

### **DELEGATION REGISTRATION QUICK FACT SHEET**

1. All delegates must register with the Recording Secretary of the Board no later than **12:00 p.m. two (2) business days preceding the meeting at which the individual or group intends to delegate by submitting the Delegation Registration Form. (See chart below)**
2. Any visual or written presentation or material a delegate intends to provide or project on screen during the deputation must be provided **48** 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 **within a twelve (12) month period**, 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, **collective agreement** or association has exclusive jurisdiction. **A request for delegation from staff, regardless of topic, will be considered and may be accepted solely in the discretion of the Board or Committee in consultation with the Director of Education.**
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. 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.
7. 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 12:00pm, two (2) business days before the day of the meeting for distribution.
8. Following completion of a delegate's deputation, Trustees may ask questions so that they fully understand the concerns/ideas expressed.
9. 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](mailto:delegations@tcdsb.org), or by visiting the TCDSB portal site at [www.tcdsb.org](http://www.tcdsb.org).

If the meeting is on a:	The Delegation Request Form <b><u>MUST</u></b> be submitted by:
Monday	Thursday at noon
Tuesday	Friday at noon
Wednesday	Monday at noon
Thursday	Tuesday at noon
Friday	Wednesday at noon