
DELEGATION PROTOCOL

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

The intent of this policy is to clarify the Board's procedures for its official Board meetings with respect to members of the public and staff group representatives providing general comments to the Board on an educational issue or on specific Board meeting agenda items, making formal presentations to the Board, or presenting a petition to the Board.

In accordance with the *Education Act*, the Board of Trustees as the Corporate Board of Grande Yellowhead Public School Division holds its official business meetings in public. Board meeting agendas are posted to the Division website at www.gypsd.ca. No person will be excluded from the meeting except for improper conduct. Attacks on the personal character or performance of any individual or disruptive remarks will be ruled out of order and persistence in such remarks shall cause the individual to be excluded from the meeting room.

SPEAKING AT A BOARD MEETING

There are several ways you can speak at a Board Meeting:

SPEAKING ABOUT A **SPECIFIC ITEM** ON THE AGENDA

If you would like to speak to the Board about a specific item on the meeting agenda or an education issue, **you must register with the Office of the Superintendent by noon the business day before the meeting** (i.e., noon on Tuesday for a Wednesday Board meeting). Call 780-725-1775 to register.

See **Procedures** below for more information.

SPEAKING ABOUT **GENERAL EDUCATIONAL ISSUES**

Members of the public are welcome to comment on general educational matters during the Public Comment Period of the public board meeting agenda. Commentors are allotted three minutes to make their comment.

FORMAL DELEGATIONS, PRESENTATIONS AND PETITIONS TO BOARD

Call 780-725-1775 to request a delegation spot on the agenda.

See **Procedures** below for more information.

GUIDELINES FOR SPEAKERS

- Comments must be kept to a maximum of three minutes and be addressed to the Board Chair.
1. Specifically, comments with respect to the following issues will not be allowed:
 - 1.1. the security of the property of Grande Yellowhead Public School Division,
 - 1.2. personal information of an individual, including but not limited to a student or an employee of Grande Yellowhead Public School Division,
 - 1.3. a proposed or pending acquisition or disposition of property by or for Grande Yellowhead Public School Division,
 - 1.4. labour relations or employee negotiations,
 - 1.5. a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting Grande Yellowhead Public School Division, or
 - 1.6. the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.

PRIVACY

Board meetings are public events. Speakers will need to identify themselves. Media may also attend these meetings and you may appear in media coverage.

BOARD MEETING SCHEDULE

Unless otherwise noted, Board meetings are held at 10:00 a.m. at the Educational Services Centre.

Procedure:

A. COMMENTS ON **SPECIFIC** BOARD AGENDA ITEMS

1. If a member of the public or a staff group representative wishes to give a position to the Board on a specific board agenda item, the individual must register with the Office of the Superintendent by noon of the business day before the meeting.
2. The Board Chair will, through the approval of the agenda, seek agreement of the Board to hear the individual.
3. Speakers will confine themselves to three minutes and address their comments to the Board Chair. This may be extended to accommodate individuals who have disabilities that affect their communication, translation requirements, or other required communication supports. Extensions will be granted at the discretion of the Board Chair.
4. The total duration of Public Comment Section related to a specific agenda item will not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.

B. **FORMAL** DELEGATIONS, PRESENTATIONS, AND PETITIONS TO BOARD

1. The Office of the Superintendent will advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.
2. Groups or individuals who wish to appear before the Board to make a presentation or a request of the Board will first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify their understanding of Division practices related to the presentation topic and determine if their request is appropriate.
3. If, after meeting with the administration, an appearance before the Board is appropriate, the delegation must make their request in writing to the Office of the Superintendent at least three weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the three-week notice, the Superintendent of Schools may consider a request to waive the timelines if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to Board.
4. The Board Chair reserves the right to determine whether the delegation will be heard. For matters clearly within the practice and mandate of the Board, the Board Chair, in consultation with the Superintendent of Schools, will make appropriate arrangements to place the delegation on an agenda.
5. Written briefs or a digest of the information to be presented must be submitted to the Office of the Superintendent at least five business days prior to the meeting.
6. The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons.
7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board, or unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda.
8. Petitions received by the Board may only pertain to matters of the *Education Act* except those articulated in Sections 102, 110 and 190.
9. Petitions will be reviewed by the Secretary-Treasurer to ensure the petition meets the requirements articulated in the *Education Act*.
10. The Board will administer petitions in compliance with the *Education Act*. This includes giving public notice, when and as required under the *Act*, and in alignment with the *Petitions and Public Notice Regulation*.

Legal Reference: Section: 33, 34, 51, 52, 54, 64, 222 Education Act
Board Procedures Regulation 82/2019

Approved: December 4, 2019
Amended: April 29, 2020, March 9, 2022