

EXCERPT FROM THE BOARD'S PROCEDURAL BY-LAW NO. 1 RE DELEGATIONS

SECTION VII PUBLIC PARTICIPATION AT BOARD MEETINGS

1. Delegations and Petitions Accompanied by Delegates

The Board of Trustees wishes to provide avenues for all residents of the Pembina Trails School Division 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.

It is the right of any individual, organization or group of the Division to make a presentation to the Board. The Board may, on occasion, be in a position to make an immediate decision about a specific request presented, but it generally will require additional time to gather information or to have the subject matter studied. Notification of the Board's decision will be provided in a timely manner after appropriate study or review.

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

- a) Individuals or groups wishing to appear before the Board as a delegation shall notify the Secretary Treasurer's office of their intention by giving notice no later than 1:00 P.M. on the Thursday immediately preceding the regularly scheduled meeting of the Board at which they wish to appear.
- b) Individuals or groups wishing to appear as a delegation shall, at the time they give such indication, provide written information respecting the topic and content of their petition/presentation. The Chair of the Board has the right to waive the requirement for a written submission.
- c) Any persons wishing to appear as a delegation shall give their names, addresses, and the name of the group, if any, that is represented.
- d) Generally, presentations/petitions will be received at open Board meetings. Where appropriate, delegations may be heard in Committee of the Whole.
- e) The Board shall hear the delegation at the next regular meeting of the Board or at the earliest possible public meeting.

- f) The delegation will be advised of the time when the presentation will be heard, and will be provided with information on procedures pertaining to such presentations.
- g) Where possible, Administration shall distribute copies of written information regarding any given delegation with the agenda material for Trustees and Senior Administration Team.
- h) Presentations from any individuals or presentations made on behalf of any given group shall be limited to a maximum of 15 minutes, unless an extension of time is granted by formal resolution of the Board passed by the majority of Trustees present.
- i) The Board may make a video or audio recording of any presentation, if it so desires.
- j) The individual petitioner or the spokesperson for the delegation shall present when invited by the Chair to do so.
- k) At the conclusion of a given presentation, Trustees shall confine their remarks to questions for information and clarification.
- l) The hearing will be terminated by the Chair when satisfied that the Board has received as much information from the delegates as is required.
- m) At the conclusion of a presentation, the Chair shall indicate when an answer from the Board may be expected.
- n) In addressing the petition or presentation, the Board may:
 - i. act upon the matter, or
 - ii. table the matter pending receipt of additional information, or
 - iii. refer it to committee, the Chair and/or Administration for further consideration and/or action.
- o) The Chair 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 Chair, any person is unduly disrupting the meeting, the Chair may require such person to leave the meeting forthwith and, if necessary, may cause such person to be removed.
- p) Where, in the opinion of the Chair, 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.

2. **Petitions Without Delegates**

Petitions which are not intended to be supported by the appearance of the petitioners before the Board shall be dealt with as regular correspondence.

3. **Public Question Period**

- a) The Question Period shall allow any resident, student or employee of Pembina Trails School Division, apart from Trustees and senior administrators, to address the Board without serving prior notice and without being required to make a written submission.
- b) Questions posed by the public shall, when possible, be answered immediately by the Chair or by referral to administrative staff. Questions which, in the opinion of the Chair, may require investigation shall be referred to a Board committee, the Chair, and/or the Administration for consideration and later response.
- c) The nature of the address referenced in Section VII. Paragraph 3.(a) shall be limited to questions for information or clarification or to make a general comment to the Board. Requests to the Board to undertake a specific act, whether it be to make a grant of money, keep a school open, or any other concrete act, will not be entertained, and must be made by means of a delegation or other written communication to the Board.
- d) Speakers may offer such objective criticism of the system as may concern them, but the Board shall not hear in an open session personal complaints against any division personnel.
- e) The maximum duration for Question Period at any Board meeting shall be fifteen minutes unless extended by two-thirds majority vote of the Trustees in attendance.
- f) The Chair shall determine the order of speakers and may limit the time available to any one speaker during Question Period.
- g) Where, in the opinion of the Chair, a member or members of the public present is/are unduly disrupting and/or delaying a meeting during the public question period, the Chair may entertain a motion to adjourn the public question period and, if such motion as passed by the majority of Trustees present, the Chair shall not entertain any additional questions from the public.

