

Delegation to the Board

An opportunity to provide your input

Individuals or groups can request to delegate/**make a presentation** to the Board of Trustees by presenting a position of information and express their views involving a specific subject matter.



Step
1

Submit a request in writing - 7 days prior!

Individuals or groups interested in presenting can **submit a request in writing** to the [Office of the Director of Education](#) **no later than 7 days prior** to the scheduled Board or Policy Meeting.

Step
2

Maximum of 10 minutes & 3 spokespersons



- * Request should include who the spokesperson is for the group or organization, as well as the subject matter that will be presented.
- * Delegations with similar rationales will be grouped together.
- * Each delegation can present a maximum of 10 minutes to the Board.



Step
3

Presentation due 4 business days prior!

Presentation and complete script must be *delivered or sent electronically* to the [Office of the Director](#), at least 4 business days prior (on the Thursday before the Board or Policy Meeting).

Step
4



Board of Trustees hears delegation(s) at the Board or Policy Meeting.

NOTE: Personal Information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act and the Municipal Act, in accordance with the provisions of MFIPPA.

Please be aware that your name and the contents of your item are subject to disclosure by way of publication of the agenda on the Board's website. Also, please note that Board and Policy Meetings are video and audio recorded.

If you have any questions about this collection; use and disclosure of this information, please contact the Manager of Privacy, Records and Information Management at: 905-632-6314 ext. 233 or at privacy@hcdsb.org.

For a complete list of requirements and additional info, refer to the Operating Policy - Delegation to the Board.