

- Procedure Number: 200
 - Procedure Name: Board of School Trustees – Meetings, Procedures (revision #1)
 - Date of Revision: 2005 09 14
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Board Of School Trustees – Meetings, Procedures

Notice: At least 48 hours notice of meetings shall be given.

Quorum: A meeting of the Board shall be adjourned at any time when the number of members present falls below that required for a quorum (See School Act section).

Agenda: The preparation of the Agenda requires prior approval of Chairperson, in consultation with Secretary Treasurer and Superintendent.

Order of Business:

1. Adoption of Agenda
2. Approval of Minutes
3. Business Arising
4. Delegations
5. Trustee's School Reports
6. Correspondence
7. Chairperson's Report
8. Chief Executive Officer's Report
9. Corporate Financial Officer's Report
10. Committee Reports
11. Other Business
12. Question Period
13. Next Meeting Dates
14. Adjournment

Motions

All decisions by the Board shall be by motion duly seconded and carried by a simple majority or by the majority otherwise required. A question once decided cannot be brought up again at the same session. Motions, once seconded, may be withdrawn by the mover and seconder only with the assent of the meeting.

Debate

No member shall speak more than once to a question until every member who wishes to do so has spoken. The Chairperson may exercise discretion in order to expedite the necessary business of the meeting. All remarks should be addressed to the Chair. Remarks and arguments must be relevant to the question under consideration.

Voting

Shall be by show of hands or, at the request of the meeting by motion, by ballot. In the event of a ballot vote the District Superintendent and the Secretary Treasurer act as scrutineers.

Order

The Chairperson shall conduct the meeting with due regard to the rules and the avoidance of irregular or offensive procedure. The ruling of the Chair is not debatable but may be challenged on a duly seconded motion. Points of order may be raised at any time and debate shall cease until the Chair has ruled on the point of order.

Amendments

A motion or amendment may be amended by a mover and seconder provided the amendment is relevant to the motion and does not alter in a material way the principle embodied in the main motion. No more than one amendment and one sub-amendment may be on the floor at any one time and the decision on the matter shall be in the order of the sub-amendment, the amendment and the main motion.

Notice of Motion

Substantial issues effecting policies or procedures should be given as notice of motion at one meeting (requires no seconder and is not debatable) and be introduced by motion at a subsequent meeting.

Dilatory Motions

May be put during course of debate but not so as to interrupt the speaker.

Adjournment

Always in order, must be seconded, not debatable.

Proceed to Next Business

Must be seconded not debatable.

Question Period

Must be seconded, debatable, cannot be amended. If result in affirmative, question must be put forth with on a main notice.

Deferment

(Uncommon in Canadian practice) may be postponed to a specified time, indefinitely or to table - requires a seconder, is debatable.

Referral to In-Committee

Requires seconder, may be amended and debated with respect to the referral, not the main subject. Cannot be superceded by 'previous questions'.

Closing

When the business of the meeting is completed the Chairperson may announce adjournments.

Minutes

The Secretary Treasurer shall keep minutes as a record of decisions of the Board. The minutes shall record the date, time and place of the meeting, the name of the presiding officer and a list of

those attending. Copies of reports, financial statements and other important documents dealt with by a meeting shall be filed with the minutes. Copies of the final agenda will be provided to all those present at the regular meeting. Copies of the agenda and attachments on subjects for discussion in the 'Regular' meeting will be provided to:

- 1 copy to G.I.T.A.
- 1 copy to C.U.P.E.
- 1 copy to each Parent Advisory Council
- 1 copy to the Press

Meetings

Regular and Special meetings of the Board shall be governed by the provisions of the School Act and Municipal Act. In addition the Board may discuss matters which are necessarily confidential such as personnel matters affecting pupils or employees, property transactions where public discussion might affect price, negotiations, at an 'In-Committee' session during a regular meeting and the public may be excluded during such discussion. No decision of the Board shall be taken except at a properly called regular or special meeting.

Suspension of Rules

May be allowed in cases of extreme urgency and for a specific purpose - by motion, seconder required - requires unanimous consent.