



We're Putting Wellness First



We're Turning Innovation into Action



We're Committed to Collaboration

Request to Delegate Registration Form

Individuals or groups requesting to make a delegation to the Limestone District School Board or to a Committee of the Board are required to submit a Registration Form outlining the key points to be presented. When a number of individuals wish to address the Board on the same issue, the group is encouraged to select a spokesperson. A 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 the meeting, in order for the request to be considered.

Contact Information

Name:

Email:

Address:

City & Postal Code:

Home Phone:

Cell:

Requested Board Meeting Date:

Topic:

I wish to speak on my own behalf;

or

I wish to delegate as a spokesperson for:

Please provide a brief summary of the subject of your delegation:

(NOTE: A 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 the meeting.

Delegations may express opinions with regard to Board decisions or make submissions with respect to a recommendation. Delegations are expected to be respectful and refrain from making statements concerning the character or performance of identifiable individuals, including students, staff, citizens or Trustees of the Limestone District School Board.

Please read Limestone District School Board Policy 9: Board Operations, Section 17 Delegations and Submissions, pertaining to delegations (*see reverse*), before signing and returning the completed form to Liz Strange, in the Director's Office via email at strangel@limestone.on.ca. The Director's Office will contact you to confirm the date and time of your delegation.

Date: _____

Signature: _____

Limestone District School Board Policy 9: Board Operations (Delegations & Submissions)

17.0.0 Delegations and Submissions

17.1.0 Persons wishing to make submissions 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 submission 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.

17.2.0 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.

17.3.0 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 9, 17.0.0.

17.4.0 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 the meeting. At the meeting the presenter(s) will highlight the pertinent points in their presentation.

17.5.0 The complete presentation by any delegation shall not exceed five (5) minutes, exclusive of Trustee questions. Following the presentation, the Chair will ask the Trustees if there are any questions of clarification.

17.6.0 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.

17.7.0 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.

17.8.0 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.

17.9.0 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.