

Administrative Procedure 1004 R1
Guidelines for Presentations

Regular meetings of the board of education are business meetings. Some time is available for presentations, but the amount of time is limited.

1. Presentations will normally involve staff members, and are made at the invitation of the board corporate, or the management. Presentations are encouraged to set a tone for the meeting, and to keep the board informed on educational matters.
2. Presentations are limited to **ten minutes** duration, with a brief question period available for trustees at the conclusion.
3. Scheduling of presentations is ongoing throughout the school year. When a presentation is requested or suggested, a suitable date will be determined and the individual/group advised of that date.
4. Groups or individuals making a presentation must be present by 7:00 p.m. They may leave the meeting once the presentation is concluded, but are welcome to remain should they so desire.
5. Any written material to be provided to trustees in conjunction with a presentation must be made available to the school board office by the Thursday afternoon preceding the meeting. Fifteen copies are required. If the material provided must be returned following the meeting, this must be specified at the time it is provided.
6. Audio-visual equipment required for a presentation should be arranged through the school board office. Setting up of equipment or displays must be completed by 4:30 p.m. on the day of the meeting.