

**Board of Trustees
Calgary Board of Education**

**EXCERPTS FROM
BOARD MEETING PROCEDURES**

(Approved by the Board of Trustees September, 2010)

(a) Public Question Period

At all regular Board of Trustees' meetings, Public Agenda, there will be an opportunity for members of the public to make public inquiries on educational matters. This opportunity is in addition to regular channels of communication with the Board of Trustees. The public question period portion of the Agenda shall be limited to a maximum of 15 minutes in any given meeting, and subject to the following procedures:

- (i) Questions must be submitted in written form on the "Public Question Period" form (sample attached as Appendix C) or by email to the Assistant Corporate Secretary's office, at least five hours prior to the scheduled start time of the meeting.
- (ii) Questions will only be accepted and read into the record by the Assistant Corporate Secretary if the inquirer is present and identifies him or herself, at the request of the Chair.
- (iii) If possible, the appropriate Trustee or member of Administration will answer questions. If an answer cannot be supplied at the meeting, it will be provided to the applicant in writing, as soon as possible after the meeting, and will be read into the corporate record at a public meeting when the answer is available.
- (iv) If the Board of Trustees determines that any public inquiry will result in an excessive expenditure of time and/or resources, the Board of Trustees shall, by majority vote, determine whether it wishes to spend such resources to answer the inquiry.

(b) Stakeholder Reports

A member of a stakeholder group or the public may verbally address the Board of Trustees on any educational issue deemed, by a majority Trustees present at the particular meeting, to be relevant to the work matters before the Board, under the Agenda category, "Stakeholder Reports", utilizing the following procedure:

- (i) A prospective speaker shall notify the Assistant Corporate Secretary at least ten minutes prior to the commencement of the meeting.
- (ii) A speaker may speak for up to three minutes. The number of such speakers at any meeting shall not exceed five. To provide fair opportunities for a variety of viewpoints to be presented, exceptions to the time and number of

presentations may be made by a majority vote of the Trustees present at the meeting.

- (iii) The Board, at its discretion, may restrict the number of stakeholder reports made by any individual or group to a maximum of four times per year, unless the Board, by a majority vote, deems that additional presentations would be beneficial to the Calgary Board of Education.
- (iv) A speaker should approach the microphone and wait to be recognized by the Chair. The Chair will ask the speaker to state his or her name, the stakeholder or public group represented, if appropriate, and the topic to be addressed.
- (v) A speaker shall address comments to the Chair of the meeting. Attacks on the personal character or performance of any individual(s), department or school, or disruptive remarks shall be ruled out of order. Persistence in such remarks shall terminate the speaker's privilege to address the Board of Trustees.
- (vi) With the exception of the Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker. The Chair will thank the speaker.

BOARD MEETING PROCEDURES

APPENDIX C –PUBLIC QUESTION PERIOD FORM

CALGARY BOARD OF EDUCATION PUBLIC QUESTION PERIOD

The Trustees of the Calgary Board of Education wish to provide an opportunity for members of the general public **to raise questions and seek clarification on educational matters** with the Board of Trustees in a public question period. Whenever possible, Calgary Board of Education employees and employee groups are expected to use internal communication channels. This process is not the only means of gathering information. As always, Trustees and administrative staff are also available to respond to your questions or concerns through normal avenues of communication.

The following procedures have been adopted by the Board of Trustees to ensure the orderly flow of the question period on the public Agenda of regular meetings of the Board of Trustees and to provide for as many questions as possible in the fifteen minutes allotted time.

- Please submit all questions on this form or electronically and present them to the [Corporate Secretary's Office](#) on the day of the meeting, no later than 5 hours prior to the scheduled start time of the meeting. Questions will be answered in the order received.
- The person asking the question must be present at the meeting in order to have the question addressed at the meeting.
- Questions may not attack the personal character or performance of any individual, department or school.
- The Chair of the meeting will determine the appropriateness and acceptability of the question. Decision made by the Chair will be final.

QUESTION TO THE BOARD OF TRUSTEES (*Be brief and print or write legibly.*)

NAME OF PERSON ASKING QUESTION: _____

ADDRESS: _____
Street Address *City* *Postal Code*

PHONE: _____ *Home* *Business* E-Mail Address: _____

WARD: _____ Public School Board Supporter
Other

FOR USE OF CORPORATE SECRETARY'S DEPARTMENT

TOPIC: _____

DATE: _____

TIME REC'D.: _____

DISPOSITION: _____