

PUBLIC PARTICIPATION IN MEETINGS OF THE BOARD

POLICY

CODE: B 3.14

Education is a co-operative undertaking between the schools and the community, and a successful program can be developed only when there is understanding and communication;

Therefore all constituents involved in and/or supporting the Mission of the London District Catholic School Board will have an opportunity either directly or indirectly of addressing the Board on matters of concern or interest to them by submitting a written request to the office of the Director of Education by 11:00 a.m. on the Wednesday immediately preceding the day of regular Board Meetings, Special Board Meetings, Ratepayers' Meetings of the Board and Board Committee Meetings. The request to speak must be accompanied by a duly completed Presenters' Package, which is available from the Executive Secretary to the Director of Education and on the Board's website. A completed package is required to be submitted in advance, before approval is given to make a presentation.

By 4:00 p.m. on the Wednesday prior to the Board Meeting, constituents will be informed whether they will be provided with the opportunity to make a presentation. Permission to make a presentation is given only to the individual(s) mentioned in the application, unless prior approval has been given for an alternate to do so.

Adopted: July 13, 1998
Revised: March 27, 2006

PUBLIC PARTICIPATION IN MEETINGS OF THE BOARD

REGULATIONS

CODE: B 3.14-R

1.0 REGULAR BOARD MEETINGS

While it is essential that the Board conduct its necessary business in a planned and orderly way, the London District Catholic School Board welcomes public presentations at the beginning of each regular Board Meeting. This opportunity will be available to all ratepayers, representatives of Catholic School Councils, representatives of Secondary School Student Councils, employee groups and community groups.

2.0 SPECIAL BOARD MEETINGS

Special Meetings of the Board as a Committee of the Whole in open session may occur from time to time. Advance notice of such meetings will be communicated to all constituents. The groups identified under 1.0 above will have the opportunity to address the Board on matters of concern and/or to offer advice on any matter.

3.0 RATEPAYERS MEETINGS OF THE BOARD

- (a) The Board of Trustees may meet annually as a Committee of the Whole in open session to hear the opinions and advice of interested ratepayers, representatives of Catholic School Councils, representatives of Secondary School Student Councils or community groups.
- (b) The Ratepayer Meeting will normally be held on the third Monday of January.
- (c) The meetings will be held in the Board Room, under the direction of the Board Chair.
- (d) The annual meeting will have three components. The first will be a particular topic of timely significance selected by the Chair. This will be followed by an opportunity for informal discussion between ratepayers and trustees. The third component will be the opportunity for ratepayers to make presentations to the Board on any system related topic.
- (e) Additional meetings may be held as required.

4.0 STANDING COMMITTEE MEETINGS/ADVISORY COMMITTEE MEETINGS

The constituent groups identified in 1.0 above may request an opportunity to address a Board Standing Committee, or a Board Advisory Committee, at any time on a matter of concern or interest to that group that is being examined by the Standing Committee or the Advisory Committee.

A request to address these Committees must be received in the office of the Director of Education by 11:00 a.m. on the Wednesday immediately preceding the day of regular meeting dates of these Committees.

PUBLIC PARTICIPATION IN MEETINGS OF THE BOARD

REGULATIONS (continued)

CODE: B 3.14-R

5.0 ALL MEETINGS

Where an individual or a group not identified under 1.0 above wishes to address the Board at a regular meeting, a Special Meeting, a Ratepayers' Meeting or alternatively that individual or that group wishes to address a Board Standing Committee or an Advisory Committee, the Board Chair and the Director of Education will consider the request and render a decision.

6.0 PRESENTATION CONTENT

The Freedom of Information and Protection of Privacy Act places an obligation upon the Board and Board Standing Committees to ensure that public presentations do not contain the names of specific employees or students or comments about employees or students that indirectly identify such persons. Presenters should also be aware of libel and slander legislation.

In addition, presenters are requested to ensure that the content does not contain any form of inappropriate comment on staff, students or members of the community within which the presenter lives or persons and schools in other communities. Presenters are expected to be respectful when making their presentations and should make them in a manner which reflects the Catholic Spirit, preserves Christian values and respects the dignity of others.

The maximum time allowed for a presentation is ten (10) minutes. The presenter is expected to follow the outline provided in the Presenters' Package (see policy).

In respect for those in attendance, signs, placecards and heckling will not be permitted in the Boardroom. The Chair of the meeting has the authority to ask offenders to remove themselves from the meeting, call a recess, adjourn the meeting, or take any other appropriate action.

Revised: July 8, 2002
Revised: March 27, 2006



LONDON DISTRICT
Catholic School
BOARD

Presenters' Package

The London District Catholic School Board values public input from students, parents, and taxpayers about its policies, practices, issues, and its overall education system. Your assistance in providing the following information pertinent to your request to present to the Board is appreciated. Your written application should be brief and should adhere to the following format.

1. **Purpose**

Please provide one or two statements outlining the topic of your presentation.

2. **Issues**

In point form, indicated the issues that have led to your point of view or opinion.

3. **Rationale**

Provide background facts and information which will assist trustees with understanding the issue and why you feel it is important at this time.

4. **Alternatives**

Please list any alternatives to the situation which may be considered by the trustees.

5. **Authorization**

Presenter:	_____	Telephone:	_____
Address:	_____	Fax:	_____
City & Postal Code:	_____	E-mail:	_____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I understand that this completed document may be printed with the public meeting agenda, posted to the Board’s website and made available to the media.

Signature: _____
Title: _____
I am speaking as an individual _____ or _____
I am speaking on behalf of _____
Name of Organization

Please indicate with whom your presentation has been shared:

School Administration	_____	
Superintendent of Schools	_____	
School Council	_____	
Community Organization	_____	_____
		Name of Organization
Other – Please specify	_____	_____

6. **Appendices**

Please provide any attachment to which you have referred in your report and which you would like trustees to consider. These may include charts, tables, forms, lists or supporting documents. Only the materials accompanying your application will be distributed to trustees. No additional materials may be handed out at the time of your presentation. Audio visual materials must be provided in sufficient time to be previewed prior to your presentation.

Please return your completed Presenters’ Package to the Executive Secretary to the Director of Education, London District Catholic School Board, 5200 Wellington Road South, London, Ontario, N6E 3X8, fax 663-9250, e-mail: l.dacosta@ldcsb.on.ca