



*Policy Section:* **Trusteeship and the Board**

**200**

*Policy Name:* Presentations/Delegations

**205**

## **Policy Statement**

The Keewatin-Patricia District School Board is, from time to time, expected to deal with requests for presentations/delegations at its regular Board meeting. It is the policy of this board to receive presentations/delegations according to the following regulations.

## **Rationale**

The Keewatin-Patricia District School Board recognizes the need to provide members of the public the opportunity to make presentations/delegations at regular board meetings. Establishing a policy which defines how presentations/delegations can be delivered is essential to maintain effective and productive communication opportunities.

## **Regulations**

### **1.0 Notice of Attendance**

- 1.1 Presentations/delegations wishing to present to the Board either in person or by teleconference will give notice in writing, addressed to the Director of Education or secretary, delivered to the principal at one of the schools or a Board Office.
- 1.2 The spokesperson for the presentation/delegation will be sent the attached Presentations/Delegations Information Sheet for completion and return to the Director of Education prior to the meeting.
- 1.3 The Presentations/Delegations Information Sheet shall be received by the Director of Education by 4:30, Thursday, eight business days prior to the Board meeting which the presentation/delegation wishes to attend; to enable inclusion on the agenda which is mailed on Wednesday prior to the Board meeting.
  - 1.3.1 If such notice is not received by the Director of Education by the Thursday, eight business days prior to the Board meeting, 1.3 above, the presentation/delegation may not be approved for the Board meeting.

Cross Reference

Date Approved: December 8, 1998  
Date Revised: April 2005  
Date Reviewed: Sept 12/06; Mar 9/10;  
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2.0 Notice of Acceptance

2.1 The spokesperson for the presentation/delegation will be advised by telephone relative to the date, time and location for scheduling the presentation/delegation on the agenda.

2.2 Presentations must be submitted in written or by electronic format by 4:30 p.m. on the Thursday, twelve days preceding the presentation. Once the presentation material is approved by the Executive Committee, the trustees will receive the presentation in their board package by mail prior to the board meeting. If the presentation is not received in that timeframe the presentation will be cancelled.

If the presentation contravenes sections 3.6 and/or 3.7 of this policy, the presentation/delegation will not be approved for the board meeting.

2.3 Unless otherwise advised, presentations/delegations will be heard immediately following "Confirmation of Minutes" under Order of Business on the agenda (approximately 7:15 p.m.).

3.0 Board Meeting Procedure

3.1 Proper decorum is expected, and parliamentary procedure will be followed.

3.2 The spokesperson will identify themselves, the group, and the subject to be discussed.

3.3 Presentations/Delegations may be recorded.

3.4 3.4.1 The spokesperson will make their presentation, direct remarks to the Chair of the Board, and will submit a copy(ies) of the presentation to the Board. It is expected that the written presentation made by a delegation will be given to the Chair of the Board prior to the presentation. If the spokesperson is participating by teleconference, a copy of the written presentation will be faxed to the Chair of the Board 24 hours prior to the meeting.

3.4.2 A presentation will not exceed fifteen (15) minutes in length.

3.5 The Presentations/Delegations period for each Regular Board Meeting shall be no longer than thirty (30) minutes, unless the Board, by resolution, determines

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otherwise. If there are several presentations/delegations the thirty (30) minutes will be shared equally to a minimum time of two (2) minutes for each presentation/delegation. The maximum time for any presentation/delegation will be fifteen (15) minutes. If the presentations/delegations time is not extended and there are presentations/delegations that have not been heard, they will be scheduled for the next Board meeting.

- 3.6 Comments relating to the competency of any Board employee, either implied or direct, shall not be made.
- 3.7 Employees of the Board shall not utilize the "Presentations/Delegations" section on the Board agenda to express their views relative to their employment or professional interests. (Employees have recourse to other procedures for making their views known.)
- 3.8 Trustees of the Board shall not make presentations to the Board. (Trustees have recourse to other procedures for making their views known.)
- 3.9 The Chair of the meeting reserves the right to terminate the presentation.

#### 4.0 Board Action

- 4.1 A decision of the Board will not be made at the time of the presentation/delegation, but will be deferred for further consideration.
- 4.2 Trustees and/or members of the administration will not respond to or debate items raised by the presentation/delegation.
- 4.3 Trustees and/or members of the administration may comment on presentations/delegations.
- 4.4 Trustees may ask clarifying questions of the presenters
- 4.5 The presenters will be notified, in writing, by the secretary of the Board, of the response of the Board, if any, and the reason(s) therefore.

Presentation/delegation members are cordially invited to attend the meeting prior to and following their presentation/delegation.

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