



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

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## BOARD REGULATION BR20

## DELEGATION

### PREAMBLE

The Sudbury Catholic District School Board has been entrusted by the Catholic school ratepayers with the responsibility of operating and maintaining a Catholic school system.

The Board encourages communication with parents and ratepayers. In order to allow these groups or individuals to present a brief to the Board, we ask that presenters adhere to the following regulations:

### REGULATIONS

1. An individual or members of a delegation who wish to come before the Board or present a brief must submit a request to do so on the prescribed form available at the office of the Director of Education.
2. The request forms for an individual or a delegation wishing to present a brief must indicate the subject of the brief, the organization or parties represented and the authority of the spokesperson. A maximum of two people can be delegated as spokespersons.
3. A written copy of the brief must be submitted to the Board Secretary or the designate before 10:00 a.m. on the fifth working day preceding the meeting.
  - (a) The Chair may by special circumstance grant an exception, providing the brief is submitted by 10 a.m. one (1) working day before the public meeting.
4. Any individual or delegation may be refused the right to present a brief to the Board for valid reasons following a vote of the majority of all Trustees of the Board present and entitled to vote thereon.
5. A delegation, having been heard, shall not be entitled to be received again by the Board on substantially the same topic for a period of three months from the date of a hearing by the Board, but this shall not preclude the placing of the delegation on the agenda of the BOARD by an affirmative vote of the majority of ALL TRUSTEES of the BOARD entitled to vote thereon.

6. A delegation that changes its spokesperson or representatives and requests permission to make a subsequent presentation relative to a matter that has been previously presented to the Board shall be considered as the original delegation.
7. A maximum of thirty minutes is allowed to each delegation and this includes both the presentation of the brief and the question period.
8. The question period is limited to questions asked for clarification purposes only by the members of the Board to the person(s) presenting the brief. Questions of the spokesperson(s) shall be included in written format as part of the presentation. Failure to include questions does not preclude the spokesperson(s) from questions during the course of presentation.
9. The spokesperson(s) may not speak on issues other than the one(s) noted in the brief.
10. It is understood that, when the spokesperson is delivering the brief to the Board, they may offer expansion and clarification of the notes in the brief as deemed appropriate and relevant to the issues at hand.
11. If the speaker intends to use the name/title/position of a staff member or of staff members, the speaker must address the Committee of the Whole in Closed Session.
12. A counter delegation wishing to present a brief to the Board shall be subject to the rules as set out above.
13. No posters or notices are allowed in the boardroom.
14. Only the media may film the proceedings or take photographs in the boardroom. However, delegations may make a similar request to the Board through the Board Chair.
15. No noisy demonstration will be tolerated. The Chairperson may expel people who do not adhere to established regulations.

**Monitoring:**

Methods:

Frequency:

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**Approval Date:** February 20, 2001

**Effective Date:** February 20, 2001

**Last Review Date:** December 1, 2006

**Revised:** December 1, 2006

**Signature of Chairperson of the Board:** \_\_\_\_\_

**Signature of the Secretary of the Board:** \_\_\_\_\_

**Distribution:** Trustees and Administration Staff