



Rainy River District School Board

Appendix F - Delegations to the Board Procedures

1. Public Delegations (if applicable)

- a) Delegations shall request the opportunity to appear before the Board through the Secretary of the Board /Director of Education, by 4:00 p.m. on the Monday of the week preceding the next Regular meeting of the Board, which is one week prior to the Board meeting.
- b) The request must state the nature of the topic to be addressed and the name of the spokesperson or presenter for the group.
- c) Persons desiring to appear before the Board shall be permitted to do so if it is a matter within the jurisdiction of the Board and does not involve a personnel matter. If it is a personnel matter, it will be dealt with in camera and in accordance with the *Education Act*, provided the person making the request has exhausted all other means of having the matter resolved.
- d) The Chair shall decide whether or not to permit the delegation to be heard. A request for a delegation shall not be unreasonably denied. The Chair will notify the delegate and Trustees, with a written rationale, should a delegation be denied.
- e) If approved, the individual(s) speaking for the delegation must provide the Secretary of the Board/Director of Education with a copy of their written presentation by 4:00 p.m. on the Wednesday preceding the next Regular meeting of the Board. The presentation will appear as part of the Trustees' support material for the meeting at which the presentation is made.
- f) Under extenuating circumstances, the requirements may be waived at the discretion of the Chair in consultation with the Director of Education.
- g) A delegation's presentation will be limited to 15 minutes. Amendments as to the length of time is at the discretion of the Chairperson.
- h) The Chair and/or Secretary of the Board may, in consultation with the Committee Chair, assign a delegation to a Standing Committee agenda.
- i) The Secretary of the Board shall acknowledge in writing all requests for delegations to the Board. There shall be a maximum of two delegations allowed at any one Board meeting.
- j) Following the presentation, the Chair will ask the members of the Board if there is any point which they wish clarified. Except for questions of clarification, members of the Board or staff shall not enter into discussion with the speaker or any member of the delegation concerning the presentation.

- k) As soon as the Chair is satisfied that all points have been clarified, the speaker of the delegation will be thanked and informed that the delegation material(s) have been received for information.
- l) The subject matter of the delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
- m) Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations in a timely manner.

Or

2. Public Delegations – Student Accommodation Review

- a) All delegations shall request the opportunity to appear before the Board through the Secretary of the Board /Director of Education, by 4:00 p.m. one week prior to the initial Special Committee of the Whole meeting for the Student Accommodation Review.
- b) The request must include a copy of the written presentation with the name of the spokesperson or presenter for the group.
- c) Under extenuating circumstances, the requirements may be waived at the discretion of the Chair in consultation with the Director of Education.
- d) The Chair shall decide whether or not to permit the delegation to be heard. A request for a delegation shall not be unreasonably denied. The Chair will notify the delegate and Trustees, with a written rationale, should a delegation be denied.
- e) The presentation will appear as part of the Trustees' support material for the meeting at which the presentation is made.
- f) A delegation's presentation will be limited to 10 minutes. Amendments as to the length of time is at the discretion of the Chairperson.
- g) The Secretary of the Board shall acknowledge in writing, all requests for delegations to the Board.
- h) Following each presentation, the Chair will ask the members of the Board if there is any point which they wish clarified. Except for questions of clarification, members of the Board or staff shall not enter into discussion with the speaker or any member of the delegation concerning the presentation.
- i) As soon as the Chair is satisfied that all points have been clarified, the speaker of the delegation will be thanked and informed that the delegation material(s) have been received for information.
- j) All delegations may not necessarily be accommodated in one meeting.
- k) The subject matter of the delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.

Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations in a timely manner.