



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670
www.sudburycatholicsschools.ca

POLICY: BR20 - Delegation

Adopted:	February 20, 2001	Policy Number:	BR20
Revised:	May 25, 2010	Former Policy Number:	N/A
Reviewed:	October 6, 2015	Policy Category:	Board Regulation
Subsequent Review Date(s):	October 2017	Page(s):	3

Belief Statement

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 and supports open communication.

Policy Statement

It is the policy of the Sudbury Catholic District School Board that:

1. An individual or members of a delegation who wish to come before the Board to make a presentation must submit their request to make a presentation on the prescribed attached form available through the office of the Director of Education.
2. The delegation request form for an individual or a delegation wishing to make a presentation must indicate the subject of the presentation, the organization or parties represented and the identity of the spokesperson. A maximum of two people can be delegated as spokespersons.
3. A written copy of the full presentation 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 presentation is submitted by 10:00 a.m. one (1) working day before the public meeting.
4. Any individual or delegation may be refused the right to make a presentation 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(s) 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 fifteen (15) minutes is allowed to each delegation including the presentation 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 the presentation.
9. The Chair of the meeting may terminate a presentation that deviates from the topic of the presentation.
10. It is understood that, when the spokesperson is delivering the presentation to the Board, they may offer expansion and clarification of the notes in the presentation as deemed appropriate and relevant to the issues at hand.



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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. In-camera rules shall apply to Delegations of an in-camera nature.
12. A counter delegation wishing to make a presentation to the Board shall be subject to the rules as set out above.
13. No posters or notices are allowed in the boardroom.
14. No noisy demonstration will be tolerated. The Chairperson may expel people who do not adhere to established regulations.
15. Notwithstanding the above, the Board retains discretion to decide on all matters concerning delegations.

Glossary of Key Policy Terms: N/A

Documents Referenced:

Board By-Laws
Education Act, R.S.O., 1990



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APPLICATION FORM RE: DELEGATION TO THE BOARD

SECTION A

1. NAME OF PERSON(S) REQUESTING TO APPEAR BEFORE THE BOARD:

2. ADDRESS OF ABOVE PERSON(S):

3. PHONE NUMBER(S) OF ABOVE PERSON(S):

SECTION B

DESIGNATED SPOKESPERSON(S) (NO MORE THAN 2)

NAME	ADDRESS	PHONE
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NAME	ADDRESS	PHONE
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SECTION C

PLEASE PROVIDE A BRIEF OVERVIEW OF THE MATTER ON WHICH THE SUBMISSION IS TO BE MADE. (NOTE: THE FULL PRESENTATION MUST BE ATTACHED AS PER BR20.)

SECTION D

I have read and will comply with Board Regulation BR20 regarding delegations to the Board.

Signature

Date