



## **AP-B-402.1 Presentations to the Charter Board Administrative Procedures**

January 18, 2012

### **BACKGROUND & RATIONALE**

The Charter Board is accountable to the membership of FFCA, and utilizes the input of its membership to effectively fulfill its mandate. FFCA promotes the involvement of its membership in the decision-making process by encouraging members to make presentations to the Charter Board.

### **GUIDELINES**

1. Requests to make presentations to the Charter Board will be by written submission to the Charter Board Chair and/or the Superintendent.
2. When determining appropriateness of the presentation request, particular consideration will be given to the extent to which the presenter has followed Charter Board policy, the potential to prejudice the Charter Board's ability to hear an appeal, and whether or not it is repetitious.
3. Matters pertaining to personnel, and legal and property issues will be considered in closed session.
4. Presentations will be in writing and will be supported by oral comments at the meeting. The spokesperson for the delegation will be identified in the written presentation.

### **ADMINISTRATIVE PROCEDURES**

1. The Executive Committee will decide the appropriateness of the delegation's request to be placed on the Charter Board agenda.
2. The Executive Committee will determine if the presentation to the Charter Board should be held in public or in closed session.
3. The written presentation will be forwarded by the delegation to the Superintendent at least ten (10) working days prior to the meeting for distribution to the Charter Board.
4. Relevant background information and other perspectives related to the delegation's presentation will be prepared by the Superintendent for distribution to the Charter Board.
5. The spokesperson will be notified at least one week in advance regarding the placement of his/her item on the agenda, and of the time allotted for the presentation.
6. The spokesperson will be notified if the Charter Board intends to address the delegation's issue at a subsequent meeting.
7. In emergent situations where the above procedure cannot be followed, the Executive Committee will justify the emergency, then provide an outline of the subject and background

information prior to the delegation appearing before the Charter Board.