

Request to Delegate Registration Form

Individuals or groups requesting to make a delegation to the Peel District School Board or to a Committee of the Board are required to submit a Registration Form outlining the key points to be presented. When a number of individuals wish to address the Board on the same issue, the group is encouraged to select a spokesperson. All delegations are required to submit a Request to Delegate Registration Form, outlining the key points to be presented. The completed form must be submitted to the Director's Office at least five (5) business days before the date of the meeting, in order for the request to be considered (see By-law G-4 for further instructions).

| Contact Information | |
|----------------------------|-------|
| Name: | _____ |
| Email: | _____ |
| Address: | _____ |
| City & Postal Code: | _____ |
| Home Phone: | _____ |
| Cell: | _____ |

Requested Board Meeting Date: _____

Topic: _____

I wish to speak on my own behalf;

or

I wish to delegate as a spokesperson for: _____

Please provide a brief summary of the subject of your delegation:

NOTE: A written copy of your delegation must be submitted five business days prior to the meeting.

Delegations may express opinions with regard to Board decisions or make submissions with respect to a recommendation. Delegations are expected to be respectful and refrain from making statements concerning the character or performance of identifiable individuals, including students, staff, citizens or Trustees of the Peel District School Board.

Please read Peel District School Board By-law G, pertaining to delegations (*see reverse*), before signing and returning the completed form to Donna Baptie, Director's Office via email at donna.baptie@peelsb.com or fax at 905-890-6698. The Director's Office will contact you to confirm the date and time of your delegation.

Date: _____

Signature: _____

Delegations:

- G-1 Delegations are permitted at the discretion of the Board. The Board normally will hear a maximum of five (5) delegations at each meeting.
An individual or group who has delegated the Board on an issue will not be permitted to delegate again on the same issue unless they have new information to present. The Board will not permit delegations, on any issue, by individuals who are currently party to a claim with the Peel District School Board.
- G-2 Individuals or groups requesting permission to appear before the Board or Standing, Statutory or other Committees of the Board, shall notify the Secretary of the Board, or designate. The same rules shall apply to delegations appearing before the Board and Standing, Statutory or other Committees. The Chair of the Board or the Chair of the Committee shall decide on receiving the delegation.
When a number of individuals wish to address the Board from the same perspective on an issue, the group is encouraged to select a spokesperson.
All delegations are required to submit a Request to Delegate Registration Form, outlining the key points to be presented. The completed form must be submitted to the Director's Office at least five (5) business days before the date of the meeting, in order for the request to be considered.
- G-3 Delegations may express opinions with regard to Board decisions or make submissions with respect to a recommendation. Delegations are expected to be issue-based and respectful. Delegations must refrain from making statements concerning the character or performance of identifiable individuals, including students, staff, citizens or trustees of the Peel District School Board. Any delegate who violates this requirement during their presentation shall be ruled out of order by the Chair and may be asked to discontinue their presentation and/or leave the Board Room/meeting room. Delegations who do not comply with the Board's Safe Schools Policy 48 when they are on Board property or disobey the decision of the Chair of the Board, may be ordered by the Chair to discontinue the presentation and/or leave the Board Room or meeting room or Board premises.
A request for a delegation shall not be unreasonably denied. When a request for a delegation has been denied, the Chair of the Board or Committee shall inform the members of the Board.
- G-4 After a decision has been made to receive the delegation, the Secretary of the Board, or designate, shall confirm the date and time of the delegation, shall advise the delegation of the By-laws of the Board relating to delegations, and will request the delegation to present any material in writing at least five (5) business days prior to the meeting.
- G-5 Individuals or groups wishing to delegate with less than the required five (5) business days' notice may, with the Chair's permission, be heard on a two-thirds' majority vote of the members present, when the agenda for the meeting is approved.
- G-6 Individuals or groups appearing before the Board/Committee will be welcomed by the Chair. The Chair will review the process and expectations for the delegation and confirm the time allotted for the presentation. Each delegation is generally allowed up to ten (10) minutes to make a presentation, at the discretion of the Chair. When several delegations wish to address the Board on the same topic on the same evening, the Chair may reduce the time for each presentation to five (5) minutes. This will be communicated to the delegate.

Following the presentation, the Chair will ask the trustees if there are any questions of clarification. At no time will trustees or staff enter into debate with the spokesperson or delegation. Once all points have been clarified, and trustees' questions of clarification have been answered, the Chair will close the presentation by thanking the spokesperson and indicating when the matter will be considered by the Board or Committee and a written response given.

- G-7 After delegations have been heard by the Board/Committees, the administration will prepare a response to the delegation's spokesperson. Advice or response shall usually be presented at the next Regular Meeting of the Board or Committee.
Following the delegation, confirmation of the date of the meeting at which the administrative response is to be received by the Board/Committee will be communicated to the delegation by the Chair or designate. The administrative response may be shared with the delegation after circulation to the Trustees.
- G-8 Sometimes there will be delegations where the Board or Committee could respond at the same meeting. If so, the Chair shall alert the administration of the possibility of immediate action and request the preparation of appropriate background information for distribution to the trustees.
- G-9 Those wishing to delegate the Board on In Committee matters (as defined in E-7 a) through e)), will follow the procedures set out in G-1 through G-8, with the following exceptions:
Since In Committee Sessions are not open to the public, the delegation will be invited to join the meeting to make the presentation, after which the delegation will leave the meeting. After the meeting, the Board's response will be communicated in writing to the delegation, usually after the following meeting.

Public Question Period:

- G-10 Any members of the public, after identifying themselves, may request information of the Board or Committee during "Public Question Period". The duration of "Public Question Period" will be limited, in total, to a maximum of fifteen minutes, unless extended at the discretion of the Chair. Members of the public speaking during Public Question Period must comply with the Board's Safe Schools Policy #48.
- G-11 Questions raised during "Public Question Period" are expected to be issue-based and respectful.
- G-12 The Chair will normally respond verbally to a question raised during "Public Question Period". The Chair may also designate a member of staff or trustee to respond to a question. If an immediate response is not given, a response may be given at a future date.

Petitions:

- G-13 A petition must be addressed to the Board of trustees or to an individual trustee.
The petition must contain a written or printed request to take some action, or to refrain from taking some action, to provide redress or relief, or to remedy a grievance. A statement of opinion or grievance alone cannot be received as a petition.
A petition must contain a minimum of 25 signatories who are residents of the Region of Peel, or persons who have a direct affiliation with the Peel DSB. Names, addresses and original signatures of the petitioners shall be provided. Petitions e-mailed or submitted online will not be accepted.
When a petition is presented, no debate shall be allowed. The petition will be recorded and acknowledged.