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**ACCESS TO THE BOARD**

APPROVED: 1981.11.18

REVISED: 1995.09.12

1999.01.26

2001.11.27

2002.11.26

2003.09.30

2012.10.30

***POLICY***

Opportunities will be provided for public access to the Board of Education.

***DEFINITIONS:***

“**Ad hoc committees**” are appointed by the Board to conduct research into specific issues.

“**Education partner groups**” are:

- Aboriginal Education Board
- CUPE Local 3742
- CUPE Local 4991
- District Parent Advisory Council
- District Student Advisory Council
- Prince George District Teachers’ Association
- Prince George Principals’ and Vice-Principals’ Association
- Professional Employees’ Association

“**Formal presentations**” are oral or written submissions arranged in advance and presented to Board or committee meetings.

“**Regular meetings**” are regularly scheduled public Board meetings.

“**Special meetings**” are Board meetings called to deal with specific items.



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**“Standing committees”** are regular committees of the Board, which are generally comprised of three trustees, appointed annually, who meet with staff and representatives of education partner groups to receive information, review and make recommendations to the Board as per Bylaw No. 1

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Responsibility Centre: Superintendent of Schools & Secretary Treasurer  
References: *School Act*, Section 85, Bylaw No. 1



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***PREAMBLE***

Practices and procedures need to be in place to facilitate effective public access to the Board.

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Approved: 1999.01.26



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### **REGULATIONS:**

1. Formal Presentations
  - 1.1. Individuals or groups may make presentations to the Board or its committees
  - 1.2. The Board Chairperson, in consultation with trustees, may direct any formal presentation to one of the Board's committees.
  - 1.3. The Board Chairperson, or the chairperson of a committee, in consultation with trustees, reserves the right to decline any request to make a formal presentation.
  - 1.4. Generally, the Board will defer any decision on a presentation until trustees have had sufficient time for study and discussion. Presenters will be informed by the office of the Secretary Treasurer when the topic will be placed on a future Board meeting agenda.
  
2. Informal Presentations
  - 2.1. One half hour at the beginning of any regular or special public Board meeting, except an inaugural meeting, will be set aside to receive informal public input. In compliance with the *School Act*, in camera items such as land, legal, contractual and personnel issues, and those defined by Bylaw No. 1, Section 1.3, must not be addressed during this time period.
  - 2.2. Time will be set aside to receive informal input from education partner groups during or immediately following the public input session. In compliance with the *School Act*, in camera items such as land, legal, contractual and personnel issues and those defined in Bylaw No. 1, Section 1.3, must not be addressed during this time period.

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**ADMINISTRATIVE PROCEDURES:**1. Formal Presentations

- 1.1. Individuals or groups wishing to make a formal presentation to the Board of Education must contact the Secretary Treasurer's office.
- 1.2. Individuals or groups wishing to make a formal presentation to one of the Board's standing committees must contact the chair of the committee.
- 1.3. Presenters shall make themselves known by name.
- 1.4. The Secretary Treasurer's office will notify the individual or groups of their inclusion on a Board agenda.
- 1.5. The committee chairperson, or designate, will notify the individual or group of their inclusion on a committee agenda.
- 1.6. An individual or group making a presentation to the Board or a committee may do so in writing, although a written submission is not required.
- 1.7. Once the presentation is completed and trustees have had an opportunity for questions, it is in order for the group to remain or leave the meeting.

2. Informal Presentations

- 2.1. Individuals or groups wishing to make an informal presentation to the Board at the beginning of a regular or special Board meeting must identify themselves and the issue(s) to be presented on a speakers' list posted 15 minutes prior to the Board meeting.
- 2.2. Each speaker from the public will be allowed five minutes to make comments, to a maximum of 30 minutes. At the discretion of the Chairperson, additional time may be allotted.
- 2.3. One representative from each education partner group will also be allowed five minutes to make comments.

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