



Wakefield Elementary Governing Board Voice of the Public Guidelines

"Voice of the Public" is recognized as an important component of the WES Governing Board (GB) meetings. This guideline will provides structure to ensure all parties' needs are addressed in a respectful, timely manner.

Presenters:

- "Voice of the Public" presenters must complete and submit the "Voice of the Public" Request form (see attached).
- The completed "Voice of the Public" Request Form must be submitted to both the Principal and the Chair no later than one week in advance of the scheduled GB meeting. ***Failure to submit and complete the attached form in advance of the GB meeting, will result in "Voice of the Public" not being included on the subsequent GB meeting agenda.***
- Presenters will have a maximum of **ten minutes** to present.
- Presenters will be invited to enter the meeting only during the "Voice of the Public" portion of the agenda. Once the presentation is completed, presenters may remain as an observer, or depart if they so choose.
- In the event of a large-scale, far-reaching topic being submitted for consideration prior to a Governing Board meeting, holding a stand-alone meeting on the issue may be considered by the Governing Board.

Governing Board:

- Upon immediate completion of the "Voice of the Public" presentation, the GB will not be required to respond to any requests during that meeting.
- Following the "Voice of the Public" presentation, only GB members will be allowed to ask questions and seek clarification.
- Future decisions, discussions and follow-up to a "Voice of the Public" presentation, will be a standing GB meeting agenda item at each meeting.
- Any action items must be responded to officially from GB following discussion and/or GB vote.
- Presentation synopsis, discussion points and decisions must be recorded in the GB minutes.
- GB Chair to include the Voice of the Public Request Form as part of monthly email communication with WES parent population, announcing upcoming GB meeting.
- GB Chair to share with WES parent population calendar of GB meeting dates for the entire academic year.
- The Board will allow for a maximum of two "Voice of the Public" presentations at any one meeting. Presentations will be added to the meeting agenda on a first-come first-serve basis, with additional presentations invited to subsequent meeting dates.



Wakefield Elementary Governing Board
Voice of the Public Request Form

TOPIC: *What is the subject being presented to Governing Board?*

Presenter Name:

Presenter Contact Information:

Name of Attendees (if any) accompanying Presenter:

CONTEXT: *Any background on the topic as it relates to WES. Why Presenter(s) believe(s) this topic is of importance to WES and in particular, the WES GB? Concise, clear relevant facts, data, concepts. Please attach to this form any supporting documentation that you would like GB to review in support of your presentation.*

ACTION REQUESTED: *What are you requesting from GB? Financial support? Written response? Action? Information? Event Promotion? etc...*

Are there important dates/timelines related to your request that GB should consider when preparing a response?

Date Submitted:

Submitted by: