

<p>Board Governance and Operations 2000</p> <hr/> <p>Presentations to the Board</p>	Administrative Application	
	Last Reviewed /Approved on:	December 11, 2018
	References:	The Education Act, Sec. 80 Policy 2 – Role of the Board Policy 6 – Role of the Board Chair Policy 7 – Role of the Deputy Chair Policy 12 – Role of the Director Policy 14 – School Reviews
	Status:	Operational

Preamble

The Board recognizes that *all stakeholders* need to have a voice in the decision-making process of the Board and to have their concerns heard. This administrative application is intended to provide the guidelines under which the above may occur.

Application

The Regina Catholic School Division (RCSD) values the input members of the community may provide into issues where they have a particular concern or interest. This administrative application allows individuals or delegations to make presentations to the Board.

Parameters

In the interest of engaging our communities, the Board is committed to providing stakeholders with opportunities to provide input and/or feedback that supports or informs Board decision-making at Regular or Special Meetings of the Board.

Upon receipt of a public request by an individual or delegation to make a presentation to the Board in accordance with the parameters outlined in this administrative application, the Chair and Deputy Chair of the Board will:

- a. Review the request and determine whether the presentation will be heard.
- b. Determine if the approved individual or delegation request will be heard before the Board, in a private session of the Board, referred to a committee of the Board, or referred to the Director of Education to determine appropriate action(s).

Without restricting the generality of the forgoing, reasons why a presentation may be denied include, but are not limited to the following:

- If there is a right to an appeal or hearing before the Board under other legislation, Board policies or procedures, or in a collective agreement or other contract;
- the presentation is by a third party and relates to a staff member or a student;
- the presentation relates to a matter upon which a final decision has been made by the Board after previously having heard from the proposed presenter;
- if the subject matter of the presentation relates to matters over which the Board has no control.

1. **Public Presentations**

An individual or delegation wishing to make a presentation to the Board shall provide a copy of a completed **Form A: Public Request to Make a Presentation**, to the Senior Executive Assistant to the Director/Board of Trustees at least **seven (7) days** prior to the date of the meeting.

- a. At the discretion of the Chair, a presentation may be added to a Board agenda in the event of a time sensitive situation.
- b. No more than two (2) presentations will be approved for any Board meeting.
- c. At the discretion of the Chair, a request for presentation to the Board may be deferred.
- d. Following approval to hear the presentation, before the Board or a committee of the Board, the individual or spokesperson of the delegation shall be notified by the Senior Executive Assistant to the Director/Board of Trustees of the meeting date and time and shall be apprised of the parameters for the presentation.
- e. Up to two (2) individuals may serve as spokespersons for any delegation, and no other members of the delegation shall address the Board, except by request of a Trustee and with the permission of the Chair. Additional written material in support of the presentation may be provided to Trustees at the meeting.
- f. A delegation is allowed a maximum of twenty (20) minutes to make their presentation to the Board. If more than one individual speaks, the total time for all speakers must not be more than twenty (20) minutes.
- g. Where the matter brought before the Board requires a decision, the Board reserves the right to table the decision. The individual or spokesperson of the delegation shall be notified verbally, or by letter of the decision.

2. **Presentations of Input Related to an Item on the Agenda**

- a. On occasion, there may be a Notice of Motion presented to the Board by an individual Trustee that is in need of immediate action due to its urgency or its time sensitive nature. In this situation, the Chair of the Board may extend an invitation to members in the audience for presentation of input related to the specific item.

3. **Responsibilities**

- a. Chair and Deputy Chair
 - i. To receive, review and approve requests to make a presentation before the Board.
- b. Director of Education
 - i. To oversee compliance with Presentations to the Board and Input to Agenda Items.
- c. Senior Executive Assistant to the Director/Board of Trustees
 - i. To manage requests to make a public presentation.

FORM A

PUBLIC REQUEST TO MAKE A PRESENTATION

6) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM / ISSUE:

Form Prepared by _____ Date _____

7) EQUIPMENT REQUIREMENTS
Please specify technology requirements needed (i.e., computer, CD Player, etc.)

Other

HIGHLIGHTS OF ADMINISTRATIVE APPLICATION – PRESENTATIONS TO THE BOARD:

- Presenters should ensure that a completed Administrative Application 2000 - Form A is received by the Senior Executive Assistant to the Director/Board of Trustee - at the Catholic Education Centre, 2160 Cameron Street, Regina, SK, S4T 2V6 by mail or fax (306) 791-3511 at least (7) seven days in advance of the meeting for a Public Presentation.
- If presenters submit all presentation materials to the Senior Executive Assistant to the Director/Board of Trustees–no later than six (6) calendar days prior to the scheduled Board Meeting, they will be included in the appropriate meeting agenda package.
- All Presenters must speak and act in a respectful manner. Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated.
- At any time, the Chair may direct the presentation to a closed session of the Board.

8) PRESENTATION OUTCOME

_____ Board Chair/Deputy Chair Signature	_____ Date
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