

**B. Charter Board Governance and Operations**  
**Policy B-401: Presentations to the Charter Board**  
**Policy**

The Charter Board believes that the School Partners and employees of the Charter Board should have the opportunity to make presentations to the Charter Board, and further recognizes the value of such information.

**Guidelines**

1. A request to make a presentation shall be to the Charter Board Chairperson, at least five working days before the next Charter Board meeting.
2. The Chairperson may consult with the Executive Committee to determine whether the petitioner 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 shall be considered in a closed session.
4. Relevant background information to the delegate's submission shall accompany the agenda.
5. The spokesperson for the delegation shall be identified.
6. The spokesperson shall be notified of the time the item has been placed on the agenda.
7. Where a delegation requests action from the charter board, the Charter Board will usually respond at a subsequent meeting.
8. In emergent situations where the above procedure cannot be followed, the Chairperson shall justify the emergency, then outline the subject and background prior to the delegation appearing before the Charter Board.

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*Legal Reference:*                    *Valhalla School Foundation By-Laws*