

2270 Delegations to Board Meetings

Policy 2270

STATUS: ADOPTED

DELEGATIONS TO BOARD MEETINGS

Board Approved: February 1971

Last Revised: June 19, 2013

Description:

The public and members of district staff as individuals or as members of an employee organization or bargaining unit (as opposed to appearing in line of duty), may have an opportunity to make general presentations to the Board.

The Board reserves the right to limit presentations and to refuse to hear those arising from the floor of a Board meeting without advance notice of the presentation to the Secretary-Treasurer. The Secretary-Treasurer shall provide a procedure which indicates to the presenter, the proper methods for obtaining a hearing and making a presentation to the Board.

Verbal presentations

It will be at the discretion of the Secretary Treasurer to permit delegations to present verbal submissions. Verbal submissions regarding labour, personnel, contract negotiations, property sales or acquisitions and legal matters may not be entertained.

It will be at the discretion of the Chairperson to stop a presentation where, in his/her opinion, the content of the presentation is inappropriate for a Board meeting.

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Presentations Requested by the Board

From time to time the Board may request staff, students or outside agencies to present information on a particular topic. As these presentations are invitational, the Board may ask questions and exchange information with the delegation.

Presentations Requested by a Delegation or Person

Where a person or delegation has requested to present, and is granted permission to bring information to the Board, the presentation will be accepted for the information of the Board only. The Board will respond to any requests from the delegation, in writing, at a future time. Should a trustee require clarification of the information presented, the question will be addressed to the Board Chair.

Advance Request Procedure

A person or delegation who wishes to address the Board should make the request, preferably in writing, to the Secretary-Treasurer indicating the subject of their presentation. This will be done a minimum of 2 weeks in advance of the Board meeting.

Recognition from Floor

Recognition from the floor in the case of no previous request having been made, may, at the discretion of the Chairperson, under some circumstances be granted. Such factors as time, agenda and the urgency of the proposed request will be weighed by the Chairperson in making this determination. Such requests, however, must be sought by speaking to the Secretary-Treasurer upon arrival, indicating the desire to be heard and the subject matter. It shall never be in order to merely rise from the floor and seek recognition.

How to Address the Board

When recognized by the Chairperson one should thank the Chair, state his/her name, group or school being represented, the subject of the remarks to be made, then as briefly as possible, but as fully as necessary, provide their presentation. On conclusion the person who has made remarks to the Board will be thanked by the Chair, and should remain in the room to ascertain whether there are questions that members of the Board or its officials desire to ask.

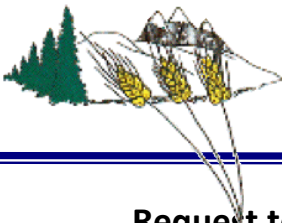
Undue Interruption of Business

There shall be no undue interruption of anyone making presentation to the Board, except by the Chairman to advise of time limitations or if the presentation is out of order.

Time Limitations

Time limitations on length of presentations may be imposed by the Chairman either before or during the presentations as, in his/her judgment, are required. Those who have made advance requests will be recognized at the time designated on the agenda. As a general rule, requests to be heard made during the course of a meeting will not be granted until all items on the agenda have been covered. However, if a visitor desires to speak on a subject being considered by the Board he/she should seek recognition before the Board takes action.

[Request for Presentation.pdf](#)



School District 59 (Peace River South)

11600-7th Street,

Peace River, Alberta T8C 1K8

Request to make presentation at Public Board Meeting:

Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____

PC: _____

Phone: _____

Fax: _____

Email: _____

Subject of Presentation: _____

Will you be presenting with any audio, visual,
or other software/equipment?

Yes

No

If yes, do you require any equipment? _____

Do you require any special set up? _____

People Attending: _____

Requested Meeting Date: _____

Signature of Applicant: _____ Date: _____

Please fax, mail, drop off, or email your request to make a presentation at a Board Meeting to the Secretary-Treasurer (gslykhuis@sd59.bc.ca) at least 14 days prior to the meeting date requested. Please provide any additional information (handouts, brochure, etc.) at the time the request is made.

Please refer to *Policy and Regulation 2270: Delegations to Board Meetings* for further information. The Policy Manual is available online at www.sd59.bc.ca.

If you have any questions please contact Richell Schwartz at 250-782-8571 ext. 217.