ANGLOPHONE SOUTH SCHOOL DISTRICT EDUCATION COUNCIL

POLICY TYPE: Governance Process **POLICY NO:** 4.7

POLICY TITLE: Public Comments and Presentations at DEC Meetings **PAGE:** 1 of 3

4.7 The District Education Council believes it is important to hear from parents/guardians, students and community on matters related to the DEC mandate. The public may express their views to the DEC as follows:

a) during the public comments section of a public meeting,

b) by submitting a request to present to the DEC, or

c) when meetings are conducted virtually, comments from the public may be made in writing via email to: asdsinfo@nbed.nb.ca or regular postal service.

Accordingly,

4.7.1 Individuals during public comments or presentations may speak on any matter related to the mandate of the DEC except the following:

a) legal or potentially legal matters,

b) personnel matters or issues relating to a specific staff member,

c) student discipline matters or issues relating to a specific student,

d) operational matters relating to a specific school, and

e) solicitations.

4.7.2 A 15 minute public comment period for members of the public will be included in the DEC meeting agenda whenever it is appropriate and feasible. The time allotted may be amended at the discretion of the DEC Chair.

4.7.3 Speakers during public comments must follow these guidelines:

a) Each person addressing the DEC must identify themselves and indicate who they represent.

b) Each person will be permitted one question and one supplementary question.

c) All questions and comments must be directed to the Chair who may respond, redirect or take under advisement, if appropriate. When a question is taken under advisement, the Chair will identify the means by which a response will be given.

d) Members of the public may present information and suggestions but may not propose motions.

4.7.4 A person, group or organization may request an opportunity to appear before the Council to express concern and to make proposals on issues within the jurisdiction of the Council. Requests to present to the District Education Council must be made in writing to the DEC Chair.

4.7.5 Groups or individuals wanting time to present at a public meeting must follow these guidelines:

a) A *Presentation Request Form is* available from the District Office. The form outlining the objective and nature of the presentation must be completed and submitted to the DEC at least ten working days prior to the public meeting for which the request is made. The DEC Chair will determine if and when a presentation will be scheduled. The DEC Chair shall inform the DEC of all such requests and the action taken. The Superintendent shall inform the group or individual as to the date, time and location of the meeting at which they will be received.

b) A legible copy of the presentation must be provided to the DEC Chair at least ten working days prior to the presentation.

c) Presenters should understand all DEC members have received the presentation in advance and have had the opportunity to read the presentation materials prior to the meeting.

d) Groups may have no more than two spokespersons presenting to the DEC. After the spokespersons have spoken, the Council members shall have the opportunity to ask questions for clarification. Unless varied by the DEC, time allotted for a presentation and questions will be 15 minutes.

e) If there is an action/decision requested of the DEC, the Chair will indicate if the decision is to be released at a subsequent public meeting or by letter to the presenters.

f) Once heard, the group or individual(s) shall not be received again by the Council on substantially the same information for a period of three months from the date of the first hearing.

4.7.6 Despite the above mentioned, if a matter is determined by resolution (two-thirds majority of the Council members present at a meeting) to be of serious and urgent nature, some or all of these rules concerning presentations may be waived.

4.7.7 The DEC Chair is responsible for maintaining orderly, respectful, and effective discussion with the public. Presenters, speakers during public comments, and observers who are not following the guidelines outlined in this policy or are otherwise disruptive will forfeit their opportunity to address the Council and may be asked to leave the meeting.

Monitoring:

Policy	Date of Self-Evaluation	DEC behaviour is fully compliant	DEC behaviour needing improvement or opportunity for continuous improvement	Commitment Made/ Action Taken	Completed (Yes/No)
4.7					
4.7.1					
4.7.2					
4.7.3					
4.7.4					
4.7.5					
4.7.6					
4.7.7					