

## Bylaw 2022-01 – Request to be on the Board Agenda

Any nonmember requesting to address the board must submit an agenda request form at least 7 days before the scheduled board meeting for approval by a majority vote of the Executive council of the Board. Such address to the board shall be limited to 5 minutes per nonmember. This form request form shall be sent to the principal. The following is the request form to be used:

### Request to be on Board Agenda

In its effort to provide quality leadership, the Catholic School Board strives to be effective in its operation. While trying to be responsive to our constituents, we also strive to make the best use of our meeting time to deal with the many issues before us.

Article V, Section 3. of our board constitution states that, “The right of nonmembers to address the board shall be limited to those whose petition has been approved for the agenda in advance of the meeting.”

To help us to respond to your request to make a presentation to the board, please provide the following information. Thank you in advance.

Name of Presenter: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please check one item:

I am speaking as an individual

I am speaking on behalf of \_\_\_\_\_

**Purpose** - Please state the topic of your presentation. Indicate the issues that have led to your point of view or opinion. Provide background facts and information which will assist the board in understanding your issue and why you feel it is important at this time. Please list any alternatives to the situation which may be considered by the board.

### Appendices:

Please provide any handouts to which you have referred in your request and which you would like the board to consider. These may include charts, tables, forms, lists, or supporting documents. Only the materials accompanying your request will be distributed to the board. No additional materials may be distributed at the time of your presentation. Audio visual materials must be provided in sufficient time to be previewed prior to your presentation.

Please return your completed request to the school principal at least one week before the regularly scheduled board meeting.

Signature \_\_\_\_\_

Date submitted: \_\_\_\_\_

The above Bylaw 2022-01 **Request to be on the Board Agenda** having passed the requisite vote of passage by a vote \_\_\_\_\_ ayes for and \_\_\_\_\_ nays against, by such School Board Members in Attendance, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, is hereby duly adopted and shall thereafter be placed in the Official Bylaws of the Aquin School Board.

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Kelsi Hosch, Chairperson

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Cody Noonan, Secretary