

PEMBINA TRAILS SCHOOL DIVISION

BY-LAW NO.143

A by-law to amend the Procedural By-Laws No. 1 and 48

WHEREAS it is deemed advisable to make amendments to improve the efficiency of Board Meetings;

THEREFORE BE IT RESOLVED THAT:

SECTION VII **PUBLIC PARTICIPATION AT BOARD MEETINGS**

1. **Delegations and Petitions Accompanied by Delegates**

The Board of Trustees wishes to provide avenues for all residents of the Pembina Trails School Division to express their interests, wishes and concerns respecting any aspect of the educational system. Accordingly, except where a motion is made to convene in committee of the whole, all Board meetings shall be open to the public and the public is cordially invited to attend.

It is the right of any individual, organization or group of the Division to make a presentation to the Board. The Board may, on occasion, be in a position to make an immediate decision about a specific request presented, but it generally will require additional time to gather information or to have the subject matter studied. Notification of the Board's decision will be provided in a timely manner after appropriate study or review.

In order to ensure that persons or groups who wish to appear before the Board or to ask questions of the Board are given fair opportunity to do so, while at the same time allowing the Board to conduct its meeting properly and efficiently, the Board adopts the following procedures and rules pertaining to public participation at Board meetings:

- a) Individuals or groups wishing to appear before the Board as a delegation shall notify the Secretary Treasurer's office of their intention by giving notice no later than **1:00 P.M. on the Tuesday** of the week prior to the regularly scheduled meeting of the Board at which they wish to appear.
- b) Individuals or groups wishing to appear as a delegation shall, at the time they give such indication, provide written information respecting the topic and content of their petition/presentation. The Chair of the Board has the right to waive the requirement for a written submission.
- c) Any persons wishing to appear as a delegation shall give their names, addresses, and the name of the group, if any, that is represented.
- d) Generally, presentations/petitions will be received at open Board meetings. Where appropriate, delegations may be heard in Committee of the Whole.
- e) The Board shall hear the delegation at the next regular meeting of the Board or at the earliest possible public meeting.
- f) The delegation will be advised of the time when the presentation will be heard, and will be provided with information on procedures pertaining to such presentations.
- g) Where possible, Administration shall distribute copies of written information regarding any given delegation with the agenda material for Trustees and Senior Administration Team.
- h) Presentations from any individuals or presentations made on behalf of any given group shall be limited to a maximum of 15 minutes, unless an extension of time is granted by formal resolution of the Board passed by the majority of Trustees present.
- i) The Board may make a video or audio recording of any presentation, if it so desires.
- j) The individual petitioner or the spokesperson for the delegation shall present when invited by the Chair to do so.
- k) At the conclusion of a given presentation, Trustees shall confine their remarks to questions for information and clarification.
- l) The hearing will be terminated by the Chair when satisfied that the Board has received as much information from the delegates as is required.
- m) At the conclusion of a presentation, the Chair shall indicate when an answer from the Board may be expected.
- n) In addressing the petition or presentation, the Board may:

- i. act upon the matter, or
 - ii. table the matter pending receipt of additional information, or
 - iii. refer it to committee, the Chair and/or Administration for further consideration and/or action.
- o) The Chair shall be responsible for recognizing all speakers and maintaining proper order and decorum in keeping with established Board policy. Where, in the opinion of the Chair, any person is unduly disrupting the meeting, the Chair may require such person to leave the meeting forthwith and, if necessary, may cause such person to be removed.
- p) The Chair shall be responsible to maintain the privacy of all individuals within all established Board policy. Where, in the opinion of the Chair, the privacy of any individual is being violated, the Chair may require the meeting to end.
- q) Where, in the opinion of the Chair, there is substantive reason to do so, a delegation requesting to appear before the Board at a given meeting may be deferred to the next regular meeting of the Board.

FIRST READING ON THIS 13 day of MAY, 2021

SECOND READING ON THIS 27 day of MAY, 2021

THIRD READING AND PASSED 27 day of MAY, 2021

REDACTED
Chair of the Board

REDACTED
Secretary-Treasurer