

## PUBLIC PARTICIPATION AT BOARD MEETINGS

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(1) **Delegations and Petitions Accompanied by Delegates**

All regular and special meetings of the board shall be open to the public. Because the board favours the hearing of viewpoints from any individual, organization or group throughout the division, it shall provide a suitable time at all regular and special meetings for citizens to be heard.

It is the right of any individual, organization or group of the division to make a presentation or to present a petition to the board. The board's purpose in listening to such presentations is to have issues clarified and secure opinions, ideas and information useful to the board in reaching decisions. Deciding the course of action to be followed by the board in connection with the matters thus presented is the prerogative of the board and will be delayed until the necessary research can be done.

(2) **Petitions (without Delegates)**

Petitions that are not intended to be supported by the appearance of the petitioners before the board shall be dealt with as regular correspondence.

(3) **The Following Procedures Shall Govern:**

All requests to present petitions before the board shall be in writing and shall be filed with the secretary-treasurer no later than **Thursday at 3:00 p.m.** prior to the board meeting at which it is desired that the presentation be heard.

- (a) If from an individual, the request must contain a written copy of the brief or letter containing the request to be made of the board, or statement which that individual wishes to make to the board.
  - (b) If from an organization or group, the request must be accompanied by a copy of the brief of the presentation the organization or group wishes to make. All written presentations and/or petitions so submitted may be made available to the public and the press representatives as part of the agenda material provided at the meeting.
- (4) (a) Generally presentations/petitions will be received at open board meetings.
- (b) Exceptions may be granted by a two-thirds majority vote of the board.
- (5) Presentations may be taped.

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- (6) The board shall hear the delegation at the next regular meeting of the board or at the earliest possible public meeting.
- (7) The secretary-treasurer will advise the individual or organization of the time when the presentation will be heard and will provide a copy of the board policy and procedures pertaining to such presentations, if appropriate.
- (8) The secretary-treasurer shall circulate copies of the individual's request or the organization's brief to the members of the board and superintendent's department with the normal agenda material that is circulated before a board meeting.
- (9) The initial presentation should be as brief as possible, not exceeding 15 minutes unless permission for a longer presentation is obtained from the board chair prior to the meeting.
- (10) The individual petitioner or the spokesperson for the delegation shall make his/her presentation when invited by the chair to do so.
- (11) Board members shall confine their remarks to questions for information and clarification.
- (12) The hearing will be terminated by the chair when he/she is satisfied that the board has received as much information from the delegates as it can reasonably obtain.
- (13) At the conclusion of a presentation, the chair shall indicate when an answer from the board may be expected. Where research, study or recommendations are required of the administration, the chair shall consult the superintendent before indicating to the delegation when the board will respond.
- (14) When a decision has been reached, communication will be made with the individual, organization or group, in writing.
- (15) Where the chair of the board believes he/she has a conflict of involvement or interest with the delegation or issue presented by the delegation, he/she may yield the chair to the vice-chair.
- (16) Notwithstanding the foregoing, a delegation shall not be given permission to address the board on any subject that is not within the jurisdiction of the board.

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