



### **NEWS MEDIA SERVICES AT BOARD MEETINGS**

News media personnel are welcome at Board meetings, with the exception of those portions of the meeting which are in Committee of the Whole (in camera).

The Board of Trustees believes that one of its main responsibilities is to keep the public accurately informed of its actions and other important activities within the School Division. Consequently, local news media representatives are encouraged to attend all regular meetings of the Board.

In the event that representatives of the news media are unable to attend a meeting of the Board, they shall be provided with a summary of pertinent Board decisions.

Trustees are reminded of the following guidelines for the release of information to the news media:

- a) All information dealt with at the committee level is confidential until such time as it is presented to the Board in open session;
- b) All discussions held in Committee of the Whole are confidential;
- c) Upon delegation by the Board, any Trustee or member of the Senior Administrative staff may act as spokesperson for the Board on any action or decision made by the Board, providing any statements made reflect the decision of the Board and not the opinions of the individual concerned;
- d) The Board expects its decisions to be supported by all Trustees; any decisions proposed for reconsideration are to be brought to the attention of the Board prior to being released to the news media;
- e) Major news items and issues of a controversial or complex nature shall be reported to the news media using Board approved news releases. Such news releases may be prepared by the Senior Administrative staff or the appropriate standing committee;
- f) Any Trustee making a personal statement to the media must qualify that his/her statement is a personal opinion and does not necessarily reflect the opinion of the Board of Trustees.

See also: KC