

DELEGATION REGISTRATION QUICK FACT SHEET

1. All delegates must register with the Recording Secretary of the Board no later than 11:00 a.m. on the day of the Committee meeting by submitting the Delegation Registration Form.
2. Any visual or written presentation or material a delegate intends to provide or project on screen during the deputation must be provided 72 hours in advance of the meeting to the Recording Secretary of the Board. The Board reserves the right to accept, reject or modify such materials, with notice of same provided to the delegate at least 24 hours before the meeting.
3. A delegate who has already made a deputation on a specific matter or topic may not be permitted to delegate again on the same matter, without the permission of the Chair of the Committee in consultation with the Director.
4. Delegates who are TCDSB employees must disclose this information at the time of registration and at the beginning of their deputation. Delegates may not be received from employees on matters over which their union or association has exclusive jurisdiction.
5. The public session of Board and Special Board meetings are recorded and broadcast live. The recording is retained as a public record of the proceedings. Other Committees may be recorded. Delegates that are part of recorded proceedings are so advised and consent to being recorded.
6. Registered Delegates may speak for a maximum of three (3) minutes. Up to two delegates who have not registered by the deadline may speak in special circumstances for a maximum of three minutes if approved by 2/3 of all members of the Board or Committee. The delegate must also complete the Registration Form.
7. Delegates will present concerns in a positive and constructive manner and will refrain from the use of abusive or derogatory language. Should a delegate use abusive or derogatory language, the deputation will be immediately halted.
8. If a Delegate is unable to participate at a meeting but wishes to have their deputation received and considered by the Board, a written submission can be emailed to the Recording Secretary no later than 11 a.m. on the day of the meeting for distribution.
9. Following completion of a delegate's deputation, Trustees may ask questions so that they fully understand the concerns/ideas expressed.
10. Those wishing to make a deputation can obtain further information and details on the [Delegation And Public Participation Policy T.14](#) by contacting the Recording Secretary at 416-222-8282 ext. 2293, delegations@tcdsb.org, or by visiting the TCDSB portal site at www.tcdsb.org.