



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

DELEGATIONS TO MEETINGS OF STANDING COMMITTEES OF THE BOARD OR MEETINGS OF THE BOARD OF TRUSTEES (Policy Statement: Delegations to Meetings of Standing Committees of the Board or Meetings of the Board of Trustees)

Purpose

Regular meetings of the Board and Standing Committees are open to the public and the press. The Board will provide an opportunity for delegations/presentations to be made to meetings of the Board or Standing Committees of the Board.

References

Algonquin and Lakeshore Catholic District School Board Mission Statement
Education Act and Regulations
Algonquin and Lakeshore Catholic District School Board Bylaws

Procedures

1. A person or delegation wishing to appear before the Board of Trustees, or to make a written submission, or both, shall be required to submit to the Secretary of the Board, a written application, received at least eight (8) business days prior to the next regular meeting of the Board or the Standing Committee which the delegation may be heard and shall state the matter on which the submission is to be made, the organization or interested parties to be represented, the name of and the authority of the spokesperson, as per Board policy.
2. The Director/Secretary of the Board and the Chair of the Board/Standing Committee will approve the request and designate the delegation to the appropriate Board and/or Committee meeting and date of meeting at which the delegation will be received.
3. In addition to obtaining the approval of the Director/Secretary, Chair of the Board or Standing Committee, a person or delegation shall also be required to submit a written brief to the Secretary of the Board before 1:00 pm on Wednesday, prior to the meeting at which the delegation will be received, for inclusion in the agenda.
4. Requests to present to the Board of Trustees on issues which have not yet been considered for a response by appropriate staff will not be accommodated.

5. Requests to present to the Board of Trustees on matters potentially under litigation or specific to an individual staff member will not be accommodated.
6. A delegation shall designate not more than two persons as spokesperson, and no other member of the delegation shall address the Board or Standing Committee, except by request of a trustee and with permission of the Chair.
7. Delegations shall be heard only at the time appointed in the order of business on the agenda.
8. The decision of the board with respect to the matter under discussion will be communicated to the spokesperson for the delegation in writing, subsequent to the decision being made. It is understood that a decision related to the issue raised by any delegation may not be made at the meeting receiving that delegation's presentation.
9. The Chair retains the privilege of limiting the time allotted for presentation by a delegation.
10. The delegation will be welcome to remain for the discussion of the item of concern unless it is deemed to be a matter for the private session.

Appendices

Forms

Associated Documents

Approved: October 23, 2012

Revised: October 11, 2016