

## **DELEGATIONS PRESENTING TO THE BOARD OF TRUSTEES**

The Board of Trustees welcomes delegations to Board Meetings. The purpose of this procedure is to outline the process for individuals or groups to present to the Board, ensuring Trustees have the necessary advance knowledge to preliminarily informed of the matter to be presented.

### **1. Application to Present**

- A request to present to the Board Meeting must be initiated by completing the enclosed information form.
- The information form provides Trustees with the necessary background to hear and discuss the request or issue, thereby offering a more thorough opportunity for consideration.
- 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 or information should be submitted along with the request form.

### **2. Submission Deadlines and Scheduling**

It is preferred that a delegation request, as outlined on the information form, be received by Wednesday morning preceding the Board Meeting. This allows it to be communicated to Trustees with the agenda, giving them adequate time to prepare if it is included in the next Board agenda.

Submission by the Wednesday deadline does not guarantee that the delegation will be on the next agenda.

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

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. Presentation Guidelines and Rules**

- Delegations will be asked to make their presentation within a specified time limit and may be held to that at the prerogative of the Chair.
- The time permitted for presentation is 10 minutes, with an additional 5 minutes allocated for Board clarification.
- Delegations should share their concern or perspective on the matter and are encouraged to share any potential recommendations for resolution of their concern.

- All communications during the presentation need to be conducted with decorum and respectfulness.
- Both parties are to seek to understand each other's point of view.

#### **4. Board and Staff Roles During Presentation**

- During a presentation by a delegation, Board members shall not express opinions.
- Board members shall only ask questions for clarification.
- 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.

#### **5. 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 administration as soon as possible following the meeting.

#### **6. Guiding Principles and Denial of Presentation**

- 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](#).
- The Division has the right to deny any delegation's presentations if the nature of the presentation is contrary to current Administrative Procedures (e.g. [AP: 205 Discrimination and Harassment](#), [AP: 210 Safe and Caring Schools](#), and [AP: 812A Respectful Workplace](#)) or if a dispute resolution process has not been properly followed.
- 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.

7. 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.



# 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 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month, beginning at 7:00 p.m. in the Division Office Board Room.

Reason for Presentation:

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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.