

POLICY BDDH- Public Participation at Board Meetings

To provide for full and open communication, the Board welcomes the exchange of information, ideas and opinions through written or oral presentations from members of the public.

PURPOSE

To provide opportunities for members of the public, including parents and school council members, to make presentations in a board meeting setting.

GUIDELINES & PROCEDURES

1. Any presenters who wish to have an item placed on the agenda of a regularly scheduled Board meeting and/or make an appointment for a presentation to the Board at a regularly scheduled meeting should present the request in writing to the Corporate Secretary or Superintendent. The request must:
 - a) set out clearly the issue to be addressed;
 - b) include the reason(s) that consideration of the matter by the Board at a regularly scheduled meeting will be in the public interest;
 - c) be presented at least seven business days prior to the meeting;
 - d) Administration may refuse presentation requests that do not meet the full criteria above.
2. All appointments must appear on the regular Board agenda.
 - a) The Board may allow requests for appointments to be made on shorter notice provided the presenters can demonstrate an emergent need and meets the criteria in 1 a) and b) above. Final approval of any additional agenda items would still be required at the Board Meeting when the agenda is approved.
3. The Board will advise presenters that they will consider the request and inform the presenters of the Board's decision after consideration of all implications.
4. The Board reserves the right to limit the amount of time that will be spent on any item that is placed on a Board agenda. Presenters will be advised of an approximate time allocation prior to their presentation.
5. The Board may limit the number of times that a request by any presenters on a specific topic is placed on an agenda. Normally, once an issue has been dealt with by Board motion of any nature, including a motion that material or representations be received for information, in the absence of compelling circumstances as determined by a majority of the Board, the same or substantially similar matter will not be placed on an agenda again for at least three months. This provision does not mean that there shall be any automatic right to bring the same or substantially the same matter back at all. After three months, if any presenters wish to have a matter placed on an agenda for a second or subsequent time, a written submission must be made through one of the Board's administrators referred to above, setting out with clarity and precision the changed facts and circumstances that

would warrant the matter being considered again by the Board. A copy of the original request shall also be included.

6. The Board will determine if a matter should be placed on a regularly scheduled Board meeting agenda again.

REFERENCES

Cross References:

Legal Reference:

[*Education Act*](#) – Section 64

[*Board Procedures Regulation*](#)

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Next Review: 2022/2023