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## SCHOOL DISTRICT NO. 64

### PROCEDURE 110 Meeting Procedures and Ceremonial Protocols

*“Inspire learners, Integrate sustainability,  
Involve community”*

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Section: Governance

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018 – 76/18

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**Meeting Procedures:** Procedures followed in conducting meetings are as outlined in Bylaw No. 2, The Procedural Bylaw.

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

**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.

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

**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.

**Order of Business:** Unless a change to the order of business has been proposed by any trustee and decided by either two-thirds vote or unanimous consent, the order of business at all regular meetings shall follow the order set out in Procedural Bylaw #2.

**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.

**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 as follows: at least

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

**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.

**Notice of Motion:** Substantial issues affecting 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.

**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.

**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.

**Proceed to Next Business:** Must be seconded and is not debatable.

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

**Deferment:** May be postponed to a specified time, indefinitely or to table - requires a seconder, and is debatable.

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

**Referral to In-Committee:** Requires seconder, may be amended and debated with respect to the referral, not the main subject. Cannot be superseded by 'previous questions'.

**Closing:** When the business of the meeting is completed the chairperson may announce adjournments.

**Adjournment:** Always in order, must be seconded, not debatable.

**Ceremonial Protocols:** The board will observe recognised national, provincial and First Nations protocols on ceremonial occasions and when expressing a collective sense of sorrow and loss, or engaging in acts of remembrance.

- 1) Respect for the First Nations territories within which the school district operates will shown by following appropriate protocols as follows: Before any other comments or introductions associated with the event, the school district/Master of Ceremonies or designate will acknowledge local First Nations and territory with statements such as the following:
  - a) "I would like to acknowledge that School District No. 64 (Gulf Islands) operates within the unseeded, shared territory of the Hulqu'minum-speaking, and Sencoten-speaking [pronounced Senchothlin) peoples who comprise the Coast Salish Nations"; or,
  - b) "I would like to acknowledge that School District No. 64 (Gulf Islands) operates within the unseeded, shared territory of the Coast Salish Nations, who have had a relationship with this land since time immemorial"; or,
  - c) something similar including elements of a) and b) above.
- 2) When speaking of First Nations, pronounce their names of each accurately, in the language of that Nation. Confirm proper pronunciation ahead of time.
- 3) Elders can be acknowledged as follows:
  - a) "I would (also) like to acknowledge the (name of First Nation) Elders who are here and thank them for honouring this ceremony." (The Elders are not named individually, at this point: any Chief, however, may choose to do that in his/her greetings.) or,
  - b) "I would (also) like to acknowledge the (name of First Nation) Elders who are here and thank them for their welcoming words."
- 4) As with community events, the order of speakers will vary according to the type of event and the number and nature of speakers.

- a) The following order is suggested for both the introduction of guests and the order by which greetings/welcomes will be extended:
  - i) hereditary Chief(s) or other representatives of local First Nation(s);
  - ii) members of the Senate representing British Columbia;
  - iii) Members of Parliament (Cabinet Ministers first);
  - iv) members of the provincial Legislative Assembly (Cabinet Ministers first);
  - v) mayor;
  - vi) Chair of regional District Council
  - vii) School Board Chair;
  - viii) Trustees;
  - ix) Superintendent of Schools
  - x) school principal
  - xi) other dignitaries and elected officials
  - xii) visitors and guests
  
- b) If introducing a Chief, it is considered polite to ask ahead of time if you may introduce the Chief by his/her ancestral name, making sure to pronounce it accurately.
  
- c) Should the district or a district school be visited by provincial, national or royal dignitaries, the formal protocols of the Government of Canada or The Province of British Columbia take precedence, The British Columbia Order of Precedence, a nominal and symbolic hierarchy of important positions within the province of British Columbia, is used to dictate ceremonial protocol at events of a provincial nature. It serves as a useful procedural guideline.
  
- d) If smudging is to take place indoors, appropriate health and safety precautions must be taken, and appropriate personnel notified.

**5) Graduation/Commencement Ceremonies:**

- a) the Canadian flag shall be present;
  - b) the ceremony shall begin with O' Canada;
  - c) all commentary shall be appropriate to the occasion;
  - d) the ceremony may be closed with God Save The Queen.
- 6) In conjunction with federal and provincial government flag protocols, schools with flag poles should half-mast their flags on the following occasions:
- a) Upon the death of
    - i. an immediate member of the Royal Family and a current or former Governor or Prime Minister;
    - ii. our current or former B.C. Lieutenant-Governor or Premier; and
    - iii. at the discretion of the principal or designate, and after consultation with the Superintendent,

1. the death of a staff member
  2. other tragic events
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- b. On April 9th, Vimy Ridge Day;
  - c. On April 28, National Workers' Mourning Day;
  - d. On June 23rd, the national Day of remembrance for Victims of Terrorism;
  - e. On the last Sunday in September, Police and Peace Officers' National Memorial Day;
  - f. On November 11, Remembrance Day;
  - g. On December 6, National Day of Remembrance and Action on Violence Against Women

**References:**

- School Act
- School District No. 64 (Gulf Islands) Bylaw No. 2, Procedural Bylaw
- Robert's Rules of Order
- Order of Precedence – B.C.
- B.C. Office of Protocol – Flag Protocol