

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board of Trustees, as a representative body of the citizens resident in the Seven Oaks School Division wishes to provide avenues for all citizens to express their interests, wishes and concerns respecting any aspect of the educational system. Accordingly, except where a motion is made to convene in Committee of the Whole, all Board meetings shall be open to the public and the public is cordially invited to attend.

In order to ensure that persons or groups who wish to appear before the Board are given fair opportunity to do so, while at the same time allowing the Board to conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

### **DELEGATIONS**

Any person wishing to appear before the Board as a delegation, either as an individual or on behalf of a group, shall advise the Superintendent of such intent by 12:00 Noon on the Wednesday preceding the regularly scheduled meeting of the Board at which they wish to appear.

Requests received for the appearance or a delegation after that deadline may be authorized by the superintendent in extenuating circumstances only.

Where, in the opinion of the Chairperson, there is substantive reason to do so, a delegation requesting to appear before the Board at a given meeting may be deferred to the next regular meeting of the Board or to such meeting as may be determined by the Chairperson.

Persons wishing to appear as a delegation shall, at the time they give such indication, provide the Superintendent with written information and/or electronically respecting the topic and content of their presentation. Those persons having difficulty expressing their concerns in written form, will be given assistance in the preparation of their brief.

In addition to the written information submitted by the delegation, included and distributed with the agenda, the administration shall, where possible, prepare and include an information paper relative to the subject of the delegation.

During the course of the delegation's presentation, any other person wishing to speak on the matter at hand shall provide his or her name, address, and that of the group represented, if any.

The Chairperson shall be responsible for recognizing all speakers and maintaining proper order and decorum in keeping with established Board policy. Where, in the opinion of the Chairperson, any person is unduly disrupting the meeting, the Chairperson may require such person to leave the meeting forthwith and, if necessary, may cause such person to be removed.

At the conclusion of a given presentation, trustees may ask questions for clarification but shall refrain from answering questions posed by the delegation and from expressing opinions regarding the matter presented by the delegation.

The presentation of any delegation shall be addressed by the Board during a Committee of the Whole meeting on the same evening as the delegation was received. In addressing the presentation, the Board may act upon the matter, may table the matter for receipt of additional information, or may refer it to a committee or the administration for further consideration or action.

The presenter(s) of the delegation shall be informed by the Superintendent's office of the action taken by the Board in accordance with No. 9 above, within 24 hours of his/her appearance before the Board.

After the final decision of the Board on the subject of the delegation has been made, the presenter(s) of the delegation shall receive that decision in writing.

Any rule contained in this section may be suspended by the Board by a two-thirds majority vote of the members present.