

LAKEHEAD DISTRICT SCHOOL BOARD

2022 Governing Bylaws

Appendix F - Delegations to the Board

1. The Coordinating Committee may grant requests by members of the public desiring to appear before the Board provided:
 - 1.1 a written request is received by the chair or secretary;
 - 1.2 the request must:
 - be in the jurisdiction of the Board and must not involve a personnel matter;
 - include the nature of the topic to be addressed;
 - include the name of the spokesperson or presenter for the group; and
 - 1.3 presenters shall provide written materials for the presentation to the secretary to the Board.
2. The request for a delegation and the written materials provided will:
 - 2.1 be presented to the next scheduled Coordinating Committee;
 - 2.2 be copied by the Director's Office to be included with the agenda for the Coordinating Committee (up to five pages); and
 - 2.3 be assigned a meeting date at which the delegation will be received, and the requester will be advised accordingly.
3. Presentations shall not appear on the same agenda as a similar item to be discussed by trustees at the same meeting.
4. Requests for delegations by Board employees shall require Coordinating Committee approval.
5. The chair or the secretary, in consultation with the Coordinating Committee, will assign a requested delegation to an appropriate meeting (e.g., Regular Board, Special Board, Board Advisory Committee, Coordinating Committee, Informal Session).
6. When there are requests for more than two delegations of a similar nature, each delegation shall submit written material for the presentation in accordance with the following:
 - 6.1 The chair or the secretary may, in consultation with the Coordinating Committee:
 - a) schedule a Special Board Meeting to receive more than two delegations of a similar nature; or
 - b) require that the delegations appoint one spokesperson to present a ten-minute executive summary of all the delegation material. A representative from each delegation shall sit at the delegation table.

6.2 Trustees may ask questions of clarifications of the delegates based on the executive summary or the previously provided written presentation material.

- 7.** The secretary shall acknowledge, in writing, all requests for delegations to the Board, such requests to be copied to all trustees. In cases where a request for delegation is denied, reasons shall be stated.
- 8.** There shall be a maximum of two delegations allowed at any one meeting.
(See #6 for delegations of a similar nature.)
- 9.** The delegation will be limited to ten minutes for its verbal presentation.
- 10.** Questions of clarification of the delegation may be asked by trustees following the presentation.
- 11.** No decisions or debate relative to the presentation will be made by the Board at the meeting at which the presentation is made.
- 12.** The Coordinating Committee shall review requests of delegations following their presentation, and shall schedule related reports or responses, where appropriate.