



BOARD GOVERNANCE PROCEDURE	
Adopted	M19-0096 (<i>June 5, 2019</i>)
Last Revised	May 2019
Review Date	

PUBLIC DELEGATIONS TO THE BOARD OF TRUSTEES

POLICY

This Procedure is made pursuant to the Board's "Public Delegations to the Board of Trustees" Governance Policy.

REQUESTS TO DELEGATE

An individual or group may request the opportunity to present a delegation to the Board of Trustees during the public session of a Regular or Special Meeting of the Board, or at a Meeting of Committee of the Whole Board.

A request to delegate must be submitted using the Delegation Request Form, attached as Appendix A to this Procedure, by no later than noon, two business days preceding the meeting at which the individual or group would like to present their delegation.¹

Delegates may include supplementary written or electronic materials, provided such materials are received by the Director's Office by no later than 10 a.m. on the day prior to the meeting at which the delegation will be heard.

Delegates may choose to provide supplementary materials to be distributed to Trustees. These materials should be provided to the office of the Director of Education before 10 a.m. on the day prior to the meeting. Additional written materials may not be distributed to Trustees at the meeting, except with the express permission of the Chair.

CONSIDERATION OF REQUEST

The Chair or designate will, as soon as practicable after receiving the Delegation Request Form, contact the individual or group who submitted the request and advise as to whether the Board will hear their delegation at an upcoming or subsequent meeting of the Board or Committee of the Whole Board.

A written rationale will be provided to those whose requests have been deferred, referred to committee, or denied, and the Board of Trustees will receive a copy of this rationale.

Individuals or groups who have previously delegated the Board of Trustees on a particular topic will only be permitted to delegate again on the same topic following a four month interval, unless the subsequent delegation is for the purpose of presenting new information.

SCHEDULING

No more than six (6) delegations will be scheduled per meeting. Priority will be given to delegates who have indicated their intent to address an issue that appears on the 'Ratification/Action' section of the meeting agenda, taking into account the benefit to the Board of hearing delegations with a variety of perspectives on each matter before the Board.

Delegations will be heard in the order in which the approved Delegation Request Forms were received by the Board.

A request to delegate may be deferred to a subsequent meeting if the number of delegations for a particular meeting exceeds the maximum number of six (6), or if the topic does not relate to an item on the meeting agenda.

¹ *The Delegation Request Form submission timelines will be adjusted to account for statutory holidays or non-standard meeting days*

A request to delegate at a Regular or Special Meeting of the Board may be heard at a meeting of the Committee of the Whole Board if the proposed topic of the delegation does not relate to an item on an agenda of an upcoming Regular or Special Board meeting.

PUBLICATION

The Board will publish the list of delegations for each Board meeting on its website, long with the Delegation Request Form for each scheduled delegation, at least 24 hours in advance of each Board and Committee of the Whole Board meeting.

PRESENTATION OF DELEGATIONS

Each delegation shall be allowed up to five (5) minutes to present their delegation.

Following each delegation, the Chair will open the floor to Trustees, for up to ten (10) minutes of questions of clarification to the delegate.

Trustees may also pose questions arising from the delegation to staff, with no time limit imposed.

Delegates must refrain from using derogatory language, or from making personal statements regarding specific individuals, including students, staff, community members, or Trustees. Any delegate who fails to adhere to this restriction will be ruled out of order by the Chair, and their presentation shall be immediately terminated.

If a delegate is unable to attend the Board or Committee meeting at which they are scheduled to present their delegation, the Chair of the meeting may recognize an alternate speaker as identified on the Delegation Request Form. The original delegate must submit their materials to the Chair by noon on the day of the delegation. The substitute delegate must maintain the integrity of the information that was to be delivered by the original delegate.

SPECIAL DELEGATION NIGHTS

Where there are more than six (6) requests to delegate the Board on a particular topic, the Chair may, at their discretion, convene one or more Special Delegation Nights in order to accommodate the requests.

A maximum of twenty-five (25) delegations may be scheduled on a Special Delegation Night.

Individuals or groups requesting the opportunity to delegate at a Special Delegation Night must submit a Delegation Request Form by no later than 4 p.m., seven (7) calendar days prior to the meeting at which they intend to delegate.

ASSISTANCE

Requests for further information or assistance regarding the delegation process, and any requests for accommodation, may be directed to the Office of the Director of Education.

RELATED PROCEDURE

[*"Public Delegations to the Board of Trustees" Governance Policy.*](#)

On-line Delegation Request Form

Please note: Delegate name(s), association/group, and delegation topic submitted using this form will be published on the Board's website, and disclosed to the media upon request. By submitting this Delegation Request Form, you are deemed to have consented to such publication and disclosure.

Please click on [this link](#) or the headline (above) to access the Online Delegation Request Form.

Full Name of Delegate(s): _____

Address of Lead Delegate: _____

Phone Number: _____

Email Address: _____

Preferred method of contact (email, phone, other): _____

Are you representing a group or association? _____

If "yes", please provide the name of the group/association. _____

Requested Date for Delegation: _____

(Delegation Request Forms may be submitted up to three (3) weeks ahead of the meeting):

Delegation Topic including report name and/or number, if known: _____

Delegation Is: *(please indicate In Support or Opposed):* _____

Brief outline of the purpose of the delegation: *Please provide a 250 word summary of your delegation topic, including key points of discussion and conclusions.*

: _____

Will you be submitting an electronic presentation? _____

Will you be submitting a copy of your presentation notes? _____

Will you be submitting supplementary materials? _____

TIMELINES FOR DELEGATION REQUESTS

A Delegation Request Form must be submitted by noon at least two business days prior to the meeting for which the delegation is intended.

If the meeting is for ...	Regular Meeting...	Special Meeting...
	...the Delegation Request Form must be submitted by:	
Wednesday (regularly scheduled date)	Monday at noon	4 p.m. Wednesday one week prior to meeting
Thursday	Tuesday at noon	4 p.m. Thursday one week prior to meeting
Friday	Wednesday at noon	4 p.m. Friday one week prior to meeting
Monday	Thursday at noon	4 p.m. Monday one week prior to meeting
Tuesday	Friday at noon	4 p.m. Tuesday one week prior to meeting
Wednesday (if Monday is a Statutory Holiday)	Tuesday at 9 a.m.	

** any other exceptions affecting the schedule will be discussed and established by the Board prior to the meeting.*

SUPPLEMENTARY WRITTEN MATERIALS

Any supplementary materials for distribution to Trustees must be sent via email or delivered to the Director's Office, JW Singleton Education Centre, 2050 Guelph Line, Burlington by 10 a.m. on the day preceding the meeting.