



APPENDIX "A"

**UCDSB BY-LAWS
APPLICATION FORM FOR DELEGATIONS**

This application form must be completed, signed, and submitted to the Secretary of the Board, by 12:00 noon on the 7th calendar day preceding the day on which the presentation will be made, and must be accompanied by a complete copy of the presentation.

Delegation Name (Title): _____ Matter to be Addressed: _____

Name of Spokesperson _____ Authority: _____

Name of 2nd Spokesperson (if applicable) _____ Authority: _____

Address of Primary Spokesperson: _____ Phone#: _____ Email: _____

Are you an employee of UCDSB?: YES NO Do you have close relatives employed by UCDSB?: YES NO

Have you spoken with any of the following regarding the matter to be presented?
(check all that apply)

	Communications & Relationship Management	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Superintendent	YES <input type="checkbox"/> NO <input type="checkbox"/>	School Principal	YES <input type="checkbox"/> NO <input type="checkbox"/>
School Council	YES <input type="checkbox"/> NO <input type="checkbox"/>	Local Trustee	YES <input type="checkbox"/> NO <input type="checkbox"/>

List names of members in your delegation; please specify those who are employees of UCDSB:

A copy of your presentation (and speaking notes) must be attached.
(Laptop and digital projector are available onsite for presentations)

I acknowledge that I have read and will comply with the Rules Applying to Delegations included with this form.

Applicant Signature Date

Secretary of the Board Signature of Approval Date

This information is being collected for the purpose of coordinating presentations at meetings of the Upper Canada District School Board and its Committees and will be used solely for that purpose, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

APPENDIX "A" (continued)

RULES APPLYING TO DELEGATIONS

1. Any person wishing to make a presentation regarding an individual's situation, rights and/or requests shall be governed by the following:
 - a) Any individual situation to be heard must first have been processed through all steps of existing processes for appeal.
 - b) When individuals are identified or identifiable, in any manner, the delegation will be heard in private session.
2. There shall be a maximum of two persons designated to act as spokespersons for the delegation.
3. The time allocated for the delegation's presentation shall be ten minutes.
4. Upon completion of the presentation, the Chair shall allow for up to ten minutes for questions by Board members.
5. There shall be no debate between spokespersons and members of the Board.
6. Upon conclusion of the presentation, the Board may:
 - a) receive the presentation without further debate, comment or action;
 - b) refer the matter presented to Administration for follow-up and report at the next regular Board meeting;
 - c) refer the matter presented to Committee for review and recommendation at the next Board meeting.
7. Where the matter presented is referred to Committee, the following shall apply:
 - a) The delegation is to be informed of the Committee meeting and invited to attend.
 - b) The Committee shall review with the delegation the matter in question, shall deliberate on its findings and shall prepare recommendations for the Board.
 - d) Notwithstanding rules and regulations governing the conduct of committee meetings, any delegation may attend committee meetings, but will be allowed to participate and discuss a specific matter on only one occasion.
8. Once a matter has been dealt with, as presented by a delegation, such delegation may not present the same matter for Board consideration without a delay of at least six months.