



**Hastings and Prince Edward
District School Board**

FORM F003-1	
Adopted	October 23, 2006
Last Revised	January 27, 2014
Review Date	January 2017

REQUEST FOR DELEGATIONS AND PRESENTATIONS

Please provide the following information no later than five business days prior the meeting date.

Person(s) requesting: _____

On behalf of: (organization) _____

**For the board/committee meeting of:
(name and date of meeting)** _____

Subject/title: _____

Written outline (attach extra pages if needed):

List of attachments to be included in the board agenda package (attach to this request):

NOTE: Additional materials brought to the meeting will be handed out at the chair's discretion.

Authority to speak: (if applicable)

Name of presiding officer

Signature of presiding officer

Signature of requesting person

Equipment required:
(i.e. mic, projector, VCR/DVD, TV, etc.)

Special set-up required:
(table, bulletin board, etc.)

Please specify length of time required: _____ **Please note that the presentation shall not exceed 15 min.**

Mailing address: _____

Telephone: _____

Fax: _____

RETURN TO: Director's Office, The Education Centre
Hastings and Prince Edward District School Board
156 Ann Street, Belleville, Ontario, K8N 3L3
Phone: 613-966-1170 Ext. 2201 FAX: 613-962-1048
Or Email: directors.office@hpedsb.on.ca

Date received: _____

FORM F003-2

Adopted	October 23, 2006
Last Revised	November, 2014
Review Date	November, 2017

DATE: _____

Indicators of Effective Practice	Evidence	Next Steps
Board members recognize that authority is vested in the full Board. They do not attempt to exercise individual authority. (Policy No. 8)		
Board members will, at all times, act with proper decorum and be respectful of other trustees and members of staff, as well as the public. (Policy No. 8)		
Board members provide information about the local community for the context of decision making, yet are mindful that they represent everyone the board serves, not a particular interest group or geographic area. (Policy No. 8 & 9)		
Board members maintain the confidentiality of privileged information discussed in closed meetings or provided in correspondence and reports. (Policy No. 8)		
Board members do not exert influence on any decision in which they have a personal financial interest. (Policy No. 8)		
Board members act as educational advocates at various levels and participate in development opportunities to ensure quality of leadership and service.(Policy No. 9)		
Board members support the corporate Board in being accountable for the educational, financial and operational performance of the school system. (Policy No. 8 & 9)		