



**Board of Education
School District No. 43 (Coquitlam)**

GUIDELINES FOR DELEGATIONS

WELCOME

- The Board of Education values input from individuals and groups. The Board officially welcomes visitors and delegations and meetings are planned to make people feel as comfortable as possible.
- To ensure that the business of governing education takes place as smoothly as possible, Board meetings follow structured rules of order which ensures that all viewpoints are heard. These guidelines have been prepared specifically for delegations interested in preparing and delivering presentations to the Board.
- The schedule of Board meetings is available on the School District website at: www.sd43.bc.ca/Board
- At regular public Board meetings there are two public question periods. The first takes place midway through the meeting and the other at the conclusion of the meeting.
- All presentations and questions are to be directed to the corporate Board, not individual Trustees.
- Delegations and presenters are reminded that these are public meetings with media in attendance who may receive a copy of your presentation and may report on the proceedings.

THE PROCESS

- The Board of Education believes in openness, therefore delegations are first on the agenda of a public Board meeting. Exceptions are made when issues involve personnel, real estate, negotiation or some other matter that requires confidentiality. A decision on whether your issue is confidential can likely be determined by the Office of the Secretary-Treasurer when you request to make a presentation.

- If you or your group would like to present at a Board meeting and be placed on the Board meeting agenda, contact the Office of the Secretary-Treasurer **by noon at least one week before the meeting date** (phone 604-939-9201 or email awalsh@sd43.bc.ca).
- When submitting your request, please provide the following information:
 - name and contact information of spokesperson;
 - name of all presenters;
 - a written explanation of the matter you wish to present; and
 - whether you require the use of the projector system for your presentation.
- You will receive confirmation from the Office of the Secretary-Treasurer regarding your presentation request.

PREPARING YOUR PRESENTATION

- Delegations are most welcome to present any concern and can assist the process by being prepared to present specific recommendations, proposals or questions. It is requested that delegations avoid written or verbal comments that negatively reflect on any individual.
- Presenters should provide a written outline to assist Trustees' understanding of your issue and preparation of a response.
- To provide time for distribution, the written outline should be submitted electronically to the Office of the Secretary-Treasurer one week prior to the meeting.
- To permit the Board to deal with all issues on its agenda, delegations are asked to keep presentations to no more than five (5) minutes.
- Your delegation should be prepared to answer questions from Trustees wishing to learn more about your concerns.
- Delegations will be placed on the agenda only after the above guidelines have been met.

BOARD RESPONSE

- In order to give your matter thorough consideration, the Board will review your request and, normally, will respond to you at the next public meeting.
- If an issue is more complex and more time is required, you or your delegation's spokesperson will be notified. If the issue will be dealt with at a Board meeting, your delegation's spokesperson will be informed in writing about any actions or decisions taken.