



Application for Delegation to Board Meetings

Please forward completed form to the Director of Education at least seven days prior to the meeting.

Mail: Box 5060, Yorkton, SK, S3N 3Z4

Email: quintin.robertson@gssd.ca

Date of Application: _____

Name(s) of Delegation Members:

Name of Group or Organization that the delegation is representing:

Contact Information of Spokesperson

Name:

Phone Number:

Email:

If there is an urgency to your delegation timing, please provide the details below:

Please provide a brief overview of your presentation. Also include any supporting documentation, including Powerpoint and video presentations.

FOR OFFICE USE ONLY:

Delegation has been approved and will be placed on the agenda for the following date and time:

_____ at _____

Signature of Board of Education Chairperson or Designate: _____

Date: _____

**Excerpt from
Good Spirit School Division Board Policy Handbook**

10. Delegations to Board Meetings

The Board will make provision for a delegation to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. For the purpose of this section the work “delegations” shall mean one or more persons.

- 10.1 The presentation by a delegation shall be at a duly constituted meeting of the Board.
- 10.2 Notice to appear at the meeting, shall be given to the Director or designate in adequate time to have the appearance placed on the agenda (at least seven days prior to the meeting). In a situation where time does not permit adherence to advance notice, the Director shall acquaint the Board members with the problem prior to the delegation meeting with the Board.
- 10.3 The purpose of the delegation shall be clearly stated in the notice.
- 10.4 Normally, fifteen (15) minutes is allowed for the presentation by the delegation. The Board Chair reserves the right to limit and control the discussion.
- 10.5 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 10.6 It is understood that the delegation shall have a spokesperson.
- 10.7 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual Board members may seek only clarification of items presented by the delegation. At no time during the presentation shall any Board member voice her/his opinion thereon; nor shall he/she, by any statement, commit the Board to any specific course of action.
- 10.8 The Board will normally table any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual Board members sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the Board members to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 10.9 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.