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St. James-Assiniboia School Division

# Welcome to the Board Meeting

## Information for Delegations

All regular and special meetings of the Board shall be open to the public and the public shall be permitted to participate as provided for in the Board's Organizational By-Law.

The public may approach the Board in three ways:

1. Send a letter to the Board Office and/or the Board Chair to be tabled at a regular Board Meeting and considered for action or information.
2. Make a formal presentation to the Board via the delegation process as outlined in Section 15 of the Organizational By-Law. The delegation is allowed ten minutes for the presentation. Trustees may use an additional 15 minutes following the presentation for questions for clarification.
3. Have an opportunity to ask questions at any Board Meeting on items that appear on that evening's agenda. The question period is 15 minutes in length per meeting, unless extended by the Board by formal motion.

Members of the public wishing to make formal presentations before the Board shall make arrangements in advance with the Superintendent/Chief Executive Officer or Secretary-Treasurer/ Chief Financial Officer so that such delegation presentations, when appropriate, may be scheduled on the agenda.

(From Section 15 of the Organizational By-Law 335-24) Visit our website, [www.sjasd.ca](http://www.sjasd.ca), for more information.

### **Board Meeting Presentations**

#### **When are Board Meetings held?**

Board Meetings are held on the 1st Tuesday of each month and start at 7:00 p.m. Meetings are not normally held in the summer (dates are publicized on the Division website). Board Meetings are held at the School Board Office, 2574 Portage Avenue.

#### **Who can make a presentation at a Board Meeting?**

Any interested parent, resident, parent council, home and school group, or individual wishing to bring concerns to the Board as information and/or suggestions to the Board for the trustees' consideration.

#### **How do you make a presentation to the St. James-Assiniboia School Board?**

You can register as a delegation by sending a letter, raising the points to be considered by the Board, to the Secretary-Treasurer/ Chief Financial Officer or Superintendent/Chief Executive Officer ten (10) days in advance of the Board meeting at which you wish to appear.

#### **What happens if I choose the Delegation route? How long may the presentation be?**

The presentation may be in a form of a brief/petition or letter format as lengthy as required. However, Board policy restricts the time of presenting to ten minutes. Trustees have the weekend prior to the Board Meeting to review the document; therefore, a highlight or resume of a lengthy presentation is quite acceptable. Policy states the

presentation should be as brief as possible so that trustees may use the additional 15 minutes for clarification questions, if necessary.

**When do delegations usually appear on the agenda?**

Delegations are usually heard at approximately 7:30 p.m. following the Report on Education.

**What specific information is required from the delegate/presenter?**

At the time of registration (10 days in advance of the Board meeting at which you wish to appear), the delegation's presentation, including name and address, should be submitted in writing for the purpose of any future communication. At the time of presenting a brief, the name of individual and the group, if any, that is being represented should be stated.

**What type of criticism or complaints may be offered/submitted by the speaker?**

Speakers are expected to be respectful and refrain from making statements concerning the character or performance of identifiable individuals, including students, staff, citizens or Trustees of the St. James-Assiniboia School Division. Speakers may offer such objective criticism of school operations and programs as concern them or their children. However, at a public meeting, the Board will not hear personal complaints against school personnel or against any person connected with the school system.

**May Trustees comment, in agreement or disagreement, with the speaker?**

No, the delegation process is not interactive or designed for two-way conversation, but rather an opportunity for delegates to present a position or information to the Board. Board members will not express opinions and will only ask questions for clarification. The Board may discuss the presentation during the normal course of the meeting.

**When and how will the Board respond to my letter or delegation?**

The Chair will advise the delegation at the meeting, and you will receive written confirmation as to the direction or action of the Board.

**Is my letter or brief distributed to the public?**

Briefs/letters will be provided only to board members and administration present at the Board Meeting.

**Can any individual obtain a copy of my presentation upon request?**

If the news media or private individuals are interested in obtaining copies, this request will be handled in accordance with privacy principles as set out in applicable Privacy Law.

**Is any person or group/organization permitted to film, record or tape board meeting procedures?**

Since electronic, mechanical or equipment of a similar nature is becoming readily available to many households, the School Board deemed it necessary to monitor use of such equipment, and unless specifically permitted by resolution of the Board, use of recording devices and photographic equipment will be prohibited by members of the public. The Board may allow the use of such devices in special circumstances or by accredited media for the purpose of recording the Board Meeting.

**Are there any regulations dealing with disruption of board meetings by large numbers of people and/or any individual being guilty of disorderly conduct?**

Yes, the Public Schools Act is quite clear in this regard and in order to deal with large numbers of people the Board has passed regulations in accordance with the Building and Fire Code.

Questions about the Delegation process may be directed to the Senior Executive Assistant, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, 204-888-7951.

**Information**

Here is information you may find helpful in preparing your delegation presentation:

1. Sample Board Meeting Agenda:

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| 1. Recording of the names of trustees present and absent   | 8. Correspondence  |
| 2. Adoption of Minutes of the previous meeting   | 9. Unfinished Business/Business Arising from the Meeting |
| 3. Report on Education   | 10. Agenda-based Questions from the Public               |
| 4. Hearing of Delegations  | 11. Trustee PD Summaries                                 |
| 5. Committee Reports   | 12. New Business   |
| 6. Trustee Committee Updates   | 13. Committee of the Whole (In Camera, when needed)      |
| 7. Consideration of Report of the Superintendent/Chief Executive Officer and Report of the Secretary-Treasurer/Chief Financial Officer | 14. Report of the Committee of the Whole                 |
|  | 15. Adjournment  |

2. The entire St. James-Assiniboia School Division Policy Manual is available online at <https://www.sjasd.ca/Governance/PolicyManual>

3. Board Correspondence/Delegations should be directed to the Superintendent/Chief Executive Officer or Secretary-Treasurer/Chief Financial Officer at:

St. James-Assiniboia School Division  
2574 Portage Avenue, Winnipeg, MB R3J 0H8  
Fax: 204-831-0859

Call the Senior Executive Assistant, School Board Office, (204-888-7951), for more information/documentation on board meeting procedures. For more information concerning public participation at Board Meetings, please refer to Organizational By-Law in the Policy Manual on our website, [www.sjasd.ca](http://www.sjasd.ca).

