



DELEGATION REQUEST FORM

The Board of Education values input from individuals and groups. During meetings, the Board officially welcomes visitors and delegations, and meetings are planned to make people feel as comfortable as possible. To ensure that the business of governing education efficiently takes place and that all viewpoints are heard, board meetings follow structured rules of order. This form has been prepared specifically for delegations interested in preparing and delivering presentations to the Board.

~~~~~ Thank you for taking an active role in our public education process ~~~~~

**Name of person or group wishing to appear before the Board:**

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**Subject of presentation:** \_\_\_\_\_

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**Purpose of presentation:**

- information only
- requesting a letter of support
- other (provide details)

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Contact person (if different than above): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Technical Requirements:**

- flip chart
- laptop
- other: \_\_\_\_\_

**Rules for Delegation:**

1. There is a **10-minute maximum** for presentations, even for those with more than one presenter.
2. Please provide back-up documentation **eight days before your appearance date** in order to ensure that those setting the agenda have sufficient information. Your name, title of your presentation and accompanying documentation will be added and published in the agenda package and on our website. If a PowerPoint presentation is used, please provide the file to us in advance, if possible.
3. Please direct your presentation to the Board.
4. The Board may have questions; however, a delegation is not a debate. The Board may require some time, or a future meeting, before providing a response.
5. Please ensure that all presenters are courteous, respectful and polite.
6. We will try our best to accommodate your requested presentation date but please note that there is a limit of two delegations per meeting which is on a first come, first served basis.
7. Please bring enough handouts if you have extra material other than your supporting documentation published in the agenda (the school district cannot provide copy services).

**Helpful Suggestions:**

- Have a purpose for your presentation and ensure your purpose is clear at the beginning of your presentation, stating your specific request up front (if any).
- Be concise.
- Be prepared for questions from the Board.
- Be aware that there may be people in the gallery who support or oppose your perspective.
- The Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda.

**I understand and agree to these rules for delegation.**

\_\_\_\_\_  
Name of Delegate or Representative of Group

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Present at Board Meeting – Date: \_\_\_\_\_

Referred to \_\_\_\_\_ Committee – Date: \_\_\_\_\_

By Chairperson/Vice-Chairperson (signature): \_\_\_\_\_

Applicant informed of appearance date on (date): \_\_\_\_\_