

### 9. Delegations to Board Meetings

The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda. All matters should initially be addressed by utilizing the Division's [Communication Protocol](#). The Board believes it has a responsibility to conduct regular public meetings of the Board in an orderly and efficient manner.

- 9.1 Individuals or groups wishing to make representation to the Board:
  - 9.1.1 Requests are to be made in writing, stating the nature and reasons for the request, along with a summary of all Communication Protocol (Policy 9) communications to date. The request shall be directed to the Chair of the Board, or the Secretary Treasurer a minimum of seven (7) days prior to the next regular meeting of the Board. The written request shall contain sufficient information to enable the Board to become acquainted with the subject prior to the request. Delegations shall be placed on the agenda at the discretion of the Chair and Vice Chair of the Board.
  - 9.1.2 When the request is made, the applicant shall receive a copy of this Policy from Regional Office.
  - 9.1.3 Delegations are encouraged to make available, through the Regional Office, printed information for circulation to the Board at least five (5) days prior to the Board meeting.
- 9.2 Normally, and excepting items raised pursuant to Policy 7-5 (In Camera Sessions), the following procedures will govern the conduct of the delegation appointment:
  - 9.2.1 Presentations shall be heard, if possible, at the next regular meeting of the Board, following the date of the request.
  - 9.2.2 Delegations making a presentation shall name not more than two spokespersons who shall speak for the group.
  - 9.2.3 At the outset of the presentation, the Chair shall clarify the procedure to be followed including the manner in which questions and discussion will occur, and the procedures by which the decision will be rendered and communicated.
  - 9.2.4 The presentation should be no longer than 20 minutes and should allow 10 additional minutes for questions or clarification. Information presented should only relate to matters for which the delegation appointment was requested.
  - 9.2.5 Questions to the delegation by members of the Board and administration shall be limited to points of clarification and shall be directed through the Chair.
  - 9.2.6 No business relating to the request of a delegation shall be dealt with until the next meeting of the Board unless otherwise agreed by a majority vote of the Board present.
  - 9.2.7 The Superintendent or designate shall communicate, in writing, the Board's decision to a representative of the delegation.

**Reference:**

[AP 20-03 Communication Protocol](#)