

	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Governance Process
Policy Name	Agenda
Policy Number	ASD-W-GP6
Effective Date: September 20, 2012	Revised: November 16, 2023; November 7, 2024

<p><u>Policy:</u></p> <p>To accomplish its stated objectives, the Council will follow an annual agenda that schedules: continuing review, monitoring and refinement of Ends Results Policies; linkage meetings with various community and staff groups; monitoring of policies and activities to improve Council performance through education, enriched input, and deliberation.</p>
<p>Accordingly:</p> <ol style="list-style-type: none"> 1. The Chairperson and Superintendent will meet prior to all DEC meetings to confirm the agenda format and identify items that may be brought forward for public discussion or input. Councillors are encouraged to submit items for inclusion on the agenda. Submissions must be received by the Chairperson at least seven days prior to the scheduled meeting. 2. The agenda should be distributed to members and the public four days before the meeting is scheduled to take place. 3. Council members may request the addition of items to the agenda under “New Business” as part of “Approval of the Agenda” at the meeting. 4. Procedures for public participation at District Education Council (DEC) meetings are established to encourage the public to participate in an open and respectful manner at a regular DEC meeting. The Chairperson will allocate 15 minutes at the end of the meeting for questions/comments by members of the public present: <ul style="list-style-type: none"> - Members of the public will be asked to sign the attendance sheet at the beginning of the meeting and indicate if they wish to address the Council; - The member of the public is asked to raise his/her hand so that the Chairperson can acknowledge the question.

- The Chairperson will maintain a speaker's list (based upon the sign in sheet) and questions will be directed to the Chairperson;
 - The Chairperson has the option of increasing the allotment of time if they deem it necessary;
 - District Education Council and staff responses will be facilitated by the Chairperson.
 - There shall be no question of a confidential nature concerning specific students or schools, school personnel or district personnel. (Questions of this sort shall be addressed to a DEC member at another time.)
 - Instructions for individuals or groups wishing to present to the Council:
 - If a group or member of the public wishes the District Education Council to discuss a matter or make a presentation, the individual (s) should write a letter to the Chairperson explaining the topic. This letter must be received at least two weeks prior to the regular DEC meeting.
 - The Chairperson will determine the appropriateness of the requests. If the request to present is accepted, the applicant will be informed of the time and place for the presentation.
 - A legible copy of the presentation must be provided to the Chairperson at least ten days before the presentation date, so that Councillors may review it.
 - Any technology requirements for the presentation must also be disclosed at the time of submission.
 - There are to be no more than two spokespersons per presentation and the time allocation for the presentation, including questions, will be limited to 15 minutes.
5. To accomplish its job outputs with a governance style consistent with Council policies, the Council will follow an annual planning cycle which (a) completes a re-exploration of educational goals and priorities policies (b) continually improve its performance through continual process improvement and attention to Council education and to enriched input and deliberation.
- a) The annual planning cycle will conclude each year, on the last day of June, in order that administrative budgeting can be based on accomplishing a one-year segment of the most recent Council long-range vision.
 - b) Councillor education, information input and Council deliberations will receive paramount attention in structuring the series of meetings and other Council activities during the year.
 - c) By June 30th, the Council's Annual Plan is prepared and presented, except in election year.

MONITORING:

Method(s)	Frequency	Month
• Council Self-evaluation	• 1 time per year	• December