



SCHOOL DISTRICT NO. 64

PROCEDURE 111 Representation at Meetings

*"Inspire learners, Integrate sustainability,
Involve community"*

Section: Governance

Dates of Revisions: June 8, 2016

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

The Board of Education encourages representatives of all our partner groups and students to attend Board meetings. Generally, public participation in the discussion outside of question period is not permitted. To ensure transparency, all closed meetings and all committee business and recommendations are brought to the Board meeting following the committee meeting in the form of minutes or verbal reports. Therefore there is no public attendance to committee meetings other than by the invitation of the Committee. Public and delegation attendance are welcome at all Public Board of Education meetings, subject to the following:

1. Presentations made and questions asked during public board meetings must be relevant to the Board of Education's mandate.
2. Public Presenting to the board
 - a. The Board of Education (the board) regular meetings are open to the public. To support the welcoming of the public the following will occur:
 - i. meeting agenda packages and meeting locations will be posted to the district website prior to the meeting.
 - ii. a seating area will be available to the public to wait for the meeting.
 - b. The public can participate in a board meeting:
 - i. by requesting time to present prior to the meeting and presenting within the time period allowed on the agenda item "Delegations";
 - ii. by asking questions to the board during "Question Period", or at other times as permitted by the Board Chair.
3. Delegations Presenting to the Board
 - a. Persons wishing to become a delegation to the board should submit a request to the Chair at least ten days prior to the date of a regular board meeting, with a brief overview as to the subject matter of the presentation, and the names of those who will be in attendance.

- b. Delegations will be limited to two individuals speaking on behalf of the delegation.
- c. The chair may limit the number of delegations regarding the same issue.
- d. The board requests that a copy of the presentation be provided for distribution to its members before the meeting.
- e. The chair may direct that a delegation to be heard in the first instance by a committee of the board, such committee operating according to rules established by its chair.
- f. Following a delegation's presentation, a question period of a maximum of five minutes will be allowed for the purpose of seeking clarification from the delegation.
- g. A delegation that has been heard on an issue may not appear again on that same issue within the twelve months following the presentation; except that it may be given an opportunity to comment should the issue raised come back to the Board for a report following consideration of the initial representations.

4. Suitability of Subject Matter Presented to the board

- a. While the board will generally not hear matters that are subject to the requirement to be heard In-Camera, there may be circumstances where the chair believes that the board should receive representations on such an issue and accordingly such representations shall be heard In-Camera, subject to board approval.
- b. the board will not, during a public meeting, hear matters that are:
 - i. the subject of labour negotiations;
 - ii. the subject of contractual negotiations or service agreements with service providers;
 - iii. in relation to a specific client, employee or volunteer of the district.

5. While the board will hear questions put to it by the public and by delegations during a public board meeting, the board reserves the right to gather information before responding. Answers to questions posed during a public meeting will be provided in as timely a manner as possible, given the complexity of the question and the amount of time required to gather the information upon which they are based.