

# ROLLING RIVER SCHOOL DIVISION POLICY

## Public Participation at Board Meetings

BDDH/P

The Public may attend and observe Board Meetings.

Any resident elector of the Division shall have the right to be placed on the agenda of a Regular Board meeting to be heard under "Delegations". The delegation will provide a written letter, brief or petition that identifies a spokesperson and clearly explains the matter to be addressed or presented. The correspondence will be forwarded to the Board Chairperson or Secretary-Treasurer, in sufficient time for inclusion in the agenda package.

### **Index**

**Regulation:** *Division Brochure: Public Participation at Board Meetings*

**Date Adopted:** December 14, 1985

**Date Revised:** December 1, 2005

**Date Revised:** May 26, 2010

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## Public Participation at Board Meetings

BDDH/R

The Board of Trustees of Rolling River School Division encourages the public to attend Board meetings.

**1. When are Board meetings held?**

Board meetings are usually held on the first and third Wednesday of each month with exception being made in July, August and December. Board meetings normally commence at 6:30 p.m. The Board meetings scheduled are posted on the Division Website at [www.rrsd.mb.ca](http://www.rrsd.mb.ca) under the calendar link – Division Activity Calendar.

**2. Who can make a presentation at a Board meeting?**

Anyone may make a presentation at a Board meeting. By using the information contained in the brochure, you will enable the Board to deal most efficiently with your request.

**3. How do I make representation by letter?**

Delegations wishing to appear at a public Board meeting are required to provide their letter/brief/petition in writing.

A letter addressed to the Chairperson or Secretary-Treasurer should clearly explain the problem, concern or complaint. If representation is made by letter, the Board, and possibly a committee, will consider the issue raised and you will be notified by letter as to the disposition of the matter.

**4. How do I make representation in person to the School Board?**

A letter or brief outlining the issue for the consideration of the Board should be submitted to the Secretary-Treasurer. This correspondence will be placed in the next agenda package in order that trustees have adequate time to review the material prior to the Board meeting. If it is your wish to make a presentation you will be advised of the appropriate time and date.

**5. How long may the presentation be?**

Since Trustees will have your letter/brief prior to the meeting, the presentation should be as brief as possible. Additional time will be allowed in order that Trustees may ask the delegation questions for clarification.

**6. What specific information is required from the speaker or delegation?**

Any individual wishing to speak as a delegation shall give his/her name, and/or identify the group for which he/she is speaking. The name and address of the spokesperson or group representative is required for correspondence purposes.

**7. May Trustees comment, in agreement or disagreement, with the speaker?**

The Board members will only ask questions for clarification. Members of the Board are without authority to act independently as individuals in official matters. The

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Board will discuss the presentation at that meeting, or at a future meeting of the Board should they require more time to consider the matter.

**8. Is my letter or brief distributed to the public when I bring a concern/suggestion to the Board?**

No. This is the prerogative of the writer.

**9. Can any individual obtain a copy upon request?**

If a delegation wishes to make their brief available to the news media or to the public, it will be made at their own discretion.

However, once the letter or brief has been formally presented to the Board it becomes the property of the Division and copies may be released in accordance with Division policies.

**10. How soon will I get a response after I've made a presentation to the Board?**

Following the regular Board meeting at which a decision is made, the decision will be communicated, in writing, to the spokesperson/representative.

**Reference:** *Vision / Mission / Belief Statement - Policy AD*

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