

EDMONTON PUBLIC SCHOOLS

November 24, 2009

TO: Board of Trustees

FROM: Trustee K. Shipka, Planning and Policy Committee Chair  
Trustee S. Huff, Planning and Policy Committee  
Trustee C. Ripley, Planning and Policy Committee

SUBJECT: Policy Review JAB.BP – Formal Delegations, Presentations and  
Comments to the Board

RESOURCE  
STAFF: Anne Sherwood

RECOMMENDATION

That revised Board Policy JAB.BP – Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives (APPENDIX I) be considered for the third time and approved.

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Board Policy JAB.BP – Formal Delegations, Presentations and Comments to the Board was reviewed at the request of the Board in response to a recommendation from the Planning and Policy Committee arising from a Trustee motion to increase the allotted time for speakers from two minutes to three minutes.

The Administration reviewed the policy and, in addition to the Board's proposed changes, included a minor wording change to section A.4 and the proposed deletion of section A.5. in the draft revised policy (APPENDIX II). Section A.5 refers to the appeal of a decision of the Superintendent made under delegated authority and does not belong in the delegation and presentation procedures to Board.

The draft revised policy (APPENDIX II) was posted for an on-line web survey from September 30 to October 28, 2009. There were 54 responses: 17 parents, 1 community member, 2 community/professional organizations; 11 principal/decision unit administrators and 23 staff members. Of the 54 respondents, 46 or 85% indicated no changes were necessary and 8 made comment and or suggestions for clarity. While the overall response to the policy was positive, a review of the comments suggested that understanding of the policy could be improved by clarifying that these procedures are for official board meetings and that there are appropriate appeal procedures and other mechanisms for communication with the Board and ward Trustees outside of board meetings.

The Administration is recommending a preamble to clarify and give context to the policy. As well, the Administration recommends that the sections be reordered so that the general comments and comments on a specific agenda item come before the formal delegation and presentation procedures. The policy title has also been changed to clarify the topic of the policy is about the procedures for public and staff representative comments and formal presentations and delegations at board meetings.

Background Information on the Planning and Policy Committee's Initial Recommendations to Board September 9, 2009

The following motion was put forward by Trustee Huff and subsequently referred by the Board on February 24, 2009 to the Planning and Policy Committee to consider and bring forward recommendations:

That the allotted time for people wishing to address the Board be changed from 2 minutes to 3 minutes and that the requirement for speakers to register ahead of time be removed and replaced with a sign-up sheet available at all public board meetings.

The Planning and Policy Committee considered the Board's own process and the procedures of other large school boards. The Committee chose to consider the suggestion to increase the minutes per speaker separately from the request to eliminate the requirement to pre-register in lieu of a simple sign up sheet.

In a separate report to the June 16, 2009 Conference Committee, the Planning and Policy Committee recommended that the *Comments from the Public and Staff Group Representatives* section of the agenda be moved from the end of the agenda to the beginning of the agenda. There is no requirement to register for this agenda item and the Committee believed that the opportunity at the beginning of the meeting should address the desire of anyone who wishes to make a comment on any topic or item on the agenda without pre-registering.

However, the Committee saw merit in maintaining the requirement to register prior to noon the day of the meeting for those wishing to speak in the context of the discussion of a specific board agenda item. This enables the Board Chair to anticipate and facilitate the timely conduct of the board meeting agenda. The Committee believes that an increase in the time allotment for both types of public comment from two minutes to three minutes per speaker can be accommodated within the requirement of 20 minutes total duration of comments per specific agenda item and under the *Comments from the Public and Staff Group Representatives* section of the agenda.

Revised Board Policy JAB.BP – Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives received first and second consideration at the November 10, 2009 board meeting.

AS:mmf

APPENDIX I - Recommended Revision to JAB.BP – Comments, Delegations and Presentations at Board meetings by Public and Staff Representatives

APPENDIX II - Draft Revision Posted to the Web Survey - Proposed Revised Board Policy JAB.BP – Formal Delegations, Presentations and Comments to the Board

## Edmonton Public Schools Board Policies and Regulations

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CODE: JAB.BP	EFFECTIVE DATE: 24-03-2009
TOPIC: Comments, Delegations and	ISSUE DATE: 26-03-2009
Presentations at Board Meetings by	REVIEW DATE: 03-2014
Public and Staff Representatives	

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### GENERAL

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

The intent of this policy is to clarify the Board's procedures for its official board meetings with respect to members of the public and staff group representatives providing general comments to the Board on an educational issue or on specific board meeting agenda items and making formal presentations to the Board.

In accordance with the *School Act*, the Board of Trustees as the Corporate Board of Edmonton School District No. 7 holds its official business meetings in public. Board meeting agendas are posted to the District website [www.epsb.ca](http://www.epsb.ca). No person shall be excluded from the meeting except for improper conduct. Attacks on the personal character or performance of any individual or disruptive remarks shall be ruled out of order and persistence in such remarks shall cause the individual to be excluded from the meeting room.

#### A. GENERAL COMMENTS ON AN EDUCATIONAL ISSUE AT A BOARD MEETING

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. A member of the public or a staff group representative may speak for three minutes at a public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of the *Comments from the Public and Staff Group Representatives* section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
3. Speakers shall address their comments to the Board Chair.

4. The Board Chair will thank the speaker.

## B. COMMENTS ON SPECIFIC BOARD AGENDA ITEMS

1. If a member of the public or a staff group representative wishes to give a position to Board on a specific board agenda item, the individual shall register with the Board Secretary by noon the day of the meeting.
2. The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.
3. Speakers shall confine themselves to three minutes and address their comments to the Board Chair.
4. The total duration of public comment on a specific agenda item shall not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.

## C. FORMAL DELEGATIONS AND PRESENTATIONS TO BOARD

1. The Board Secretary shall advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.
2. Groups or individuals who wish to appear before the Board to make a presentation to or a request of the Board shall first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify his/her understanding of district practices related to the presentation topic and determine what other assistance may be available through the Administration.
3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation must make their request in writing to the Board Secretary at least three weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the three week notice, the Superintendent may consider a request to waive the timelines if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to Board.
4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Board Secretary in consultation with the Superintendent of Schools and Board Chair shall make appropriate arrangements for the delegation to be heard.

5. Written briefs or a digest of the information to be presented must be submitted to the Board Secretary at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.
6. The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. The Chair will thank the speaker.
7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present.

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Reference(s):

[AB.AR](#) - Appeal Processes

[School Act](#) Section 123

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 EDMONTON PUBLIC SCHOOLS

## Edmonton Public Schools Board Policies and Regulations

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CODE: JAB.BP	EFFECTIVE DATE: 27-11-2007
TOPIC: Formal Delegations, Presentations and Comments to the Board	ISSUE DATE: 29-11-2007
	REVIEW DATE: 11-2012

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### A. FORMAL DELEGATIONS AND PRESENTATIONS TO BOARD

1. The Board Secretary shall advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.
2. Groups or individuals who wish to appear before the Board to make a presentation to or a request of the Board shall first discuss the request with the Superintendent of Schools or a designate.
3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation must make their request in writing to the Board Secretary at least three weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the three week notice, the Superintendent may consider a request to waive the timelines if circumstances warrant, for example if the Board will be making a decision on the matter before the delegation is scheduled to present to Board.
4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the **practice and mandate purview** of the Board, the Board Secretary in consultation with the Superintendent of Schools and Board Chair shall make appropriate arrangements for the delegation to be heard. If the delegation request pertains to a matter that would affect the personal privacy of an individual, the delegation will be heard by the Conference Committee of the Board.
5. ~~If the delegation request pertains to a matter within the purview of the Superintendent of School, the Conference Committee will be advised of the request and it shall make a determination as to whether the Board will hear the delegation.~~

6. Written briefs or a digest of the information to be presented must be submitted to the Board Secretary at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.
7. The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. The Chair will thank the speaker.
8. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present.

B. COMMENTS ON SPECIFIC BOARD AGENDA ITEMS

1. If a member of the public or a staff group representative wishes to give a position to Board on a specific Board agenda item, the individual shall register with the Board Secretary by noon the day of the meeting.
2. The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.
3. Speakers shall confine themselves to **three two** minutes and address their comments to the Board Chair.
4. The total duration of public comment on a specific agenda item shall not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.

C. GENERAL COMMENTS ON AN EDUCATIONAL ISSUE AT ~~THE END OF A~~ BOARD MEETING

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. A member of the public or a staff group representative may speak for **three two** minutes at a public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of the *Comments from the Public and Staff Group Representatives* section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.



3. Speakers should approach the microphone and wait to be recognized by the Board Chair. The Board Chair will ask the speaker to state his or her name and the topic to be addressed.
4. Speakers shall address their comments to the Board Chair. Attacks on the personal character or performance of any individual or disruptive remarks shall be ruled out of order. Persistence in such remarks by an individual shall terminate that person's privilege to address the Board.
5. The Board Chair will thank the speaker.

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Reference(s):

[AB.AR](#) - Appeal Processes  
[School Act](#) Section 123

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