

## **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, employees, School Councils and members of the public.

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

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

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

1. Specifically, comments with respect to the following issues will not be allowed:
  - 1.1. the security of the property of Grande Yellowhead Public School Division,
  - 1.2. personal information of an individual, including but not limited to a student or an employee of Grande Yellowhead Public School Division,
  - 1.3. a proposed or pending acquisition or disposition of property by or for Grande Yellowhead Public School Division,
  - 1.4. labour relations or employee negotiations,
  - 1.5. a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting Grande Yellowhead Public School Division, or
  - 1.6. the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.
2. The protocol for public comments in a public board meeting is as follows:
  - 2.1. Comments on an Education Issue at a Public Board Meeting:
    - 2.1.1. 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.
    - 2.1.2. 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 will register, in writing, with the Superintendent's office one week prior to the meeting clearly stating its relevance to be presented.
    - 2.1.3. The delegate will first discuss the request with the Superintendent or designate. If an appearance before the Board is then desired, a copy of the presentation summary will be sent to each trustee with the agenda for the meeting at which

the delegate is to appear.

- 2.1.4. A member of the public or a staff group representative may speak for three 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.
  - 2.1.5. The total duration of the Delegations section of the agenda will not exceed twenty minutes. The number of such speakers at any meeting will not exceed five. 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.
  - 2.1.6. A speaker is to 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.
  - 2.1.7. The Board Chair will thank the speaker.
- 2.2. Comments on Specific Board Agenda Items
- 2.2.1. If a member of the public or a staff group representative wishes to give a position to the Board on a specific board agenda item, the individual will register with the Board Office by 10:00 am the day of the meeting.
  - 2.2.2. The Board Chair will, at the time the item is considered, seek concurrence of the board to hear the individual.
  - 2.2.3. Speakers will confine themselves to three minutes and address their comments to the Board Chair.
  - 2.2.4. The total duration of the public comments on a specific agenda item will not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.
  - 2.2.5. The Board Chair will thank the speaker.
- 2.3. Formal Delegations and Presentations to Board
- 2.3.1. Groups or individuals who wish to appear before the Board to make a presentation to or a request of the Board will first discuss the request with the Superintendent or designate. This provides the presenter an opportunity to clarify their understanding of the Division practices related to the presentation topic and determine what other assistance may be available through the Administration.
  - 2.3.2. If after meeting with the Administration, an appearance before the Board is still desired, the delegation must make their request in writing to the Superintendent or designate at least three (3) weeks in advance of the preferred meeting at which they wish to appear.
  - 2.3.3. Notwithstanding the three (3) week notice, the Superintendent may consider a request to waive the timelines if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to the Board.
  - 2.3.4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Executive Assistant in consultation with the Superintendent and Board Chair will make appropriate arrangements for the delegation to be heard.

- 2.3.5. Written briefs of the information to be presented must be submitted to the Board Office at least one (1) week prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.
- 2.3.6. The delegation may have ten (10) minutes in total to make its presentation and may appoint two spokespersons. The Board Chair will thank the speaker.
- 2.3.7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present.

Legal Reference: Section: 33, 34, 51, 52, 54, 64, 222 Education Act  
Board Procedures Regulation 82/2019

Approved: December 4, 2019  
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