

BYLAW NO. 3–2025 BOARD MEETING PROCEDURES

DATE: DECEMBER 9, 2025

This Bylaw is to establish the procedures governing the conduct of meetings of the Board of Education in accordance with the *School Act*.

PREAMBLE

[Section 67\(5\) of the School Act](#) requires boards to establish procedures governing the conduct of its meetings.

The Board wishes to enact meeting procedures to support meetings being conducted in a transparent and efficient manner.

The Haida Gwaii Board of Education, in an open meeting, hereby enacts as follows:

1. DEFINITIONS

- 1.1. The terms used in this Bylaw have the meanings assigned by the *School Act* and Regulations made thereunder, except as when the context indicates otherwise.

2. OATH OF OFFICE, INAUGURAL MEETING AND ELECTION OF BOARD OFFICERS

- 2.1. A person elected or appointed as a Trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the [School Act s.50](#) before assuming their role as a Trustee on the Board.
 - 2.1.1. In addition to the oath process outlined in the School Trustee Oath Of Office Regulation Trustees may take the oath in presence of an Elder and/or Elected or Hereditary Chief of the area they are representing.
- 2.2. After the general local election of Trustees, the Secretary Treasurer shall convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 2.3. The Secretary Treasurer will call the meeting to order and will preside until the Chair of the Board has been elected.
- 2.4. The Secretary Treasurer shall announce the results of Trustee elections and confirm that all Trustees have taken the oath of office, or shall administer, or cause to be administered, the oath of office to Trustees who have not taken it.
- 2.5. The Secretary Treasurer shall call for nominations for the position of Chair of the Board.
 - 2.5.1. Trustees may not nominate themselves.
 - 2.5.2. Nominations do not require a seconder.
 - 2.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.



- 2.5.4. Once nominations are closed, Trustees, who have accepted a nomination, may address their colleagues.
- 2.5.5. Trustees who are not elected for one office may accept a nomination for another office.
- 2.6. The Secretary Treasurer will then conduct a vote, if necessary, by private ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person receiving a majority of the total votes cast will be elected Chair of the Board.
 - 2.6.1. If no person receives a clear majority, further ballots will be taken.
 - 2.6.2. If more than two candidates are on a ballot and no majority is reached, the person with the least number of votes will be dropped from the nominees and a further ballot conducted.
 - 2.6.3. If any vote involving only two Trustees ends in a tie vote, the election shall be decided by drawing of names.
 - 2.6.4. All ballots will be destroyed.
 - 2.6.5. The Secretary Treasurer will declare the duly elected Chair of the Board and will vacate the chair.
- 2.7. The Chair of the Board so elected shall assume the chair for the remainder of the meeting.
- 2.8. Upon assuming the chair, the Chair will call for nominations for Vice-Chair of the Board, and then for the BCSTA Provincial Council and BCPSEA Representatives (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 2.5 and 2.6 above.
- 2.9. The Chair and Vice-Chair serve in their roles at the pleasure of the Board or until the Annual Special Meeting in the following November.
 - 2.9.1. In accordance with the [School Act s.67\(4\)](#), a majority of the Board may elect a new Chair of the Board or Vice-Chair of the Board at any time.
- 2.10. Following the election, the Board shall confirm its signing officers.

3. ANNUAL SPECIAL MEETING OF THE BOARD AND ELECTION OF BOARD OFFICERS

- 3.1. In the years when no inaugural meeting is required, an annual Special Meeting of the Board will be held, in public, in November to elect the Chair of the Board and Vice-Chair of the Board of the Board, representatives to the BCSTA Provincial Council and BCPSEA Representatives (and their alternates) for the ensuing year in accordance with 2.5 – 2.8 above.

4. MEETINGS OF THE BOARD – AGENDAS, QUORUM, AND CONFLICT OF INTEREST

- 4.1. Prior to each meeting, the Secretary Treasurer is responsible to prepare an agenda in consultation with the Chair of the Board and Superintendent outlining all business to be brought before the Board.



- 4.2. Proposed agenda items may be requested to be on the agenda in one of the following ways:
 - 4.2.1. Individual Trustees wishing to have business brought before the Board will forward the business item to the Chair of the Board and Secretary Treasurer to facilitate appropriate action.
 - 4.2.2. As a recommendation from a Committee of the Board.
 - 4.2.3. At the commencement of a meeting, in the event a Trustee, Secretary Treasurer or Superintendent believes that an item requires immediate attention, the Chair will allow the item to be added to the agenda provided that no objection is raised by any Trustee in attendance. If an objection is raised, the item will be added to a subsequent Board meeting.
- 4.3. The Board agenda and supporting documentation will be provided to each Trustee in an electronic format forty eight (48) hours prior to the meeting.
 - 4.3.1. Non receipt by a Trustee shall not void the proceedings.
 - 4.3.2. Written notice of any meeting will be waived provided that reasonable steps have been taken to notify all Trustees of the meeting and that the majority of the sitting Trustees agree to the waiving of the written notice.
 - 4.3.3. Agenda packages will be sent to identified recipients, partners and community representatives.
 - 4.3.4. The agenda and supporting material for each Open Meeting will be available for the public and interested media through the District website. Additional
 - 4.3.5. supporting information or related correspondence may be provided to the Board up to the start of the meeting if the information and correspondence is related to items on the published agenda.
- 4.4. [Section 66 of the School Act](#) provides that a quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
 - 4.4.1. If, prior to any meeting, the Chair and/or the Secretary Treasurer have received information suggesting there will not be a quorum, the meeting may be rescheduled.
 - 4.4.2. At the appointed time for commencement of a meeting, the Chair 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, then the meeting will stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
 - 4.4.3. 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 the next open meeting date or to another meeting called in accordance with this Bylaw.
- 4.5. In the event that the Chair and the Vice-Chair are absent, and a quorum is present, the Secretary Treasurer will call the Trustees to order and the Trustees will choose a Trustee to chair the meeting until the arrival of the Chair or Vice-Chair.
- 4.6. All meetings will begin with an acknowledgement of Haida territory.



- 4.7. At all meetings, [the School Act s.69](#) requires that the Secretary Treasurer must be present at the time that a decision of the Board is rendered and must record any decision. If the Secretary Treasurer is unable to attend the meeting, or if the meeting concerns the work performance or employment of the Secretary Treasurer the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer to perform the duties of the Secretary Treasurer at the meeting.
- 4.8. Any Trustee with a conflict of interest in a meeting will:
- 4.8.1. state that they have a conflict of interest in the matter;
 - 4.8.2. state the general nature of the conflict of interest;
 - 4.8.3. not take part in any discussion of the matter, if the meeting is not closed to the public, or leave any meeting closed to the public;
 - 4.8.4. not attempt in any way to influence the voting on any question in respect of the matter, before, during or after the meeting; and
 - 4.8.5. abstain from voting on any question in respect of the matter or the part of the meeting during which the matter is under consideration.
- 4.9. In accordance with the [School Act s.70](#), the Chair may expel from the meeting a person, other than a Trustee, that the Chair considers guilty of improper conduct. A majority of the Trustees present at a meeting of the Board may expel a Trustee, by motion, from the meeting for improper conduct.

5. MINUTES

- 5.1. Draft minutes will be reviewed by the Superintendent and Secretary Treasurer and will be included in the next Board meeting package for approval.
- 5.2. Minutes of the proceedings of all meetings shall be concise, ratified at the next meeting of the Board, certified as correct by the Secretary Treasurer or other employee designated and signed by the Chair or other member presiding at the meeting at which the minutes are adopted.
- 5.2.1. Minutes will not record the names of movers and seconders.
 - 5.2.2. Minutes will not record who voted for or against motions. Trustees may ask to have their vote recorded.
 - 5.2.3. If a Trustee declares a conflict of interest, such conflict will be recorded in the minutes.
 - 5.2.4. Except for minutes of a meeting or portion of a meeting from which persons other than Trustees or Board officers, or both, were excluded, the approved minutes will be published on the District website once adopted.

6. MEETING RULES OF ORDER

- 6.1. Meetings of the Board will be conducted in accordance with this Bylaw and, where the Bylaw is silent, using *Robert's Rules of Order, Newly Revised*, except where provisions of the *School Act* may conflict, in which case the latter will prevail.



- 6.2. This Bylaw acknowledges the ability for the Board to conduct meetings according to agreed upon practices that recognize Haida Law.
- 6.3. The Board may adopt or suspend a procedural rule for a specific period of time by resolution of a majority of the Trustees present at the meeting.

7. MOTIONS

- 7.1. Unless expressly required to be exercised by bylaw, all powers of the Board shall be exercised by motion.
- 7.2. 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.
- 7.3. 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.
- 7.4. All motions shall be seconded.
- 7.5. 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 relevant, i.e. 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 also be relevant to the first amendment and cannot be amended.
- 7.6. All motions are debatable except the following:
 - 7.6.1. 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;
 - 7.6.2. Motion to fix time for adjournment of a meeting;
 - 7.6.3. Motion to proceed to the next business;
 - 7.6.4. Motion to go into Closed session.
 - 7.6.5. Motion to table unless such a motion contains a date for further consideration of the matter tabled;
 - 7.6.6. Motion to refer to the Closed session;
 - 7.6.7. Motion to proceed to next business.

8. RECONSIDERATION

- 8.1. 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.
- 8.2. A motion to reconsider a decision can be made the day on which the original motion was voted upon. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question.



No question can be reconsidered twice.

- 8.3. Motions to rescind or to amend something previously adopted will be reconsidered only if notice has been given at the previous meeting, and if reconsideration is approved by a two-third majority of those Trustees present and if no action has been taken which it is too late to undo. Such motions are debatable and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any member. No question can be reconsidered twice.

9. DEBATE

- 9.1. Debate shall be strictly relevant to the question before the meeting and the presiding officer shall remind speakers who violate this Rule.
- 9.2. No Trustee shall speak until recognized by the Chair.
- 9.3. 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 minutes at one time. The Chair shall caution a Trustee who persists in tedious and repetitious debate and may direct them to discontinue if they persist.
- 9.4. 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.
- 9.5. No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.

10. VOTING

- 10.1. All Trustees at meetings must vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote and such an abstention shall be recorded. .
- 10.2. 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.
- 10.3. The Chair shall vote at the same time as the other members of the Board. .
- 10.4. 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*.
- 10.4.1. In the case of a tie vote, the motion is defeated.



11. OPEN MEETINGS OF THE BOARD

- 11.1. Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than Trustees be excluded.
- 11.2. A open meeting shall be held at least once per month September to June, save for March.
- 11.3. Annually, the Board will determine the schedule of meetings for the following school year and will publish the schedule at the beginning of each school year.
- 11.4. All meetings shall stand adjourned at two hours after their commencement unless a motion is passed by majority to extend the hour of adjournment.
- 11.5. In recognition of Haida practice, and in the spirit of reconciliation, for those meetings that occur during dinner time, the Board will provide food for community attendees.
- 11.6. The order of business at all open meetings, unless varied by motion, shall be as follows:
 - 11.6.1. Acknowledgement of Haida Territory
 - 11.6.2. Call to Order
 - 11.6.3. Acceptance of the Agenda
 - 11.6.4. Public Questions Regarding the Agenda
 - 11.6.5. Approval of Minutes of Prior Meetings and Receipt of Closed Meeting Record
 - 11.6.6. Recognition/Delegations/Presentations
 - 11.6.7. Chair of the Board Report
 - 11.6.8. Superintendent Report
 - 11.6.9. Indigenous Education
 - 11.6.10. Strategic Plan and Policy
 - 11.6.11. Operations
 - 11.6.12. Correspondence
 - 11.6.13. Public Questions of Clarification Pertaining to the Agenda
 - 11.6.14. Adjournment
- 11.7. A change to the prescribed order of business may be proposed by any Trustee and shall require unanimous consent, without debate.

12. RECOGNITION, PRESENTATIONS AND DELEGATIONS AT OPEN MEETINGS

- 12.1. The Board welcomes and encourages presentations and delegations from students, parents, staff, rightsholders, partners and others at meetings.
- 12.2. The Superintendent will be responsible to schedule in-district presentations and recognition activities.
 - 12.2.1. Attempts should be made to keep such presentations to approximately 10 minutes.
- 12.3. Any person or group wishing to address the Board as a delegation shall make a request through the office of the Superintendent stating the purpose and subject to be covered. and



naming a spokesperson.

- 12.3.1. The request, together with all supporting documents, must be provided no later than ten (10) days prior to a open meeting date.
- 12.3.2. The Superintendent will review the request and determine suitability.
- 12.3.3. The decision of the Superintendent shall be conveyed to the prospective delegate.
- 12.3.4. The Superintendent shall set out the time, place and who will receive the presentation.
- 12.3.5. Delegations are limited to ten (10) minutes.
- 12.3.6. The number of delegations may be limited.
- 12.3.7. It is the prerogative of the Board to decide on any course of action to be taken.
- 12.3.8. Petitions to the Board, which are not supported by delegate(s), shall be dealt with as general correspondence.
- 12.3.9. If circumstances warrant, the Board may receive such individuals or Delegations in a Closed Meeting.
- 12.3.10. Delegations shall not be repeated unless significantly new information is available.

13. PUBLIC QUESTIONS OF CLARIFICATION

- 13.1. The Open Meeting is the formally designated means of transacting Board business. Communication with the public is extremely important and therefore, a question period of ten (10) minutes will be set aside at each Open Meeting solely as a means for ensuring that public who are present in the audience have an opportunity to ask questions pertaining to the Board agenda.
 - 13.1.1. Questions regarding personnel or specific students are to be dealt with following current Board Policy regarding addressing concerns.
 - 13.1.2. Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed
- 13.2. One question will be taken from each person, after which, time permitting, each person may present a second question.
 - 13.2.1. Speakers must identify themselves before speaking.
 - 13.2.2. All questions will be directed to the Chair, who may refer the question to the Superintendent or Secretary Treasurer.
 - 13.2.3. The Chair may restrict the length of time any one individual may speak.
 - 13.2.4. The response to a question will be made during the meeting, when possible, or deferred until a later date when information becomes available.
 - 13.2.5. Individuals addressing the Board assume personal responsibility for all statements made to the Board.
 - 13.2.6. The Chair will use judgment to stop any inappropriate questions that would be better discussed in a different forum.
 - 13.2.7. The Chair may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which the Chair considers inappropriate.



14. SPECIAL MEETINGS

- 14.1. Special Meetings are any meetings held between the regularly scheduled meetings.
- 14.2. A special meeting of the Board, open to the public, or closed to the public, may be called by the Chair or, upon written request of a majority of the Trustees, may be called by the Secretary Treasurer.
- 14.3. No business other than that for which the meeting was called shall be conducted at the meeting.

15. CLOSED MEETING

- 15.1. All matters coming before the Board shall be considered in public unless the public interest requires otherwise. In these circumstances, persons other than Trustees may be excluded from a meeting or from part of a meeting.
- 15.2. 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.
- 15.3. Unless otherwise determined by the Board, the following matters shall be considered in a closed meeting:
 - 15.3.1. Personnel matters: including contract and collective agreement negotiations; matters pertaining to individual employees including medical matters, appointment, promotion, demotion, transfer, conduct, competence, discipline, suspension, termination or retirement; grievances; requests of employees, Board officers or their bargaining agents or representatives; plans that relate to the management of personnel or the administration of the Board and that have not yet been implemented or made public.
 - 15.3.2. Legal matters: accident claims and other matters where Board liabilities may arise; legal opinions and advice respecting the liability or interest of the Board or respecting any matter to be considered in closed session; information or action regarding legal actions brought by or against the Board.
 - 15.3.3. Matters pertaining to individual students.
 - 15.3.4. Acquisition and disposition of real property prior to finalization including: future site planning and designation; negotiations regarding purchase, lease, sale or exchange of real property; consideration of appraisal reports and claims by owners; determination of Board offers; and expropriation procedures.
 - 15.3.5. Matters pertaining to the safety, security or protection of Board property.
 - 15.3.6. Other matters where the Board decides that the public interest so requires.
- 15.4. The Secretary Treasurer shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a Closed Meeting and the record shall be provided in the subsequent Open Meeting of the Board.



- 15.5. Prior to adjourning a Closed Meeting, the Chair shall request a motion to rise and report on Closed Meeting items.

16. BYLAWS

- 16.1. The following matters shall be dealt with only by bylaw:
- 16.1.1. adoption of the budget;
 - 16.1.2. any capital bylaw;
 - 16.1.3. the acquisition or disposal of property;
 - 16.1.4. rules and procedures relative to the organization of meetings of the Board;
 - 16.1.5. amendments to bylaws; and,
 - 16.1.6. where specifically required by the *School Act*.
- 16.2. Every bylaw shall be dealt with in the following stages:
- 16.2.1. First reading: no debate or amendment;
 - 16.2.2. Second reading: discussion of the principle(s) of the bylaw;
 - 16.2.3. Third reading: discussion regarding amendments made and final approval.
- 16.3. When a bylaw has been amended it shall be reprinted as amended and shall not proceed until the amended version has been distributed.
- 16.4. Subject to 16.2, at each of the three readings of a bylaw, the bylaw must be read in full, however, a reading of the bylaw may, if a written or printed copy of a bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by its title and a summary of its contents.
- 16.5. 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.
- 16.6. A bylaw may be withdrawn at any stage with consent of the Board.
- 16.7. The Secretary Treasurer shall certify on a copy of each bylaw, the readings and the dates.

17. ELECTRONIC PARTICIPATION BY TRUSTEES

- 17.1. In accordance with the [*School Act*](#), Trustees may participate in or attend any meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 17.2. The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugural Meetings.
- 17.3. Trustees who participate in Closed Meetings must ensure that the contents of such meetings are kept secure and confidential. This may require Trustees to wear headphones during the meeting, type messages, and/or participate from a private location. Furthermore,



participants are encouraged to keep their cameras on and their true backgrounds visible as a means of demonstrating the privacy of their environments.

18. MISCELLANEOUS PROVISIONS

- 18.1. All points of procedure not provided for in this Bylaw shall be decided in accordance with *Robert's Rules of Order, Newly Revised*.
- 18.2. If any part of this Bylaw is held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

19. REPEAL

School District No. 50 (Haida Gwaii) Policies A.2 Governance dated November 24, 1998 and amended September 25, 2018; and A.2.1 Board Meeting Procedures dated November 24, 1998, and amended on May 26, 2015 and January 29, 2019 are hereby repealed.

Read a First Time	this	14th	day of	October 2025
Read a Second Time	this	18 th	day of	November 2025
Read a Third Time	this	9th	day of	December 2025
ADOPTED	this	9th	day of	December 2025

Chair of the Board

Secretary Treasurer