



Durham Catholic District School Board
"The Board"

POLICY

PUBLIC DELEGATIONS

POLICY AREA: **GOVERNANCE**
POLICY #: **PO219**

INTRODUCTION

The Durham Catholic District School Board is receptive to a public delegation at Public (Open) or In Camera if the topic falls under those items listed in Section 207(2) of the Education Act, meetings of the Board and/or its Committees on any matter within the Board and/or its Committees jurisdiction.

PURPOSE

The Durham Catholic District School Board believes that members of the community may provide input into issues where they have a particular interest, subject to approved guidelines. The purpose of this policy is to outline those guidelines for individuals or groups wishing to make a delegation at a Board or Board Committee meeting.

APPLICATION/SCOPE

This policy shall apply to all individuals or groups making delegations, the Board of Trustees and Committees of the Board.

REQUIREMENTS

- Any individual/organization/delegation seeking information on how to make a Public delegation and/or presentation to the Board and/or a Committee of the Board shall contact the Secretary to the Secretary of the Board.
- Items within the jurisdiction of the Expulsion Hearing Committee and the Suspension Appeal Committee may not be the subject of a further presentation to the Board.
- A Request for Delegation Form (see Appendix A) containing the information listed below must be submitted to the Secretary of the Board by 7:30 p.m. on the

REQUIREMENTS Cont'd

- Monday prior to the Board meeting or in the case of a committee meeting, by 7:30 p.m. one week prior to the committee meeting.
- The following information must be included with this application:
 - the name of the organization/individual(s) or party(ies) who will be making the presentation;
 - their authority/title/position with the organization (if applicable);
 - a complete mailing address;
 - a daytime telephone number;
 - a number where they can be reached after business hours;
 - an email address (if available);
 - a fax number (if available); and
 - one copy of the written brief not to exceed a maximum of five (5) pages summarizing the area(s) of concern and interest.
- If the public delegation feels it is necessary to include more detailed information in the brief (i.e. drawings, petitions, etc.) in excess of the allowable (5) pages, it will be the responsibility of the delegation to provide sufficient copies for all Trustees and staff in time to be included with the applicable agenda.
- If applicable, a public delegation shall first be heard by an appropriate Committee of the Board. No presentations shall be made by a member of a Statutory Committee as defined by the Board's Working By-Laws Section 1.3.
- The delegation(s) shall be represented by a maximum of two (2) spokespersons and no other person may address the Board and/or its Committee(s) unless approval is given by a majority of those Trustees present.
- There will no more than three (3) public delegations and/or presentations made at any one meeting.
- The spokesperson(s) will address the Trustees at the beginning of the meeting from the podium. The time for each public delegation to speak, excluding the question and answer period, is not to exceed ten (10) minutes. The issue will be discussed/debated by the Trustees at the appropriate place in the agenda unless a simple majority vote by Trustees present determines otherwise.
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REQUIREMENTS Cont'd

- The spokesperson(s) for the public delegation shall be restricted to topics outlined in the written application.
- If the topic of the public delegation raises one or more issues that require decision, the Board and/or its Committee(s) shall deal with the issue(s) at a future meeting. Any exception to this rule shall be approved by a majority of Board members.
- If it is felt that the issue(s) raised by the public delegation requires further consideration, the item(s) may be referred to the appropriate Committee or placed on a future Board agenda.
- **Delegations are asked to:**
 - Present information in a constructive manner
 - Maintain a level of decorum which will allow meetings to proceed effectively
- Placards and disruptive demonstrations are prohibited
- **Number of Presentations Allowed**
 - Any one delegation shall be permitted to make only one (1) presentation to the Trustees on any issue. The same procedures as noted above shall be followed for all public delegations.
- **Topic**
 - The Secretary of the Board/Director of Education, upon consultation with the Chair, will decide if the topic to be presented is in response to a Board/Committee decision, or a new item.
 - If the topic is in response to a decision by the Board, or a Standing Committee recommendation, it shall be referred to the next applicable meeting.
 - If the topic is a new item and time permits, it may be referred to an appropriate Committee of the Board for a recommendation to be forwarded to the Board.

REQUIREMENTS Cont'd

- **Notification of Decision**

- The delegation will be notified, in writing, by the Secretary of the Board of the date of the Board and/or Committee meeting at which the item is to be considered.
- When a response is made by the Board and/or Committee of the Board, the Secretary of the Board will provide a response to the delegation in writing, within three (3) business days after the meeting in which the delegation was made.

Appendix A

Request for Delegation

Meeting Requested: Board/Committee _____

Date Requested: _____

Delegation Contact Information

Name of Individual Making Request: _____

Address: _____

Telephone: _____ Business Telephone: _____

Fax: _____ Email Address: _____

Name of Group Represented (if applicable): _____

Spokesperson(s) – Note: - Limit of 2 people

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Business Telephone: _____

Business Telephone: _____

Email: _____

Email: _____

Position (if applicable) _____

Position (if applicable) _____

Topic and Purpose of Presentation:

Please See Important Information on Reverse

Please Note:

- All delegations shall be made in accordance with the provisions of Board Policy #PO219 – *Public Delegations*
- Any individual/organization/delegation seeking information on how to make a Public delegation and/or presentation to the Board and/or a Committee of the Board shall contact the Secretary to the Secretary of the Board.
- This form must be submitted to the Secretary of the Board by 7:30 p.m. on the Monday prior to the Board meeting or in the case of a committee meeting, by 7:30 p.m. one week prior to the committee meeting.
- The delegation(s) shall be represented by a maximum of two (2) spokespersons and no other person may address the Board and/or its Committee(s) unless approval is given by a majority of those Trustees present.
- The time for each public delegation to speak, excluding the question and answer period, shall not exceed ten (10) minutes.
- one copy of a written brief not to exceed a maximum of five (5) pages summarizing the area(s) of concern and interest shall be attached to this request for delegation.