



Prairie Rose School Division

Delegations to the Board - Guidelines

Occasionally a person or group of people will wish to speak to the Board on a matter of concern or interest. The following guidelines outline ways to make such presentations as clear and effective as possible. The Board requests that presenters include the following:

- a) **Background information** - A brief, organized explanation of the background of the situation is very helpful to the Board. An introduction of the members of the delegation will be expected.
- b) **Presentation of facts** - The specific facts of the situation should be the major focus of the presentation.
- c) **Offer solutions, suggestions or recommendations** - The presenter(s) should attempt to outline not only their interests, wishes or concerns, but also suggestions for solutions or recommendations for the Board's consideration.
- d) **Presentation** - Remarks should be addressed to the Chair and not to individual Board members.
- e) **Length of Presentation** - The presenter(s) should limit the presentation to a maximum of 10 minutes. In most cases, this is enough time to present all of the necessary information.
- f) **Be prepared for questions** - Board members will not offer opinions or enter into debate or argument with presenters, but may ask questions to clarify points made.
- g) **Copies of the presentation** - When the Board is considering the issue later, it is very helpful if each Board member and senior administrator has a copy of the presentation to refer to. Unless there are extenuating circumstances preventing this, the presenter is asked to make written copies of the presentation available. (13 if possible) Materials provided by delegations to the Board in open session are available to the public, subject to the conditions as described in the Freedom of Information and Protection of Privacy Act, and upon completion of the Application for Access form which the Division will provide. The individual making the request will be responsible for any associated costs as they are described in the Act.
- h) **Board responses**- The presenter should not expect an immediate response to the request from the Board. The Board may deal with the matter later at the same meeting, but in many cases will table the issue until the next regular meeting so additional information may be gathered.



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Special Procedure for Conducting Hearings (Delegations to the Board)

Please note that any presentations made or materials distributed to the Board in open session are considered public information. This does not apply to presentations or materials presented in closed session.

This form must be submitted six (6) working days prior to the Board meeting.

I/We hereby request to appear as a delegation to the Board of Trustees at the meeting of (date)

Name(s) of presenter(s), and group or organization being represented (if applicable):

Topic of presentation:

Please provide details of the presentation. Alternately, a written copy of the presentation may be attached to this form.

Spokesperson's name, address and phone number:

Spokesperson Signature

Date