



## 502.5AP Delegations to the Board

APPROVED: 2023.10.18 (2022.11.22)

ADOPTED: 2022.11.22

REVIEWED: 2023.10.10

AMENDED: 2023.10.10

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### LEGAL REFERENCE:

[Education Act](#)

[Education Act Board Procedure Regulation](#)

[Education Act Petitions and Public Notices Regulation](#) 102, 110, & 190 Education Act

### CROSS REFERENCE:

[101BP Board Operations](#)

[505.2AP Dispute Resolution](#)

[502.5AP Exhibit 1 Delegation Request Form](#)

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### BACKGROUND:

The Board of Trustees values the views of all divisional stakeholders relating to educational matters and seeks to provide opportunities to hear from the divisional stakeholders in various ways. In support, this procedure is to clarify BTPS' policy related to delegations to the Board during monthly official business meetings.

### PROCEDURE:

Request for Delegation

1. The spokesperson must be an electorate from the division.
2. The spokesperson for a delegation that wishes to make a presentation pertinent to Board business during monthly official business meetings must complete BTPS' "Delegations Request Form" (502.5AP Exhibit 1) at least fourteen (14) days before the next regular meeting of the board.
3. The spokesperson will be contacted by the Superintendent or designate within two (2) business days to provide the presenter with an opportunity to clarify his/her

- understanding of division practices related to the delegation's topic and determine what assistance may be available through administration.
4. If after the meeting with the Superintendent or designate, an appearance with the Board is still desired, the request will be reviewed by the Board Chair to determine if the matter is pertinent to board business.
    - If yes, the Board Secretary will contact the spokesperson to arrange a suitable date and time for the presentation, along with a request for a complete written submission on the matter to be submitted to the Superintendent of Schools at least 10 (days) before the scheduled meeting.
    - If not, the Superintendent or designate will contact the spokesperson to determine further support and assistance available through administration.
  5. Upon submission, the delegation's presentation will be reviewed by the Board Chair and Superintendent of Schools to ensure that the topic meets the board's governance scope and may advise the spokesperson of content that will not be heard:
    - Matters relating to personnel
    - Information deemed sensitive and/or confidential in nature
    - Complaints against the division, its staff, students, or contractors
    - Petitions that do not meet the requirements articulated in the *Education Act*

#### Delegations at the Board

6. The delegation's spokesperson(s) will be permitted to appear and speak before the Board for up to 10 minutes as determined by the agenda. The Board Chair may recognize other speakers.
7. The Board Chair may terminate the presentation if guidelines under number 4 of this procedure have not been adhered to.
8. The Board will hear the matter without entering into discussion or debate. Questions for clarification may be directed to the Board Chair.
9. If decisions or actions are warranted, the matter will be dealt with at the Board's next meeting unless the Board decides on the matter as part of another scheduled item of business on the agenda.
10. Any delegation that does not comply with the above guidelines, but appears at a regular board meeting, will be treated as a public member in attendance. Only at the discretion of the Board Chair will public members be allowed to speak.
11. The Board expects anyone wanting to record any portion of a public board meeting must first obtain prior approval from the Board Chair.