

REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining key points to be presented. No later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedure By-Law Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: _____ Subject _____

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ARTICLE 7.1
DELEGATIONS AND SUBMISSIONS

- d Delegations and Submissions: The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:
- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement will result in the delegation request being denied. All other written materials/ presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting.
 - b) The Director/Secretary (or designate) and/or the Chair reserve the right to refuse any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.
 - c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order, or may require that the delegation be reconvened in-camera.
 - d) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
 - e) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.
 - f) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is presenting.
 - g) Delegates are required to register using the prescribed form no later than by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement will result in the delegation request being denied. All other written materials/ presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting.
 - h) The Director/Secretary (or designate) and/or the Chair reserve the right to refuse any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.