



**Board of Trustees
BOARD MEETING PROCEDURES RE: PUBLIC COMMENT
Updated November 10, 2015**

Board meetings commence at noon and the public comments section of the agenda will be scheduled as a certain item on the Board meeting agenda. Board meeting agendas are available the Friday prior to the meeting, at <http://www.cbe.ab.ca/about-us/board-of-trustees/Pages/Board-Meetings.aspx>.

A member of the public may verbally address the Board of Trustees on any educational issue deemed, by a majority of Trustees present at the particular meeting, to be relevant to the work matters before the Board, subject to the following procedure:

- A prospective speaker shall notify the Corporate Secretary corpsec@cbe.ab.ca by noon of the day prior to the board meeting. Prospective presenters must provide the name and contact information for the presenter, the stakeholder or public group that they are representing, if any, their proposed presentation and its relevance to a board meeting agenda item.
- A speaker may speak for up to three minutes. The number of such speakers at any meeting shall not exceed five. To provide fair opportunities for a variety of viewpoints to be presented, exceptions to the time and number of presentations may be made by a majority vote of the Trustees present at the meeting.
- The Board, at its discretion, may restrict the number of stakeholder reports made by any individual or group to a maximum of four times per year, unless the Board, by a majority vote, deems that additional presentations would be beneficial to the Calgary Board of Education.
- A speaker should approach the microphone and wait to be recognized by the Chair. The Chair will ask the speaker to state his or her name, the stakeholder or public group represented, if appropriate, and the topic to be addressed.
- A speaker shall address comments to the Chair of the meeting. Attacks on the personal character or performance of any individual(s), department or school, or disruptive remarks shall be ruled out of order. Persistence in such remarks shall terminate the speaker's privilege to address the Board of Trustees.
- Comments with respect to the following issues will not be allowed:
 - (i) the security of the property of The Calgary Board of Education,
 - (ii) personal information of an individual, including but not limited to a student or an employee of The Calgary Board of Education,
 - (iii) a proposed or pending acquisition or disposition of property by or for The Calgary Board of Education,
 - (iv) labour relations or employee negotiations,
 - (v) a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting The Calgary Board of Education, or
 - (vi) the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.
- With the exception of the Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker. The Chair will thank the speaker.