



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

DELEGATION REGISTRATION FORM

PLEASE BE ADVISED THAT ALL BOARD MEETINGS ARE BEING RECORDED

Name: _____

Copy Provided

Date of Presentation: _____

Topic or Issue

Details _____

Check One Box

I am here as a delegation to speak only on my own behalf.

I am an official representative of the Catholic School Advisory Committee.

School _____ Position _____

I am an official representative of student government.

School _____ Position _____

I am here as a spokesperson for another group or organization.

Name of group _____

Date: _____

Signature: _____

Address: _____

Telephone #: _____

Postal Code _____



POLICY SECTION:	TRUSTEES
SUB-SECTION:	
POLICY NAME:	DELEGATIONS
POLICY NO:	T. 14

Policy

The TCDSB is committed to advocacy for students, parents, and communities. In recognition of the need to hear the concerns of the TCDSB community and of individuals to have a voice in the decision making process, delegations may be heard at any of the Committee/Regular Board Meeting.

Regulations:

1. Delegations are to register with the Recording Secretary of the Board by submitting the Delegation Registration form by 11:00 a.m. two business days preceding the Committee or Regular Board Meeting to the Recording Secretary. [Delegations Registration Form](#)
2. Further information and details on the delegation protocol can be obtained by contacting the Recording Secretary at 416-222-8282 ext. 2293.
3. Delegations will be listed on the agenda of the meeting in addendum and their topic and point of view shall be included in the documentation. Private information shall not be included.
4. Delegations will be subject to a five (5) minute maximum and the presenter shall limit their presentation to the subject matter(s) outlined in the Delegation Registration Form.
5. Delegate may only speak once at a particular meeting.
6. Where there are multiple delegations on the same topic. The Chair may require that presentations be combined or reduce the time of the presentations to 20 minutes.
7. Priority will be given to a delegate to speak to an issue who has not spoken to the same issue in the last six months.
8. Delegates must provide electronic copies of their submission upon confirmation of acceptance as a delegation or provide 20 or more hard copies before the start of the meeting.
9. The Board shall only hear ten (10) delegations in public session at a Committee or Regular Board Meeting.
10. All stakeholders who chose not to or are unable to appear before a meeting of the Committee/Board, may provide a written submission to the Recording Secretary two business days prior to the meeting.
11. Trustees may ask questions of the delegation for clarification through the Chair for a period of time which shall be at the discretion of the Chair.
12. Delegations are asked to:
 - (a) present concerns in a positive and constructive manner
 - (b) maintain a level of decorum which will allow meetings to proceed effectively
 - (c) refrain from the use of abusive or derogatory language.
13. Placards and disruptive demonstrations are prohibited
14. The Chair and/or Director may expel or exclude from any meeting any person who engages in inappropriate conduct.
15. When delegations are from Board employees and where the submission is, or relates to, a matter:
 - (a) that is personal to the speaker, the restrictions are the same as any delegation
 - (b) that is or may be dealt with under a Collective Agreement to which the Board is a party that such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
16. Where the Board has established a consultation process with respect to any matter, delegations will be referred to that consultation process and will not be registered to appear before a Regular Board Meeting.
17. Commercial enterprises are prohibited from appearing before the Board as a delegation for purposes of promoting their product/services.
18. The public session of the Regular Board Meeting is recorded and broadcast live. The recording is retained as a public record of the proceedings. Delegations that are part of the proceedings are so advised and consent to being recorded.