



Learning for a Lifetime

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

GUIDELINES FOR DELEGATIONS

The Board of Education Welcomes Your Input...

WELCOME

- Board meetings are held at 7:30 p.m. every third Tuesday. Meetings in July, August and December will be at the call of the Board Chair.
- At regular meetings of the Board, two public question periods will be held. The first midway through the meeting (approximately 9:00 p.m.), and the other at the conclusion of the meeting.
- All presentations and questions are to be directed to the Corporate Board—not individual trustees.
- We value 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, School Board meetings follow structured rules of order, which guarantee that all viewpoints are heard. The following guidelines have been prepared specifically for school board delegations interested in preparing and delivering presentations.
- Delegations/presenters are reminded that these are public meetings with the media in attendance who will receive a copy of your presentation and may report on the proceedings.

IT'S A SIMPLE PROCESS

- The School Board for District 43 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 demands confidentiality. A decision on whether or not your issue is confidential can likely be determined by the Office of the Secretary-Treasurer when you request a presentation time.

- If you or your group would like to be placed on the Board meeting **agenda**, contact the Office of the Secretary-Treasurer by noon at least one week before the meeting date (telephone 604-939-9201 or email gdowler@sd43.bc.ca). When submitting your request, please have the following information ready in the form of a letter:
 - name, telephone number, address and email address of spokesperson;
 - a written explanation of the matter you wish to cover must be presented;
 - list of equipment (overhead, VCR, laptop for a PowerPoint presentation etc.) required for your presentation.

PREPARING YOUR PRESENTATION

- Delegations are most welcome to present their concerns and can assist in 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 a Board members' understanding of your issue and preparation of a response.
- To give time for printing and distribution, the written outline should be submitted 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 minutes.
- Your delegation should be prepared to answer questions from the Board members 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.