

Board Policy 2.0 – Board Governance

2.10 – Delegations to Board Meetings

References:

[The Education Act, 1995](#), Sec 69 to 80, 80.1, 81, 82, 84, 87, 106
[The Local Authority Freedom of Information and Protection Privacy Act](#)
[The Local Government Election Act](#)

Updates:

October 2007 – creation of Board Policy Manual
April 2010
November 2007
September 2008
October 2008
March 2009
August 2009
March 2011 – added 1h

Background

The Board provides a means for delegations to make application for presentations at Board meetings in the interest of improving education. The purpose of hosting a delegation is to allow individuals or groups to express problems, make suggestions and requests, and/or give information to the Board.

Policy

1. Delegations Requesting Opportunity to Present at Board Meetings
 - a. Individuals or organizations may request an opportunity to form a delegation to the Board in accordance with Board Policy Appendix-2.10 (1).
 - b. Delegations wishing to appear before the Board shall submit their Application for Delegations to Board Meetings at least 14 days before the intended meeting date.
 - c. The Board Chair and Vice-Chair will review the application and determine if the subject matter pertains to Board business as part of establishing the agenda for the Board meeting.
 - d. The Board may limit the number of delegations scheduled for any meeting. Ordinarily, delegations will be limited to a maximum of three per meeting.
 - e. Once a decision has been made regarding a delegation request, the Director of Education/CEO or designate shall notify the individual or organization in writing.
 - f. Individuals or groups who appear at a meeting of the Board and wish to speak, without having made arrangements in accordance with 2(a) through 2(e) may do so at the discretion of the Board.

- g. Delegations of more than one person shall declare one individual as their designated spokesperson.
 - h. Individuals who are representing an organization must state the name of the organization and their position in their delegation request. Individuals who are representing an informal group or community must provide verification that they are authorized to speak on behalf of the group.
2. Delegations Approved to Present at a Board Meeting
Where delegations are approved to present at Board meetings, the following processes and considerations apply:
- a. The delegation is added to an upcoming agenda of a regular meeting.
 - b. The delegation is notified of the time and place of the meeting and provided a copy of this Board policy.
 - c. The Director of Education/CEO or designate shall include delegation application information in the Board package, as background for Board members.¹³
3. Delegations Not Approved to Present at a Board Meeting
Where delegations are not approved to present at Board meetings, the following considerations apply:
- a. The individual or organization may appeal in writing to the Board as a whole.
 - b. If a majority of Board members approves the appeal, the delegation is placed on the agenda of the next regular meeting.¹⁴
4. Board Meeting Protocol for Delegate Presentations
- a. Matters deemed to be of a sensitive or confidential nature shall be heard at a closed session of the Board.
 - b. Ordinarily, ten minutes are allowed for delegation presentation followed by five minutes for questions.
 - c. The Board Chair introduces the individual(s) or group(s) and reserves the right to control discussion.
 - d. During the presentation, delegations shall confine comments to purposes stated in the initial application.

¹³ Delegations are asked to submit their complete presentation in writing at least seven days before the meeting.

¹⁴ If a delegation is approved to present in accordance with Section 3(b), all other conditions of this policy remain in force.

- e. Delegations may be asked to leave the meeting if they do not abide by procedures set out in Board policy.
- f. In discussing matters with a delegation, the Board Chair acts as sole spokesperson for the Board.
- g. Notwithstanding the opportunity for Board members to seek clarification of items presented by a delegation, at no time during the presentation shall any Board member voice his/her opinions or commit the Board to any course of action.
- h. Ordinarily, the Board refers potential actions or outcomes arising from the presentation of a delegation to the next regular Board meeting, in order to give Board members sufficient time to consider matters as presented before making a decision.
- i. If the time between the delegation presentation and the next regular Board meeting is deemed insufficient for the Board members to acquire necessary information to make an informed decision, the Board may delay potential actions or outcomes to another specified time.
- j. Upon completion of the presentation, the Board Chair shall inform the delegation when, if applicable, the decision will be made. When a decision is reached, it will be communicated in writing to the delegation spokesperson.