

Administrative Procedure 1004 R2
Guidelines for Delegations

Regular meetings of the Board of Education are business meetings. Some time is available for delegations, but the amount of time is limited.

The following guidelines will govern groups or individuals wishing to be heard as a delegation.

1. A delegation is a group or individual requesting permission to appear before the board to speak on a matter relating to the business of the board. Requests to appear as a delegation must be submitted in writing six (6) calendar days prior to a scheduled meeting. The request must outline the purpose of the delegation.
2. Normally, a delegation representing a group previously heard on a topic will not be heard a second time unless the delegation presents, in advance, material or information not previously considered that is germane to any decision. A motion of the board to hear the delegation must be passed by having a majority of all its members cast an affirmative vote.
3. Delegations will be limited to **five (5) minutes** duration, with a brief question period available for trustees at the conclusion.
4. Any written material to be provided to trustees in conjunction with a delegation must be made available to the school board office by the Thursday afternoon preceding the meeting. Fifteen (15) copies are required. If the material provided must be returned following the meeting, this must be specified at the time it is provided.
5. Decisions on requests made by a delegation are not normally made at the meeting at which the delegation is heard. However, if the board believes the matter is emergent, it may consider the matter during the new business portion of the meeting.
6. Groups or individuals wishing to be heard as a delegation must be present at the meeting by 7:00 p.m. They may leave the meeting once their business is concluded, but are welcome to remain should they so desire.

Any special arrangements required must be made at the time the request to appear is submitted.