

**Board of Trustees
Calgary Board of Education**

EXCERPT FROM BOARD MEETING PROCEDURES

(Approved by the Board of Trustees September 21, 2010)

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.