

- 6.3.5 Staff resources, though selected by the Superintendent, shall normally include the Superintendent, and Secretary Treasurer.

#### 6.4 Meetings

- 6.4.1 The Committee shall meet at least four times a year.

### Delegations to Standing Committee Meetings

The purpose of delegations at Standing Committee Meetings is to inform the decision-making process of the Trustees.

Procedures for Delegations to Committee Meetings

- Delegations may be heard by a Standing Committees at the discretion of the committee Chair in consultation with the assigned staff resource person.
- A delegation wishing to appear must submit to the Committee Chair and/or the Secretary-Treasurer a request in writing stating the matter they wish to bring before the committee and, if a written brief or PowerPoint is to be presented, a copy of the brief or PowerPoint and the name of the spokesperson for the delegation. The Secretary Treasurer shall forward the request to the Chair of the committee, if the Chair is not otherwise apprised of the request, who shall in consultation with the assigned staff resource person determine whether the purpose of the proposed delegation is to inform the decision-making process of the trustees and if so, to accept the delegation. In exercising their discretion, the Chair of the committee may request from the delegation a brief summary of their proposed statement to the committee. The Chair of the committee does not have the discretion to accept delegations who wish to speak to operational matters of the Vancouver School Board or matters which could be the subject of an appeal pursuant to Policy 13 and section 11 of the *School Act*, or any other delegation whose primary purpose of addressing the committee is to make personal, inflammatory or accusatory comments or criticisms of individual trustees or the Board.
- The request and all supporting material must be received at the Education Centre no later than noon three business days prior to the regularly scheduled date of the Committee meeting. In exceptional circumstances the Chair in consultation with the assigned staff member may waive the three business day notice requirement.
- If a delegation has already presented its brief to a Standing Committee meeting, its request to appear again before any Standing Committee may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary-Treasurer.
- If a delegation is to appear before a Standing Committee of the Board, the following procedures will be followed:
  - The spokesperson of the delegation will be informed of the date and time of the meeting at which the response to their brief is to be discussed by the Committee, and copies of the response will be made available.

- Time allotted for the delegation's presentation will be five minutes; however, the Committee may extend this period up to a maximum of 10 minutes if the Chair in consultation with Committee members feels that an extension of time is necessary in order to permit the delegation to give a complete outline of its position on the matter before the Committee. Notwithstanding any extension of time, the time allotted for all delegations must not exceed forty-five minutes.
- The spokesperson should present the delegation's position to the Committee; however, comments from other members of the delegation will be welcomed.
- Committee members may direct questions for clarification to the spokesperson for the delegation; however, the matter will not be debated (the Committee Chair may permit more detailed discussion than that permitted if the delegation was appearing before the Board).
- The Committee may decide to defer its consideration of the matter to a future meeting; if the matter is deferred to a future Committee meeting and is to be considered in open session, the spokesperson for the delegation will be advised of the time and place of the Committee meeting and the Board meeting at which the committee report will be considered so that they or other members of the delegation may attend the meeting(s), but it must be noted that the representative(s) may not enter into the debate.
- If the Committee decides to discuss the matter at the meeting at which the delegation was heard, the members of the delegation may remain but may not participate in the debate.
- The Board's communications staff in the Office of the Superintendent of Schools is available to advise delegations regarding presentation procedures.

## Ad Hoc Committees

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the ad hoc committee.

## Resource Personnel

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

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Legal Reference:           Section 65, 85 School Act

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Adopted:                   Sept 24, 2018

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Amended:                   December 17, 2018  
                                  March 4, 2019  
                                  April 29, 2019  
                                  October 26, 2020  
                                  December 14, 2020