

- Board of Education's *Procedural Bylaws B2702-1* governs the process for delegations wishing to appear before the Board.
- Delegations wishing to make a presentation to the School Board must do so in writing for the request to be considered by the agenda setting committee. The written requests must be submitted at least one week prior to the meeting.

Written requests are to be submitted to the Secretary-Treasurer's Office addressed to the 'Board of Education,' outlining on the [Delegation form](#) provided.

- 1) The date of the Public Board meeting you wish to attend as a delegation;
- 2) The purpose for your delegation to address the Board; and
- 3) The requested result you wish to achieve.

Include the name of the spokesperson for the delegation to speak on the subject matter, as well as your contact information, including phone number.

The Agenda setting committee will take all requests under consideration when developing the meeting Agenda.

- The Secretary-Treasurer's Office will contact you to discuss the status of your application.
- The Public Board meeting schedule of dates is posted on [Meetings – Board of Education](#)
- Delegations are asked to limit their presentation to **10 minutes**.
- Lastly, it is important to note that the Board will generally take the presentation under advisement and will not debate the issue presented nor make any decisions at that time but may seek clarification of issues raised.