior to the Board meeting and must include the title of the presentation and an overview of the topic.
- 1.3 Individuals making a presentation must be present at the start of the meeting. They may leave the meeting once the presentation has concluded but are welcome to remain should they so desire.
- 1.4 All presentation and/or written materials to be provided to Trustees in conjunction with a presentation must be made available and delivered to the Executive Assistant at the school board office one week prior to the Board meeting. Ten copies are required. If the material provided must be returned following the Board meeting, this must be specified at the time it is provided.
- 1.5 Audio-visual equipment required for a presentation should be arranged through the Executive Assistant to the Board of Education. Setting up equipment or displays must be completed by 4:30 p.m. on the day of the Board meeting.

2. DELEGATIONS AT REGULAR BOARD MEETINGS

Regular meetings of the Board of Education are business meetings. Some time is available for delegations, but the amount of time is limited.

The following guidelines will govern groups or individuals wishing to be heard as a delegation.

- 2.1 A delegation is a group or individual requesting permission to appear before the board to speak on a matter relating to the business of the Board of Education. Requests to appear as a delegation must be submitted in writing ten calendar days prior to a scheduled meeting. The request must outline the topic and purpose of the delegation.



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- 2.2 Normally, a delegation representing a group previously heard on a topic will not be heard a second time unless the delegation presents, in advance, material or information not previously considered that is relevant to any decision. A motion of the Board of Education to hear the delegation must be passed by having a majority of all Trustees cast an affirmative vote.
- 2.3 Presentations from delegations are limited to ten minutes with a brief question period available for Trustees to ask clarifying questions at the conclusion of the presentation.
- 2.4 All written materials, to be provided to Trustees in conjunction with a delegation, must be made available and delivered to the Executive Assistant at the school board office one week prior to the Board meeting. Ten copies of all hard copy materials are required. If the material provided must be returned following the Board meeting, this must be specified at the time it is provided.
- 2.5 Decisions of the Board of Education on requests made by a delegation are not normally made at the Board meeting at which the delegation is heard. If the Board of Education believes the matter is emergent, it may consider the matter during the new business portion of the meeting.
- 2.6 Groups wishing to be heard as a delegation must be present at the start of meeting. They may leave the meeting once their business concluded but are welcome to remain should they so desire.
- 2.7 Audio-visual equipment required for a presentation should be arranged through the Executive Assistant to the Board of Education. Setting up equipment or displays must be completed by 4:30 p.m. on the day of the Board meeting.

[POLICY 1300 PRESENTATION/DELEGATIONS AT BOARD OF EDUCATION MEETINGS](#)

ADOPTED: November 9, 2021

AMENDED: April 12, 2022; June 14, 2022