

DELEGATION PROTOCOL

The Board believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board encourages delegations from students, parents, School Councils and members of the public.

A member of the public may verbally address the Board of Trustees on any educational issue deemed, by a majority of Trustees present at the particular meeting, to be relevant to the work matters before the Board.

All delegations wishing to appear before the Board shall give adequate notice in writing to the Superintendent before the meeting at which they wish to appear. The notice shall contain sufficient information to enable the trustees to become acquainted with the subject beforehand.

If a member of the public or a staff group representative wishes to provide comment on educational issues or give a position to the Board on a specific board agenda item, the individual shall register, in writing, with the Superintendent one (1) week prior of the meeting clearly stating its relevance to be presented.

The delegate shall first discuss the request with the Superintendent. If an appearance before the Board is then desired, a copy of the request shall be sent to each trustee with the agenda for the meeting at which the delegation is to appear.

In discussing matters with the delegation, the Board Chair shall act as spokesperson for the Board. Individual trustees may only seek clarification of items presented by the delegation. At no time during the presentation shall any trustee commit the Board to any specific course of action.

Attacks on the personal character or performance of any individual or disruptive remarks shall be ruled out of order and persistence in such remarks shall cause the individual to be excluded from the meeting room.

In accordance with the best practices of Alberta School boards, the delegation protocol for public comments in a public board meeting is as follows:

- A member of the public or a staff group representative may speak for three (3) minutes at a public Board meeting under the agenda category Delegations, and address their comments to the Board Chair. Exceptions to the time limits may be made by a majority vote of the Board.
- The total duration of the *Public Question Period* section of the agenda shall not exceed twenty (20) minutes. The number of such speakers at any meeting shall not exceed five (5). To provide fair opportunities for a variety of viewpoints to be presented, exceptions to the time and number of presentations may be made by a majority vote of the Trustees present at the meeting.
- A speaker should approach the microphone and wait to be recognized by the Chair. The Chair will ask the speaker to state his or her name, the stakeholder or public group represented, if appropriate, and the topic to be addressed.

- A speaker shall address comments to the Chair of the meeting. Attacks on the personal character or performance of any individual(s), department or schools, or disruptive remarks shall be ruled out of order. Persistence in such remarks shall terminate the speaker's privilege to address the Board of Trustees.
- Comments with respect to the following issues will not be allowed:
 - the security of the property of the Grande Yellowhead Public School Division,
 - personal information of an individual, including but not limited to a student or an employee of Grande Yellowhead Public School Division,
 - a proposed or pending acquisition or disposition of property by or for Grande Yellowhead Public School Division,
 - labour relations or employee negotiations,
 - a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting Grande Yellowhead Public School Division, or
 - the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.
- With the exception of the Board Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker. The Board Chair will thank the speaker.