

<b>Topic:</b>	<b>Delegations (HDSB By-law Part VII)</b>
<b>Effective:</b>	<b>February 2017</b>
<b>Reviewed:</b>	<b>January 2017, September 2018</b>
<b>Revision Date:</b>	<b>As required</b>

## REQUESTS TO DELEGATE

1. An individual or group may request the opportunity to delegate the Board of Trustees at a Regular or Special Meeting of the Board or at a Meeting of Committee of the Whole. The provisions of this by-law are applicable to both Board and Committee of the Whole meetings.
2. Potential delegates shall submit a Delegation Request Form (*see appendix A*) by no later than noon, two business days preceding the meeting at which the individual or group intends to delegate. The Delegation Request Form submission timelines will be adjusted for statutory holidays or non-standard meeting days (*see appendix A*).  
  
If a delegate requires accommodations to submit their request, they should contact the Director's Office for assistance. A delegate list will be published on the Board's website 24 hours in advance of the Board meeting.
3. Potential delegates will be advised by the Chair or Vice Chair (or designate) that their request to present has been accepted or denied as soon as practical after the submission deadline. A written rationale will be provided to potential delegates whose delegations have been denied, and the Board of Trustees will receive a copy of this rationale.
4. Up to six (6) delegations will be scheduled per meeting. Priority will be given to delegates who intend to address issues that appear on the 'Ratification/Action' section of the agenda, giving consideration to delegations with a variety of perspectives on an issue. Delegations will appear on the agenda in the order in which the requests have been received.
5. A request to delegate may be deferred to a subsequent meeting if the number of delegations exceeds the maximum number, or if the topic does not relate to an item on the agenda. The Chair or Vice Chair (as applicable) will notify the delegate of the deferral with an explanation and the Board of Trustees will receive a copy of this notification.
6. Requests to delegate at a Regular or Special Meeting of the Board may be referred to a meeting of Committee of the Whole if the topic of the delegation is not expected to relate to an item on an agenda of a Regular or Special Meeting of the Board in the foreseeable future. The Chair or Vice Chair (as applicable) will notify the delegate of the referral and the Board of Trustees will receive a copy of this notification.

## WRITTEN MATERIALS REQUIRED

1. In addition to the Delegation Request Form, delegates may choose to provide supplementary materials to be distributed to Trustees. These materials should be provided to the Director's Office before 10 a.m. on the day prior to the meeting. The Delegation Request Forms will be posted to the Board's website, and any optional supplementary materials provided by the delegate(s) will be distributed to Trustees on the day prior to the Board meeting.

## **ELIGIBILITY TO DELEGATE**

1. Where a request to delegate has been accepted, and the delegate is unable to attend the Board meeting for which their delegation has been scheduled, a substitute delegate may be recognized by the Chair or Vice Chair (as applicable).

The original delegate must submit their materials to the Chair by noon on the day of the delegation. The substitute delegate must maintain the integrity of the information that was to be delivered by the original delegate.

2. Employees of the Board, or representatives of employee groups shall not utilize delegations to the Board to express their views relative to their employment or professional interests.
3. Individuals or groups who have delegated the Board of Trustees on a topic will be permitted to delegate again on the same topic no sooner than four months after the original delegation unless they are presenting new information.

## **PRESENTATION OF DELEGATIONS**

1. Each delegation shall be allowed up to five (5) minutes for their presentation to the Board. Following each delegation, the Chair or Vice Chair (as applicable) will open the floor to Trustees for up to five (5) minutes for questions of clarification to either the delegate or staff.
2. Any delegate or substitute spokesperson(s) for a delegate is expected to refrain from the use of abusive or derogatory language, or from making any statement concerning the character or performance of named individuals, including students, staff, citizens, or Trustees of the Halton District School Board. Any delegate who violates this section during their presentation shall be ruled out of order by the Chair or Vice Chair (as applicable) and may be asked to discontinue their presentation.

## **SPECIAL DELEGATION NIGHT**

1. Notwithstanding the other sections of this By-Law, the Chair may, at their discretion, call a Special Delegation Night, specifically for the purpose of hearing delegations on a particular topic, for which all provisions of this By-Law will apply, with the exception that a maximum of twenty-five (25) rather than six (6) delegations will be allowed.
2. Potential delegates to a Special Delegation Night shall submit a Delegation Request Form (see *Appendix A*) by no later than 4 p.m., seven (7) calendar days preceding the meeting at which the individual or group intends to delegate. If multiple delegation nights are required on the same topic, the deadline for all submissions will be 4 p.m., seven (7) calendar days preceding the first scheduled delegation evening.
3. The Delegation Request Form submission timelines will be adjusted for statutory holidays or non-standard meeting days. (see *Appendix A*)
4. If a delegate requires accommodations to submit their request, they should contact the Director of Education's Office for assistance. A delegate list will be published on the Board's website 24-hours in advance of the meeting.

## APPENDIX A

**On-line Delegation Request Form**

**Please note:** Delegate name(s), association/group, and delegation topic submitted on this form will be published on the Board's website, and released to the media upon request.

All materials for distribution to trustees must be sent via email or delivered to the Director's Office, JW Singleton Education Centre, 2050 Guelph Line, Burlington by 10 a.m. on the day preceding the meeting.

**The online Delegation Request Form (link above) requests the following information:**

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Preferred method of contact (email, phone, other):** \_\_\_\_\_

**Are you representing a group or association?** \_\_\_\_\_

**If "yes", please provide the name of the group/association.** \_\_\_\_\_

**Meeting Date for Delegation:** \_\_\_\_\_

*(Delegation Request Forms may be submitted up to three (3) weeks ahead of the meeting):*

**Delegation Topic including report name and/or number, if known:** \_\_\_\_\_

**Brief outline of the purpose of the delegation:** *In order to ensure a variety of perspectives are shared, please provide a 250 word summary of your delegation topic, including key points of discussion and conclusions, to assist us in the selection process:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will you be submitting an electronic presentation?** \_\_\_\_\_

**Will you be submitting a copy of your presentation notes?** \_\_\_\_\_

**Will you be submitting supplementary materials?** \_\_\_\_\_

**TIMELINES FOR DELEGATION REQUESTS:**

If the meeting is for ...	Regular Meeting...	Special Meeting...
	...the Delegation Request Form must be submitted by:	
Wednesday (regularly scheduled date)	Monday at noon	4 p.m. Wednesday one week prior to meeting
Thursday	Tuesday at noon	4 p.m. Thursday one week prior to meeting
Friday	Wednesday at noon	4 p.m. Friday one week prior to meeting
Monday.	Thursday at noon	4 p.m. Monday one week prior to meeting
Tuesday	Friday at noon	4 p.m. Tuesday one week prior to meeting
Wednesday (if Monday is a Statutory Holiday)	Tuesday at 9 a.m.	

*\* any other exceptions affecting the schedule will be discussed and established by the Board prior to the meeting.*