



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### Policy A.2.1

**Policy:** BOARD MEETING PROCEDURES

**Date Passed:** November 24, 1998

**Date Revised:** January 29, 2019

May 26, 2015

### PREAMBLE

Section 67(5) of the *School Act* requires boards to establish procedures governing the conduct of its meetings. No act or proceeding shall be valid or binding on the Board of Education ("Board") unless such act or proceeding shall have been adopted at a meeting called and held as provided by the *School Act* or by Board policy.

### QUORUM

- 1.1 A quorum of a board is a majority of the Trustees holding office at the time of the meeting of the Board (School Act - Section 66).

### MINUTES

- 2.1 The minutes of the proceedings of all meetings of the Board shall be recorded, certified as correct by the Secretary Treasurer or other employee designated by the Board, and signed by the Chairperson or other member presiding at the meeting at which the minutes are adopted.
- 2.2 Except for minutes of a meeting from which persons other than Trustees or Officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee not exceeding fifty cents (.50 cents) per page (School Act - Section 72). All board meeting minutes shall be made available to the Board appointed auditors for review.
- 2.3 Draft minutes will be emailed to Trustees within one week of the meeting for feedback and will be included in the next board meeting package for approval.

### INAUGURAL MEETINGS:

- 3.1 The Board shall meet as soon as possible after general election of Trustees and in any event within 30 days from the date that the new board begins its term of office. The meeting will be convened by the Secretary-Treasurer, who will act as interim Chairperson until the Board Chairperson has been elected (School Act - Section 67).
- 3.2 Oaths and declarations will be taken for all Trustees elected.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- 3.3 The interim Chairperson of the meeting shall call for the election of a Chairperson of the Board and open the meeting for nominations. Elections for Chairperson of the Board will be by ballot vote in which that person receiving a clear majority shall be elected Board Chairperson. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if a tie shall occur, the election shall be decided by the drawing of lots.

### REGULAR MEETINGS:

- 4.1 A regular meeting shall be held at least once per month September to June. Additional meetings shall be held as the Board may decide.
- 4.2 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting has been called in accordance with these procedures. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date, at their discretion.
- 4.3 The order of business at all regular meetings, unless varied by motion, shall be as follows:
- (a) Acknowledgement of Haida Territory
  - (b) Call to Order
  - (c) Public Question Period (10 minutes in total)
  - (d) Approval of Agenda
  - (e) Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
  - (f) Report on Action from Previous Meeting
  - (g) Delegations/Presentations
  - (h) Chairperson Report
  - (h) Strategic and Policy Issues
  - (i) Operational Issues
  - (j) Correspondence
  - (k) Question Period



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### (I) Adjournment

- 4.4 A change to the prescribed order of business may be proposed by any Trustee and shall require unanimous consent, without debate.
- 4.5 The agenda and notice of meetings shall be prepared by the Secretary Treasurer under the direction of the Chairperson. Written notice of each meeting, together with the proposed agenda, must be given to each Trustee at least 48 hours in advance of the meeting. Agenda packages will also be sent to identified representatives.
- 4.6 Minutes of all proceedings passed at meetings of the Board shall be kept by the Secretary Treasurer. Such minutes are to be concise and are to detail proceedings of the Board but not the contents of speeches.
- 4.7 All meetings shall stand adjourned at two hours after their commencement unless a resolution is passed by two-thirds majority to extend the hour of adjournment.
- 4.8 All regular meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct. If, in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees or persons other than Trustees and Officers.

### SPECIAL MEETINGS:

- 5.1 A special meeting of the Board may be called by the Chairperson or, upon written request of a majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 5.2 Written notice of a special meeting and an agenda shall be given to each Trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote, providing all reasonable steps have been taken to notify all Trustees of the meeting.

### CLOSED MEETING (IN CAMERA)

- 6.1 The Board may convene a meeting without the public, or without the public and staff present, at which matters of a confidential nature shall be discussed. No Trustees shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.
- 6.2 Unless otherwise determined by the Board, the following matters shall be considered in closed meeting:

Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;

Accident claims and other matters where Board liability may arise;



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Legal opinions respecting the liability or interest of the Board;

The conduct, efficiency, discipline, suspension, termination or retirement of employees;

Medical Examiners or examinations and medical reports;

Matters pertaining to individual pupils including the conduct, discipline, suspension or expulsion of pupil, truancy and indigent pupils;

Purchase of real property including the designation of the sites, consideration or appraisal reports, consideration of accounts claimed by owner, determination of Board offers and expropriation procedures;

Lease, sale or exchange of real property prior to finalization thereof;

Matters pertaining to the safety, security, or protection of Board property;

Such other matters where the Board decides that the public interest so requires.

All other matters shall be considered in public session.

- 6.3 Prior to adjourning a Closed Meeting, the Chairperson shall request a motion to rise and report on all decisions and/or deliberations conducted and/or recorded.
- 6.4 A record of matters discussed In-Camera will be presented at the next Regular Board Meeting.

### CHAIRPERSON AND PRESIDING OFFICERS

- 7.1 The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes. The Chairperson is the Board's spokesperson and represents the Board in the community.
- 7.2 The Chairperson shall preside over all Board meetings ensuring they are fair, open and thorough yet efficient, orderly and productive.
- 7.3 The Vice Chairperson shall preside in the absence of the Chairperson or when the Chairperson vacates the Chair.
- 7.4 In the event that neither the Chairperson nor the Vice Chairperson are able or willing to take the Chair, the presiding officer shall be such person as the Board may elect from that meeting.
- 7.5 The Chairperson and the Vice Chairperson shall be elected for a term of one (1) year in November of each year.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- 7.6 The presiding officer shall rule on all points of order and shall state their reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 7.7 The Chairperson shall vote in accordance with paragraph (Voting).

### RULES OF ORDER

- 8.1 The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the School Act or this policy. Where there is an inconsistency between these Rules and the School Act, the School Act shall apply over the Rule in question.
- 8.2 The Board may adopt or suspend a procedural rule for a specific period of time resolution of a majority of two-thirds of the Trustees present at the meeting.
- 8.3 The Rules may be amended by resolution only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
- 8.4 The presiding officer's ruling on a point of order shall be based on Rules of Order.
- 8.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
- 8.6 All questions shall be decided by a vote on motion.

### MOTIONS:

- 9.1 Unless expressly required to be exercised by bylaw, all powers of the Board shall be exercised by resolution (motion).
- 9.2 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.
- 9.3 The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 9.4 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated within one year except by the reconsideration process.
- 9.5 All motions shall be seconded, including those made In Camera.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- 9.6 All motions are debatable except the following:
- (a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;
  - (b) Motion to fix time for adjournment of a meeting;
  - (c) Motion to proceed to the next business;
  - (d) Motion to go into In Camera session.
  - (e) Motion to table unless such a motion contains a date for further consideration of the matter tabled;
  - (f) Motion to refer to the In Camera session;
  - (g) Motion to proceed to next business.
- 9.7 An amendment is a motion to modify the wording of a pending motion. An amendment to a motion does not require notice. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once; however, there can be only one amendment on the floor a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.

### RECONSIDERATION:

- 10.1 A question may be considered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-third majority of those Trustees present.

### DEBATE:

- 11.1 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this Rule.
- 11.2 No Trustee shall speak until recognized by the Chairperson.
- 11.3 No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other Trustees who wish to speak have spoken. No Trustee shall speak for a period in excess of five (5) minutes at one time. The Chairperson shall caution a Trustee who persists in tedious and repetitious debate and may direct them to discontinue if they persists.
- 11.4 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 11.5 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### VOTING:

- 12.1 All Trustees at meetings must vote although a Trustee must abstain from voting in the event that they have a conflict of interest by reason of having any pecuniary or non-pecuniary interest (direct, indirect or deemed) in a vote. A Trustee who has a conflict of interest must state this and excuse themselves from the meeting during discussion and the vote on the matter. A Trustee may also abstain from voting if they states at the meeting their reasons thereon and any such abstention shall be treated without being either negative or positive.
- 12.2 Voting shall be by a show of hands and only the results recorded unless a Trustee requests recording of names. Where names are recorded, both positive and negative votes shall be recorded.
- 12.3 The Chairperson shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chairperson shall so declare.
- 12.4 All questions shall be decided by a majority of the votes of the Trustees present and voting, save as otherwise provided by the procedures or the School Act.

### BYLAWS AND RESOLUTIONS:

- 13.1 All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading but a bylaw has three readings.
- 13.2 The following matters shall only be resolved by bylaw:
  - (a) Amendments to bylaws;
  - (b) Appeal procedure;
  - (c) Acquisition or disposal of property owned or administered by the Board (School Act Section 96);
  - (d) Where required by the School Act.
- 13.3 Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading.
- 13.4 Every bylaw shall be dealt with in the following stages:
  - (a) First reading - no debate or amendment;
  - (b) Second reading - discussion of the principle of the bylaw;
  - (c) Third reading - adoption of the bylaw.
- 13.5 Every bylaw shall receive three (3) readings on different days. A bylaw may be advanced two (2) or more stages in one day by a unanimous consent under urgent or extraordinary circumstances, the determination of which shall be by the Chairperson.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- 13.6 The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed.

### BOARD MEETING DELEGATES

- 14.1 Persons requesting to appear as a delegate to a regular meeting of the Board shall make arrangements through the office of the Chief Executive Officer stating the purpose and subject to be covered by the petition or presentation.
- 14.2 Persons wishing to make presentations to the Board must have the request, together with all support information, in the School Board Administration Office no later than ten (10) days prior to a regular meeting date.
- 14.3 Any late submissions will be reported to the Chairperson of the Board who will adjudicate the urgency of the content, and give direction as to the disposition of the request. Any decisions of the Chairperson of the Board shall be conveyed to the prospective delegate setting out the time, place and who will receive the petition/presentation.
- 14.4 Delegations/presentations are limited to twenty minutes. The available time will be distributed equally among the number of delegates or presenters unless the delegate or presenting group(s) agree otherwise.
- 14.5 It is the prerogative of the Board to decide the course of action to be taken on matters presented. The Board reserves the right to delay or to refrain from making a decision.
- 14.6 Petitions to the Board, which are not supported by delegate(s), shall be dealt with as general correspondence.

### ELECTRONIC MEETINGS

- 15.1 The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugural Meetings. Accordingly, at the call of the Chairperson, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:
- (a) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means.
  - (b) A Trustee is only able to attend a regular Board meeting through electronic means.
  - (c) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where it is practical to do so. All Trustees and Officers of the Board attending or participating in the meeting are able to communicate with each other.





## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- (d) For purposes of determining a quorum, at the start of an electronic meeting or during an electronic meeting, the Chair shall count as present any Trustees who are connected to the meeting by electronic means.
- (e) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring board consideration and voting.
- (f) Voting shall occur by each Trustee identifying themselves and indicating their vote either for or against the resolution.
- (g) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.