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Serving the communities of Anmore, Belcarra,
Coquitlam, Port Coquitlam and Port Moody

GUIDELINES FOR DELEGATIONS MAKING PRESENTATIONS ON THE 2011-12 (JULY 1, 2011 – JUNE 30, 2012) BUDGET

**The Board of Education
Welcomes Your Input**

WELCOME

- Thank you for participating in the 2011-12 budget process. Your recommendations and suggestions are valued as we decide how to address our budget issues.
- We value input from individuals and groups. Our budget meeting is planned to make people feel as comfortable as possible.
- To ensure that the business of governing education takes place as smoothly as possible, School Board meetings follow structured rules of order so that all viewpoints are heard. The following guidelines have been prepared specifically for school board delegations interested in preparing and delivering presentations.
- There are currently four opportunities to present to the Board on budget issues:

	JANUARY		
Tues	11	7:30 p.m.	Regular Board Meeting District Office, Board Room
	FEBRUARY		
Tues	1	7:30 p.m.	Regular Board Meeting District Office, Board Room
Tues	22	7:30 p.m.	Regular Board Meeting District Office, Board Room
	MARCH		
Tues	15	7:30 p.m.	Regular Board Meeting District Office, Board Room

IT'S A SIMPLE PROCESS

- If you or your group would like to make a presentation, contact the Office of the Secretary-Treasurer before noon on the Thursday prior to the Tuesday meetings at (604) 939-9201 or email gdowler@sd43.bc.ca. When calling, please have the following information ready:
 - name and telephone number of spokesperson;
 - a written explanation of the budget matter you wish to cover must be presented; recommendations and suggestions on how to address our budget issues are helpful.

PREPARING YOUR PRESENTATION

- Delegations are most welcome to present their views and can assist in the process by being prepared to present specific recommendations/suggestions and proposals.
- A written statement is essential to assist board members' understanding of your budget issues and recommendations. Written statements must be submitted to the Board via the Office of the Secretary-Treasurer before noon on the Thursday prior to the Tuesday budget meetings.
- To permit the Board to deal with all budget presentations, delegations are asked to keep presentations to no more than 5 minutes.
- Your delegation should be prepared to answer questions for Board members wishing to learn more about your concerns and your recommendations.