

Board Governance and Operations 2000 Presentations to the Board	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Education Act, Sec. 80 Policy 2 – Role of the Board Policy 6 – Role of the Board Chair Policy 8 – Board Operations Policy 7 – Role of the Deputy Chair Policy 12 – Role of the Director Policy 14 – School Reviews Form - Request to Present at a Board Meeting (Online)
	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. Board Policy 8, Section 11, Delegations to Board Meetings outlines further the specific parameters of Presentations to the Board.

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, Deputy Chair and Director will:

1. Review the request to determine whether the presentation will be heard.
2. Determine if the individual or delegation request will be denied, or approved and 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 requesting to make a presentation to the Board shall complete the [Request to Present at a Board Meeting Form](#) at least **ten (10) working days** in advance of the scheduled meeting at which they wish to be heard. The completed form will be directed the Board Chair/Office of the Director.

- 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. The Board may limit the number of delegations scheduled for any meeting.
- c. At the discretion of the Chair, Deputy Chair, and Director, 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. One individual may serve as spokespersons for the 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 fifteen (15) minutes to make their presentation to the Board. The total time for all speakers must not be more than twenty (20) minutes, including five (5) minutes for questions.
- 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 needs 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, Deputy Chair, and Director are to receive, review and approve requests to make a presentation before the Board.
- b. Director of Education will oversee compliance of presentations to the Board and input to agenda items.
- c. Senior Executive Assistant to the Director/Board of Trustees manages requests to make a public presentation.