

Proposed Revisions to OCDSB By-Laws and Standing Rules (April 11, 2023)

Substitute the current Section 11 for the following:

11.0 DELEGATIONS

Requirements for Delegation

- 11.1 Delegates may request to address the Board or a Committee of the Board on an item on the agenda or, at the discretion of the Chair, on any other matter that is relevant to the mandate of the Committee or Board.
- 11.2. Delegates may address a Committee in person, through electronic means or through written submissions. Written submissions must be provided to Board Services at least one (1) day prior to the meeting.
- 11.3. A delegation may be made to one Committee or to the Board only once within a 12-month period, unless the subject of the delegation has changed substantially. Delegations on the same subject to multiple Committees or the Board are not permitted.
- 11.4. Delegations are open to members of the OCDSB community (including parents/guardians/caregivers, students, and volunteers) and residents of the City of Ottawa.
- 11.5. Any person who is also a member of an advisory committee may delegate on their own behalf but not on behalf of the advisory committee.
- 11.6 An employee of the Board may, at the discretion of the Chair, in consultation with the Director of Education or designate, delegate on topics other than those concerning individual employment or personal professional interests. Employees requesting to delegate will be required to disclose the fact that they are an employee at the time of making the request. Employees are required to maintain as confidential any and all information they acquire during the course of employment that would reasonably be considered personal or confidential information and are responsible to ensure compliance with all OCDSB policies and procedures.

Requests to Appear as a Delegation

- 11.7 (a) Persons wishing to address the Board or Committee through either an oral or written delegation shall submit a delegation request using the Delegation Request Form. Requests to appear as a delegation, including a brief description of the contents, must be received by Board Services not later than noon at least two (2) business days

prior to the meeting for inclusion in the published agenda for the meeting. Delegations requesting an oral delegation (either in person or electronically) may be granted up to four minutes to make their delegation.

- (b) Requests received after the deadline noted above may, at the discretion of the Chair, be added to the agenda and granted up to two minutes.
- (c) The Chair may, in advance of the meeting, direct that a delegation requesting to delegate before the Board attend instead an appropriate Committee of the Board.
- (d) Where the agenda and/or supporting materials are posted after the regular/normal/expected deadlines, additional time will be provided to submit delegation requests.
- (e) Once the Board has made a decision on a matter, the Board will not allow any further delegation on substantially the same issue within the ensuing twelve-month period unless the Chair is of the opinion there is sufficient new information to warrant a review or unless the Board has agreed to re-open the matter.

Delegations at Regular Board or Committee Meetings

- 11.8 (a) At regular Board or Committee meetings, a maximum of 20 minutes will be allotted for delegations. Where the number of requests for delegations exceeds the time available, the Chair may increase the time allotted for delegations or request that delegates submit a written delegation.
- (b) To ensure that delegations on various topics, or with different points of view on the same topic, can be heard, the Chair may limit the number of delegations and/or the time for each delegation.
- 11.9 (a) Delegations may appoint up to two spokespersons, each of whom must be qualified to appear as a delegation, to address the Board or Committee.
- (b) Following a delegation, up to three Board or Committee members may ask a question of clarification only and will not enter into debate or discussion.
- (c) Where appropriate, the Chair may respond immediately, or request a response through the Director, to questions posed by a delegation. Where a response cannot be given at the meeting, the delegation's name and address will be recorded, and reasonable efforts will be made to provide a written or verbal response within two weeks. Written responses to questions posed at a committee meeting may be posted to the Board's website and/or attached to a subsequent agenda as supplemental information.

- (d) Questions or comments concerning the performance or character of identifiable individuals will not be allowed in public meetings. If inappropriate remarks are made about Trustees or staff, the Chair will immediately rule the remarks "out of order" and will request a retraction. If a retraction is not forthcoming and the inappropriate behavior continues, the Chair may expel the speaker(s) from the meeting.

11.10 Delegates are expected to conduct themselves in a respectful and constructive manner, and consistent with the principles of the OCDSB Code of Conduct and Human Rights Policy. Delegates may voice concerns but must not:

- (a) Promote hate, harassment, or violate OCDSB Policies and Procedures;
- (b) Use offensive, obscene, or defamatory language, gestures, or images;
- (c) Use negative or derogatory personal references;
- (d) Misuse personal information related to OCDSB students, staff, or Trustees;
- (e) Discuss topics outside of their intended delegation;
- (f) Discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the OCDSB; or
- (g) Engage in debate with other delegates, staff, or Trustees.

11.11 Delegates engaged in any behaviour that is disruptive to the meeting or violates any of the above requirements may have their delegation stopped by the Chair and the delegate may be removed from the meeting.

11.12 Delegations will be provided with a copy of the aforementioned directives before the meeting at which they are to appear.

11.13 The Chair, in consultation with or on the advice of the Director of Education or designate, reserves the right to determine the format of submissions (i.e. electronic or written), in response to safety concerns.

In Camera Delegations

- 11.14 (a) Delegations regarding issues which meet the criteria to be heard in closed session will be scheduled at an in camera meeting. Meetings of the Board and its Committees shall be open to the public except when the subject matter under consideration involves:
 - i. the security of the property of the Board;

- ii. the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
- iii. the acquisition or disposal of a school site;
- iv. decisions in respect of negotiations with employees of the Board; or
- v. litigation affecting the Board.

Special Meetings for Delegations

11.15 Special meetings of the Board or Committees may be scheduled from time to time for the purpose of hearing delegations on a particular item, for example, the Board's budget or an accommodation review.

Presentations

11.16 Presentations of up to 15 minutes on a matter of interest to the Board may be scheduled with the permission of the Chair, or by decision of the Board at the time of approval of the agenda.