

We value input from individuals and partner groups on matters before the Board.

To ensure the business of governing education takes place as smoothly as possible, Board of Education meetings follow structured rules of order, so all viewpoints are heard. The following guidelines have been prepared specifically for delegations interested in preparing and delivering presentations.

### **It's a simple process**

Groups or individuals who wish to present their views on a specific matter at a Board meeting must submit a written request to present to the Secretary-Treasurer's office at [board@sd42.ca](mailto:board@sd42.ca) at least 14 days prior to a regular Board meeting.

The email subject line should read: DELEGATION REQUEST. The following information must be included in the body of the email:

- name and telephone number of the spokesperson; and
- written explanation of the matter you wish to cover.

The Agenda Preparation Committee will review all requests and will place delegations on a Board meeting agenda if the subject is pertinent to Board business. Items not related to the governance function of the Board may be referred to staff.

Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item.

The Board will ordinarily receive for information the item presented and may take action after due deliberation.

### **Preparing your presentation**

A written submission is essential to assist Board members' understanding of your issues and recommendations. Written statements must be submitted to the Board via the Office of the Secretary Treasurer no later than two working days before the meeting at the [board@sd42.ca](mailto:board@sd42.ca).

To permit the Board to deal with all matters on the agenda, delegations are asked to keep presentations to no more than 10 minutes.

Your delegation should be prepared to answer questions from Board members.

### **Expected Behavior of Audience and Presenters**

In public Board of Education meetings, all attendees, including the audience and presenters, are expected to behave respectfully and professionally. Audience members should listen attentively, avoid disruptions, and show respect to everyone present. They should follow the established procedures for commenting or asking questions and refrain from personal attacks or derogatory language. Presenters should deliver clear and concise presentations, treat all participants with respect, and support their arguments with relevant information. Following these expectations will create a productive and respectful environment for meaningful discussions and decision-making.