

St. Joseph the Worker School

"Where Faith and Education Come Together"



Delegations for Board Meetings

Delegations wishing to address the Board shall inform the secretary-treasurer of their intent, and shall supply a copy of their presentation, before noon at least three working days preceding the Board meeting.

Delegations giving proper notice shall be given time on the agenda.

In cases of extreme emergency, the Board may decide to hear a delegation without the three day notice. The delegation shall, in writing, state its purpose and concern. The chairperson or secretary-treasurer shall present the case to the Board prior to the adoption of the agenda. The Board shall, by resolution, decide whether the delegation shall be heard.

No delegation shall be given permission to address the Board on any subject which is not within the jurisdiction of the Board.

Delegations appearing before the Board shall identify a spokesperson for the presentation and shall speak for not more than ten minutes, with a total time of twenty minutes for the delegation. All delegation members present shall be asked to sign the brief.

In a public session, the School Board will not hear complaints about school personnel or against any person connected with the school system. Personnel complaints will be discussed in camera. All personnel complaints shall be presented, in writing, to the Board. Once a personnel complaint is made, the individual(s) about whom the complaint is made will be given an opportunity to hear the complaint and who made it. The Board shall present a copy of the complaint to the employee about whom the complaint was made. In cases where sexual abuse may be the issue, the delegation will be informed for the channels to follow and documents will be handled as per policy. The individual(s) will also be given an opportunity as soon as possible to respond to the Board about the complaint.

The Board members shall hear the spokesperson for the delegation and may ask questions, if necessary, to clarify the position. The chairperson shall excuse the delegation without debate. The Board's reply shall be forwarded to the spokesperson in writing.

The Board, as a general rule, follows the procedures as outlined above. However, if the issue is in the opinion of a Board member or members, such that should require more than one to speak and require more than the allotted time to clarify or resolve an issue, the chairperson shall entertain a motion to:

- a) Allow additional members to speak, or
- b) Provide more time than twenty minutes.

The motion shall be debated and duly voted on.