

**MEDICINE HAT SCHOOL DISTRICT NO. 76**

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

**BACKGROUND**

A primary responsibility of the Board of Trustees is to encourage open communication with members of the District and the community.

**POLICY**

The Board of Trustees welcomes presentations on matters relating to the operation of the District at its meetings by individuals or groups from the community. Presentations and delegations will be treated with attention and respect by all those in attendance at a Board Meeting. In order for meaningful discussion of issues, proper communication decorum will be appreciated.

**GUIDELINES**

1. For the purpose of this policy, the word 'delegation' shall mean one or more persons.
2. A delegation wishing to appear before the Board shall provide the Superintendent with written notice of intent, prior to the first day of the month in which it wishes to appear. The notice shall include a written brief articulating the issue to be presented.
3. The Superintendent and the Board shall determine if the presentation is to proceed.
  - 3.1. Delegations wishing to speak to community partnerships and/or system direction will follow the guidelines laid out in steps 4 – 10, below.
  - 3.2. When delegations request to speak to the Board regarding a concern/conflict, the Superintendent shall ensure that all avenues for resolution of conflict, in accordance with Policy 350: Healthy Interactions, have been exhausted prior to requesting an opportunity to appear before the Board.
  - 3.3. If the Board decides not to hear from a specific delegation, the Superintendent will provide a written response explaining why the request was denied.
    - 3.3.1. The Board reserves the right to decline a second presentation by the same delegation, or from a new delegation wanting to discuss a matter previously addressed, when the circumstances have not changed.
4. The Superintendent shall provide the delegation with a copy of the Board policy regarding public participation at Board Meetings.
5. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
6. The delegation will be allocated fifteen (15) minutes for presentation, following which ten (10) minutes will be allocated for Trustee questions.
7. Trustee questions will be for clarification only. The Board will not enter into a debate with a delegation regarding the matters in the presentation.

8. The notice, the summary and the names of persons who will be making the presentation shall be included in the agenda for the meeting.
9. The Superintendent and Board Chair may jointly agree to waive the foregoing requirements in extenuating circumstances.
10. If a decision is required in response to a presentation by a delegation, the Board will render its decision at a subsequent meeting and in a timely manner.

**Approved and Adopted:  
January 20, 2004**

**Revised:  
September 20, 2016**

**REFERENCES**

[Policy 350: Healthy Interactions](#)