



GOVERNANCE PROCEDURE	
Adopted	M19-0096 (<i>June 5, 2019</i>)
Revised	October 2022
Review Date	October 2026

DELEGATING THE BOARD

POLICY

This Procedure is made pursuant to the *Delegating the Board Policy*.

REQUESTS TO DELEGATE

An individual or group may request the opportunity to present a delegation to the Board of Trustees (“Board”) during the public session of a Regular, Special, or Committee of the Whole Board meeting.

Delegations shall reflect a topic that is within the scope of the Board’s jurisdiction under the Education Act.

A request to delegate must be submitted electronically via hdsb.ca to the Manager of Governance and Board Services (“Manager”) using the [Delegation Request Form](#) (attached as Appendix A) by no later than noon, two business days before the scheduled meeting at which the delegate would like to present their delegation and no more than three weeks before a scheduled meeting.¹

Delegates may choose to provide supplementary materials to be distributed to the Board. These materials should be provided to the Manager before 10 a.m. on the day prior to the meeting. The Manager will distribute these materials to Trustees. Additional written materials submitted later than 10 a.m. on the day prior to the meeting may not be distributed to the Board at the meeting, except with the express permission of the Chair.

CONSIDERATION OF REQUEST

The Chair and Vice-Chair will review the request upon receipt from the Manager, based on the considerations in this procedure. The Manager will 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.

Delegates are encouraged to introduce new information for consideration on a topic. A series of individuals providing the same perspective are recommended to form a group to delegate.

Delegates must indicate their intent to address a matter of governance, or an issue that appears on the ‘Ratification/Action’ section of the upcoming Board meeting agenda (even if the delegation is requested for Committee of the Whole Board), taking into account the benefit to the Board of hearing delegations with a variety of perspectives on each matter before the Board.

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

Individuals or groups who have previously delegated the Board 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.

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

SCHEDULING

No more than six delegations will be scheduled per meeting.

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.

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.

PUBLICATION AND PRIVACY NOTICE

The Halton District School Board (“HDSB”) will publish the list of delegations, including delegate name and delegation topic, on its website at least 24 hours in advance of each Board and Committee of the Whole Board meeting.

Delegations are received by the Board or Committee during public meetings, which are live streamed, and video-voice recorded. The minutes and recording of the meeting will reflect the delegation.

PRESENTATION OF DELEGATIONS

Each delegate shall be allowed up to five minutes to present their delegation.

Following each delegation, the Chair will open the floor to Trustees, for up to ten 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, and from making statements that would personally identify 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 meeting at which they are scheduled to present their delegation, the Chair may recognize an alternate speaker as identified on the Delegation Request Form.

SPECIAL DELEGATION NIGHTS

When there are more than six 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.

The Director shall notify the public of Special Delegation Nights by posting on the HDSB’s website. A maximum of 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 noon, two business days preceding the meeting.

ASSISTANCE

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

RELATED BOARD POLICIES AND PROCEDURES

Delegating the Board Policy
Board Governance By-law

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 released to the media upon request.

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

Email: _____

Full Name of Delegate(s): _____

Address of Lead Delegate: _____

Phone Number: _____

Preferred method of contact: Email Phone Other _____

Are you representing a group or association?

No Yes, provide indicate group or association _____

Meeting Date for Delegation: _____

(Delegation Request Forms will be accepted within three weeks in advance of the meeting.)

Delegation Topic: _____

(Provide the Board report name and/or number, if known.)

Delegation Is:

In Support

Opposed

Brief outline of the purpose of the delegation:

Will you be submitting an electronic presentation? Yes No

Will you be submitting a copy of your presentation notes? Yes No

Will you be submitting supplementary materials? Yes No

If yes, materials are to be provided to the Manager before 10 a.m. on the day *prior* to the meeting.

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. For example, if the Board meeting is on Wednesday night, the request must be submitted by noon on the Monday preceding the meeting.

Revision History

June 2022

1. Shortened the name from “Public Delegations to the Board of Trustees” to “Delegating the Board.”
2. Incorporated the role and responsibilities of the *Manager of Governance and Board Services*.
3. Scheduling - removed the order in which delegations are heard to allow for flexibility, and redundant phrasing.
4. Publication and Privacy Notice - added a paragraph indicating that meetings are live streamed and recorded.
5. Special Delegation Nights - changed the timeframe from seven to two days prior to the meeting. Added that the Director shall post the information on the HDSB website.
6. Removed Timelines for Delegation Requests table.