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## DELEGATIONS AND SUBMISSIONS

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### 1.0.0 Delegations ~~and Submissions~~

- 1.1.0 Persons wishing to make delegations on educational issues to the Board or its committees will apply in person or in writing to the Secretary of the Board. The Secretary of the Board, in consultation with the Chair and the Agenda Setting Committee, will ascertain whether a Board committee or the whole Board should hear the delegation and arrange to have the Board or committee advised, through the agenda process, of the substance of the presentation. The Secretary will ensure that all Trustees are aware of the delegation, the substance of the presentation and the names of presenters. Presenters will be heard as soon as practicable after they have applied to be heard. **Any delegation deemed slanderous or including information on staff will not be considered without the permission of the personnel involved.**
- 1.2.0 A delegation shall designate not more than two people as spokespersons and no other member of the delegation shall address the Board or committee, except at the request of a Trustee, and the permission of the Chair.
- 1.3.0 In consultation with the Chair, the Secretary shall inform the delegation as to the time during the meeting when its spokesperson(s) shall be heard, and refer them to the details outlined in Policy 13.
- 1.4.0 **The Secretary shall inform the delegation that beyond questions for clarification, there will be no discussion or decision until a later date.**
- 1.5.0 The complete and detailed presentation must be sent electronically to the Office of the Secretary to the Board at least four (4) business days prior to Limestone District School Board meeting or Committee meeting. At the meeting the presenter(s) will highlight the pertinent points in their presentation.
- 1.6.0 The complete presentation by any delegation shall not exceed five (5) minutes, exclusive of Trustee questions. **At the conclusion of the five minutes, the delegate may request up to an additional five minute extension, subject to the approval of the Chair.** Following the presentation, the Chair will ask the Trustees if there are any questions of clarification.
- 1.7.0 The Board and its committees shall take action on an issue addressed through delegations and submissions only when those issues appear as a result of the regular agenda process. All other issues shall be referred for decision to a later meeting of the Board, to consideration in private session (in-camera), when appropriate, or to the Director of Education for further action. The Secretary of the Board shall advise delegates of the action taken.

- 1.8.0 Any one delegation shall be permitted to make only one (1) presentation to the Trustees on any issue. When there are multiple delegations on the same topic, presentations may be combined or reduced. A delegation cannot make a presentation on a topic on which a decision has been made.
- 1.9.0 If, in the opinion of the Agenda Setting Committee, a delegation or person should not be heard by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the first agenda of the Board following the refusal.
- 1.10.0 At the discretion of the Chair, any parts of this regulation may be waived and, at the discretion of the Board, the decision of the Agenda Setting Committee may be overturned.

## **2.0.0 Submissions**

- 2.1.0 An individual may provide a written submission to the board by formally addressing a letter to the Chair of the Board. **Any submission deemed slanderous or including information on staff will not be considered without the permission of the personnel involved.**
- 2.2.0 The Agenda Setting Committee shall determine when, and if, the submission will be included as internal/external correspondence as part of an upcoming Board agenda. Normally this would be the next scheduled meeting. Submissions received **within two (2) weeks of the next scheduled Board meeting will be deferred to a subsequent meeting.**
- 2.3.0 **If, in the opinion of the Agenda Setting Committee, a submission should not be considered by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the first agenda of the Board following the refusal.**
- 2.4.0 **At the discretion of the Chair, any parts of this regulation may be waived, and at the discretion of the Board, the decision of the Agenda Setting Committee may be overturned.**

Revised: July 2021