

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 106
<i>Former Policy #</i> 803	<i>Page</i> 1 of 3
<i>Original Approved Date</i> May 1969	<i>Subsequent Approval Dates</i> May, 1988 June 22nd, 1999 January 2003 March 25, 2008

SECTION A

POLICY TITLE: DELEGATIONS TO THE BOARD

PURPOSE

The Board recognizes that community members/individuals need to have a voice in the decision making process of the Board and to have their concerns heard. This policy is intended to provide the guidelines under which the above may occur.

POLICY STATEMENT

It is the policy of the York Catholic District School Board that members of the community, including ratepayers, may provide input into issues where they have a particular concern or interest, subject to approved guidelines.

RESPONSIBILITIES

Executive Committee: to receive, review and approve requests to make a presentation before the Board.

Secretary to the Director's Office – Trustee Services: to manage requests to make a presentation to the Board.

CROSS REFERENCES

YCDSB Policy Investigation of Complaints – Enterprise Level
 YCDSB Policy Disposition of Complaints Against Staff
 YCDSB Policy Communication Protocol: Trustee/Administration
 (Disposition of Complaints: Parents & Public to Trustees Policy) To be Revised
 YCDSB Policy Form – Admin. 29 – Public Request to Make a Presentation

DEFINITIONS

Delegation: a generic term intended to mean both 'a group with a common purpose' and 'making a presentation to the Board or a committee of the Board'.

POLICY TITLE: DELEGATIONS TO THE BOARD

SECTION B

GUIDELINES

GENERAL

1. An individual or delegation wishing to make a presentation to the Board shall process the request through the Secretary to the Director: Trustee Services who will provide direction and a copy of Form Admin. 29, which must be fully completed and received at least 14 days prior to the date of the meeting.
2. Upon receipt of an Admin 29, the Executive Committee will review the request, and determine whether the presentation will be heard before the whole Board, in a private session of the Board, referred to a committee of the Board, or referred to the Director of Education to be addressed.
3. The Chair reserves the discretion to defer a request for a presentation.
4. No more than three (3) presentations/delegations will be approved for any Board meeting without specific approval of the Executive Committee of the Board.

PUBLIC PRESENTATIONS

1. Following approval to hear the presentation, before the full Board or a committee of the Board, the spokesperson for the group (or individual) shall be notified of the meeting date and time and shall be apprised of the parameters for the presentation.
2. Up to three (3) individuals may serve as spokespersons for any delegation, and no other members of the delegation shall address the Board, except by request of a Trustee and permission of the Chair. Additional written material in support of the presentation may be provided to trustees at the meeting.
3. A maximum of fifteen (15) minutes is allowed to make a presentation. The Chair may choose to extend the time if endorsed by a majority vote of Trustees.
4. Where the matter brought before the Board requires a decision, the Board reserves the right not to make the decision at the same meeting at which a presentation is heard. The individual or the official spokesperson of the delegation shall be notified verbally, or by letter of the decision, or of the date of the meeting at which a decision is to be made, or a staff report concerning the presentation is to be considered.
5. At the discretion of the Chair, delegations may be added to the agenda in the event of an emergency situation.

PRESENTATIONS ON “IN CAMERA” MATTERS

1. Individuals or delegations wishing to make a presentation regarding personnel matters will be heard in “In Camera” Session. Where the presentation constitutes a complaint or criticism of a specific individual(s), said individual(s) shall be apprised of the complaint at least eight (8) days prior to the time set for the delegation to be heard and shall have the right to attend the designated meeting. Such individual(s) may also request the presence of one other person of their choice at the meeting.

Approval by Board	March 25th, 2008 <i>Date</i>
Effective Date	March 26th, 2008 <i>Date</i>
Revision Date(s)	<i>Date</i>
Review Date	March, 2013 <i>Date</i>



PUBLIC REQUEST TO MAKE A PRESENTATION

Please Note: Each individual/group is allowed a maximum of 15 minutes to make a presentation and to answer questions from trustees. It is suggested that presenters may wish to allot 10 minutes to address trustees and leave 5 minutes for questions of clarification.

1) INDIVIDUAL MAKING THE REQUEST:

Name: _____

Address: _____

Home _____ Business _____

Telephone: _____ Telephone: _____

Name of Group Being Represented (if Applicable): _____

E-mail Address: _____

2) SPOKESPERSON (No more than three people)

Name: _____	Name: _____
Address: _____	Address: _____
Home Telephone: _____	Home Telephone: _____
Business Telephone: _____	Business Telephone: _____
E-mail Address: _____	E-mail Address: _____

3) SPECIFIC STATEMENT OF ISSUE:

4) SUMMARY OF KEY PRESENTATION POINTS:

5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:

Form prepared by: _____ Date: _____

EQUIPMENT REQUIREMENTS

- | | |
|--|--|
| <input type="checkbox"/> CD /Cassette Player | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> V.C.R./DVD | <input type="checkbox"/> Computer (for powerpoint) |
| <input type="checkbox"/> Other _____ | |

HIGHLIGHTS OF POLICY 106:

- presenters should ensure that a completed Admin. 29 form is received by the Secretary to the Director's Office – Trustee Services at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by e-mail, mail or fax (905) 713-1272 at least 10 days in advance of the meeting.
- presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 415: Disposition of Complaints Against Staff.

OTHER

- presenters are not required to supply a complete text of their remarks in advance of the meeting. At their discretion, they may elect to distribute their text to trustees/staff at the meeting. (35 copies).