

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: BDDH</b>
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**PUBLIC PARTICIPATION AT BOARD MEETINGS**

- A. **Attendance at Board Meetings**  
All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet privately for work sessions and to recess a meeting at any time to discuss such matters as is properly considered as in camera items. At meetings of the Board, except as may be specifically permitted by resolution of the Board, the use of video, audio and/or recording devices by members of the public including non-accredited and other representatives of any news media shall be prohibited. Accredited members of the news media shall be permitted to use recording devices and photographic equipment at Board meetings.
  
- B. **Procedures**  
In order to assure that persons who wish to appear before the Board may be heard and, at the same time that its meetings may be conducted properly and efficiently, the Board adopts the following procedures and rules as policy pertaining to public participation at Board meetings.
  - 1. Public participation may be allowed under two categories:
    - a) Presentations: Individuals, school program representatives or organizations/groups may be invited to make a presentation to the Board. Agenda arrangements will be developed through the office of the Superintendent. The usual restrictions will apply and may be modified by the Board.
    - b) Delegations: Any resident elector of the School Division shall have the right to be placed on the agenda of a regular board meeting to be heard as a delegation. The Board may hear any other delegations or presentations at its discretion.
  
  - 2. Requests for the appearance of a delegation shall be received by the Superintendent six days preceding the regularly scheduled meeting of the Board at which they wish to appear. Persons wishing to appear as a delegation shall, at the time they give such indication, provide the Superintendent with written and/or electronic information respecting the topic and content of their presentation. In addition to the written information submitted by the delegation, included and distributed with the agenda, the administration shall, where possible, prepare and include an information paper relative to the subject of the delegation.
  
  - 3. Prior to the delegation's presentation, the spokesperson shall give his/her name and address, and the name of the group, if any, that is represented.

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4. When presenting the highlights of the brief at the Board meeting, the delegation should restrict their presentation to up to ten minutes unless an extension of time is granted by the Board. An additional time of up to fifteen minutes will be allowed the spokesperson or delegation to answer questions of clarification from the Trustees. During the presentation by a delegation, the Board members will not express opinions and will only ask questions for clarification.
  5. Speakers may offer objective criticisms of school operations and programs that concern them. In a public session the Board will not hear personal complaints about school personnel nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.
  6. Where, in the opinion of the Chairperson of the meeting, any person is unduly disrupting the meeting, the Chairperson may require that person to leave the meeting forthwith and, if not compliant, may cause such person to be removed. [PSA Sec 30(6)].
  7. The meeting shall be restricted to the number of persons authorized by the Manitoba Fire Code occupant load posting. The Chairperson will announce when the maximum number of people in the Board room at one time has been attained.
  8. The presentation of any delegation shall be addressed by the Board as Business Arising at that or a subsequent meeting and may act upon the matter, table the matter for receipt of additional information, or refer it to committee or administration for recommendation.
- C. **Correspondence**  
Correspondence received by the School Division may be placed on the Board agenda, and the Secretary-Treasurer will report at the Board meeting who the letter is from, and the subject of the letter for Board consideration or action. Correspondence will not be distributed to the public by the Board.