

DELEGATIONS PRESENTING TO THE BOARD OF TRUSTEES

The Board of Trustees welcomes delegations to Board Meetings. The purpose of this Administrative procedure is to outline the process for the Secretary Treasurer and Superintendent to support the Board, ensuring Trustees have the necessary advance knowledge to be preliminarily informed of the matter to be presented.

1. Receiving applications to present

- A request to present to the Board Meeting is initiated by completing the information form and submitting it to the Secretary Treasurer.
- The request form requires the name(s) of the person(s) making the presentation, address (Box, Town, Postal Code), contact number, and the date of the Board meeting the delegation wishes to attend.
- The reason for the presentation must be clearly stated on the form.
- Any additional handouts, slideshows or information should be submitted along with the request form.

2. Submission Deadlines and Scheduling

- Any information form(s) received seven (7) days preceding the next Board Meeting will be reviewed during the Agenda setting process.
- The Secretary Treasurer will review any information form(s) with the Board Chair in consultation with the Superintendent.
- Should the Chair request additional information from the individual or organization who submitted the information form. The Secretary Treasurer will respond to the individual that sent in the information form to request the additional information.
- Should the presentation and any additional information not be provided to the Secretary Treasurer, three (3) business days prior to the meeting, the delegation will be rescheduled or denied.
- Once approved by the Chair, the Secretary-Treasurer will coordinate scheduling and confirm the scheduled date and time the delegation will be heard.
- A delegation will be heard at a mutually agreed upon time during the Board Meeting with 7:00 PM or 7:15 PM being the normal presentation times.

3. Staff Roles During Presentation

The Superintendent and Secretary-Treasurer shall be present during the delegation presentation to provide necessary background and clarification, when appropriate, for the benefit of Trustee understanding and consideration of the delegation presentation.

4. Post-Presentation Process

- Following the presentation, a delegation issue, concern, or request will be discussed and considered by the Board of Trustees. The Board may discuss the presentation during the normal course of the meeting and/or in-camera.
- A Board response or decision, or at minimum an acknowledgement, will be relayed by the Secretary Treasurer or the Superintendent as soon as possible following the meeting.

5. Guiding Principles

- Every reasonable effort should be made to directly resolve a concern with a Division staff member first, followed by their direct supervisors if it is not resolved at that level. Please refer to [AP: 103 Complaints about Teachers](#) and [AP: 812A Respectful Workplace](#).
 - All individuals have the right to confidentiality.
 - Correspondence will not be distributed to the public by the Board.
 - Communications need to be conducted in a timely fashion.
 - The Swan Valley School Division's Board of Trustees Procedural By-Law 3/81, specifically the section on Public Participation at Board Meetings, serves as the guiding document. This Administrative Procedure does not nullify any articles within the aforementioned By-Law.
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Swan Valley School Division

Delegation Request - Board Meeting

Name:

1) _____

person(s) making
the presentation

2) _____

Address:

Box

Town

Postal Code

Contact Number:

The time permitted is 10 minutes, with an additional 5 minutes for Board clarification.

Date of Board meeting you wish to attend:

1) _____

2) _____

Note:

Regular meetings are held every 2nd and 4th Monday of the month, beginning at 7:00 p.m. in the Division Office Board Room.

Reason for Presentation:

Date Received: _____

Board Meeting Delegation Request Process

1. The request form should be received by the Wednesday before the next Board meeting, but it does not guarantee that the delegation will be on the next agenda.
2. Any additional handouts or information should be submitted with the request form.
3. The Secretary Treasurer will confirm the scheduled date and time the delegation will be heard.
4. The delegation will have 10 minutes to present, and the Board will have 5 minutes to only ask questions for clarification of the matter (opinions will not be shared).
5. The Board shall discuss the presentation during the normal course of the meeting.
6. The delegation will receive a response, decision or acknowledgement after the meeting.

Guiding Principles

- Delegations should share their concern or perspective on the matter and share any potential recommendations for resolution of their concern.
- All communications need to be conducted with decorum and respectfulness.
- Seek to understand each other's point of view.
- Communications need to be conducted in a timely fashion.
- All individuals have the right to confidentiality.
- Every reasonable effort should be made to directly resolve a concern with the Division staff member first. Followed by their direct supervisors if it is not resolved at that level.
- The Division has the right to deny any delegation's presentations if the nature of the presentation is contrary to current Administrative Procedures or if a dispute resolution process has not been properly followed.