

Avon Maitland District School Board

Rules of Order (Board Policy #9 re *Board Governance ByLaws*)

5.2 Delegations

5.2.1 Request in Writing

Requests of delegations to appear before the board or one of its committees must be in writing and received by the secretary by 4:30 p.m. on the day preceding the board or committee meeting, unless by motion of a majority of the members present the board or committee determines it will hear the delegation. The chair of the board may direct that a delegation requesting a hearing before the board be heard instead by an appropriate committee of the board. A request must state the reason for the delegation to appear or the delegation will not be heard. Delegations shall submit their material in writing, prior to the presentation, to the secretary.

5.2.2 Spokesperson and Time Allocation

The delegation shall name a spokesperson(s). The delegation shall be allowed up to ten minutes to address the board or the committee on its first appearance on an issue, and up to five minutes for subsequent appearances, subject to subsection 5.2.4 (c). There shall be a maximum of six delegations permitted at a regular meeting.

5.2.3 Hearing the Delegation

- a) The secretary shall inform the delegation of the date of the meeting and the approximate time when the presentation will be heard. At the time of notification, delegations will be informed of the time available for the presentation. They will also be informed that there may be no response to the presentation at the meeting, and that there may be questions of clarification asked of them by members of the board at the end of the presentation. Delegations will also be informed that the purpose of a delegation is to allow the presentation to be heard, and not to debate the issue at the time of presentation. They will further be advised that, at the conclusion of the presentation, the concern raised will either be referred to the appropriate committee, referred to a future board meeting, or handled by letter following the board meeting, as determined by the chair. Delegations will be offered a copy of the Delegations section of the Governance Bylaw before the meeting at which they are to appear.
- b) Delegations appearing before the board will be introduced by the chair who shall announce the board's policy regarding delegations.
- c) The chair shall announce how much time is available to the delegation and shall rule on the acceptability of the presentation and adherence to the time limit. The chair may limit or conclude a presentation that deviates materially from the announced topic of the presentation or essentially repeats a previous presentation to the incumbent board or committee. The spokesperson(s) for a delegation must refrain from the use of abusive, profane or derogatory language at all times, and the chair may expel or exclude from any meeting any person(s) who engages in this or any other form of improper conduct.
- d) Following the presentation, the chair shall ask the members of the board if there is any point they wish clarified. At no time during the meeting will members of the board or staff enter into discussion with any member of the delegation except to request clarification of a point made in the presentation.

- e) As soon as the chair is satisfied that all points have been clarified, the chair shall inform the delegation that the board will take the presentation under consideration.
- f) The chair shall acknowledge the presentation. The chair shall request a written copy of the remarks if not previously submitted. If not stated, the chair shall ask the delegation what board action is being requested.
- g) The matter may then be considered by the board in public session or in closed session as required or permitted by the Board's Governance Bylaws or the *Education Act*, or as otherwise directed by the chair or by motion of the board.
- h) Within 30 days, the secretary shall inform the delegation of the disposition of its request, and include the date, time and place of any meeting of the board or a committee of the board on which agenda the subject matter is to appear.

5.2.4 Time Limits

- a) In exceptional circumstances, the chair, in consultation with the vice-chair and secretary of the board, has the right to limit the allowed time for a presentation by a delegation, or the number of delegations to be heard at a meeting of the board.
- b) However, the chair must provide an opportunity for all delegations wishing to speak on a topic to be received at subsequent regular meetings of the board (to a maximum of six delegations in total at a regular meeting, as stated in Section 5.2.2 above) or at one or more special meetings of the board to be called for that purpose.
- c) Once the board has made a decision or has taken no action on a matter raised by a delegation or delegations, the board will not entertain a further delegation on substantially the same issue within the ensuing six month period, unless the chair is of the opinion that there is sufficient new information to warrant a review, or unless the board has agreed to re-open the matter.