BOARD OF EDUCATION PROCEDURES

Within the framework of the Board’s policies and procedures, decisions are made that keep the District moving forward as it provides the best possible learning opportunities for students.

In order to perform these and other duties, the Board comes together at regularly scheduled public and closed meetings. It also holds other meetings or working sessions as deemed necessary. Agendas and minutes from public meetings are available for all to view on the District website at [www.sd47.bc.ca](http://www.sd47.bc.ca).

This Policy outlines the processes and procedures used to function and do the work of the Board.

1. **Quorum for District Meetings**

A quorum for District meetings shall consist of a simple majority (School Act, Sec 66). For School District 47 this means there must be a minimum of three trustees at Board meetings. A trustee shall be counted as in attendance for the purpose of making a quorum via video and/or teleconference (School Act, Sec 67.7). If fifteen minutes after the appointed time a quorum is not present, the meeting shall stand adjourned to a date in the same month to be fixed by the Chair, or until the next regular meeting. In the event there must be a quorum initiated adjournment, the Secretary-Treasurer shall record the names of the Trustees present at the time of the adjournment.

2. **Inaugural Meeting and the First Regular Meeting**

After the results of the trustee elections are officially announced, an inaugural meeting will be held prior to the first regular monthly meeting. The purpose of the inaugural meeting shall be to swear-in the new School Board (School Act Sec.50). The Secretary-Treasurer will give notice of the inaugural meeting and preside at it (School Act, Sec 67.1).
At the first regular meeting there will be an election of the Board’s Officers. A Board Chair, Vice-Chair, Provincial Councillor to the BCSTA and a BCPSEA Representative will be selected by a show of hands vote from the five Trustees (School Act, Sec 67.2).

The Secretary-Treasurer shall preside until the selection of the Board Officers is completed. Following the election of the Board Officers the regular Board Meeting will proceed.

3. Regular Meetings

3.1 There will be three regular meetings of the Board per month; one public and two closed. Special meetings may also be called as required to do the business of the Board.

3.2 The Regular Public Meeting is open to everyone. This meeting is normally held on the third Tuesday of the month from September to June. Unless otherwise advertised it is held at 4:00 pm in the Board room of the School District 47 Administration Building.

3.3 The business of this meeting shall be dealt with according to the prepared agenda in the following general order:
   a) Acknowledgement of Traditional Territories
   b) Presentations, if applicable
   c) Question Period
   d) Chairperson’s Remarks
   e) Approval of Agenda with any additions or deletions
   f) Adoption of Minutes
   g) Correspondence
   h) Reports from:
      i. Superintendent
      ii. Secretary-Treasurer
      iii. Committees
   i) Other Business Items
   j) Question Period
   k) Media Question Period
   l) Adjournment
3.4 The two regular Closed Meetings are held on the second and third Tuesday of the month. The second closed meeting is held on the same day as the open public meeting.

3.5 The business of closed meetings shall be dealt with according to the prepared agenda in the following general order:

   a) Guests or Presentations (if applicable)
   b) Questions and/or discussion regarding the presentation (if applicable)
   c) Dismissal of guests (if applicable)
   d) Approval of in-camera Agenda with any additions or deletions
   e) Adoption of Minutes
   f) Correspondence
   g) Reports from:
      i. Superintendent
      ii. Secretary-Treasurer
      iii. Committees
   h) Other Business
   i) Adjournment

3.6 Question Periods will be held at all Open Regular Meetings. There will be one question period at the beginning of the meeting and another at the end. The public may raise any question except for those which are usually considered in Special Closed meetings.

4. Special Meetings

4.1 A Special Meeting of the Board may be called by the Board Chair or, upon the request of a majority of the Trustees, shall be called by the Secretary-Treasurer. No business other than that for which the Special Meeting was called shall be conducted at that meeting.

4.2 When possible, written notice of a Special Meeting and an agenda shall be given to each Trustee forty-eight hours in advance of the meeting.
5. **Closed Meetings**

5.1 The Board may convene a meeting without the public (School Act, Sec.69.2). Topics which require: protecting individual privacy; negotiations of contracts; personnel issues; student welfare or discipline; issues dealing with security, land, labour, litigation and other such topics will be discussed at Closed Meetings.

5.2 The Board may convene a meeting without the public and staff present. Matters of a confidential nature shall be discussed. However, these meetings shall be subject to the requirements of the School Act, with respect to the presence of a corporate officer when the meeting is called to order and if any motions are to be considered.

5.3 No Trustee shall disclose the proceedings of a Closed Meeting unless a resolution has been passed at the Closed Meeting to allow disclosure.

5.4 Once considered in a closed meeting the Board may deem it appropriate and in the public’s best interest to continue the discussion of any previously closed topic at a public meeting.

6. **Public Information Meetings**

6.1 The Board may hold public information meetings on major issues to provide or obtain information on proposed changes to operational practices which will substantially affect instructional delivery, facility location, school closure, program relocation, and district funding. The Board Chair and/or designate shall preside over the meeting accompanied by appropriate resource staff assigned by the Superintendent to assist with the proceedings.

6.2 Public Information meetings will be advertised using local media and/or the School District website [www.sd47.bc.ca](http://www.sd47.bc.ca).
7. **Working Sessions**

7.1 The Board feels it is desirable to meet periodically in a working session environment. In this setting, trustees discuss District goals and objectives, evaluate the Superintendent, receive professional development on District programs and review other matters pertaining to the operation of the District.

7.2 At these sessions the Board shall take no action that replaces debate or actions which should occur at public meetings.

7.3 The agenda will be prepared by the Superintendent under the direction of the Chair. The Superintendent is expected to attend the working session and determine if other senior administration staff are to attend and for how long they will attend.

8. **Agenda for Regular Meetings**

8.1 Within three business days, items may be placed on the agenda by notifying the Board Chair. Items may also be included by notice of motion at a previous meeting or a request from a committee of the Board within three business days of the meeting.

8.2 During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion.

8.3 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.

8.4 An agenda information package, containing the agenda and supporting information, should be distributed to each trustee at least three days in advance of regular Board meetings.

8.5 The list of agenda items for the Open Meeting shall be posted in a place readily accessible to the general public one day prior to the meeting. Any elector may inspect the agenda and request a copy.
9. Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

9.1 The minutes shall record:
   a) Date, time and place of meeting.
   b) Type of meeting (regular, special or committee).
   c) Name of presiding officer.
   d) Names of those trustees and administration in attendance.
   e) A brief summary of circumstances of the issue being debated.
   f) All resolutions, including their disposition, placed before the Board, and should be entered in full.
   g) Names of persons making and seconding the motion.
   h) Any points of order and/or appeals.
   i) Appointments.
   j) Summarized reports of committees.
   k) Trustee declarations pertaining to conflict of interest (sections 56, 57, or 58 of the School Act).

9.2. The Minutes shall:
   a) Be prepared as directed by the Superintendent.
   b) Be reviewed by the Superintendent or designate prior to submission to the Board.
   c) Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board.
   d) Upon adoption by the Board, be deemed to be the official and sole record of the Board’s business.
   e) Upon acceptance by the Board and by way of the Secretary-Treasurer’s assurance have the appropriate signatures affixed to the concluding page.

9.3 The Secretary-Treasurer shall:
   a) Establish and maintain a file of all Board minutes.
   b) Establish a codification system for resolutions determined by the Board, which will provide for ready identification as to the meeting at which they were considered.
c) Provide for cross-referencing with resolutions of a similar nature adopted by the Board at previous meetings.

9.4 Upon adoption by the Board, the Open Meeting minutes shall be available for public scrutiny online and at the Board office at all reasonable times.

9.5 The Open Meeting minutes adopted by the Board shall be added to the District website www.sd47.bc.ca and distributed to all trustees and other destinations as directed by the Board as soon as is practicable.

9.6 All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.

10. Board Meeting Rules of Order

10.1 The Board Chair shall preside at all meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.

10.2 The Vice-Chair shall preside in the absence of the Board Chair or when the Board Chair vacates the chair.

10.3 In the event that neither the Board Chair nor the Vice-Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting.

10.4 The presiding officer shall rule on all points of order and shall state reasons and the authority for a 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.

10.5 Where District policy is silent Robert's Rules of Order shall apply to the conduct of meetings. Where policy and Robert's Rules of Order are both silent, the decision of the presiding officer shall be the authoritative ruling.
10.6 Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.

10.7 The Secretary-Treasurer or Superintendent shall act as parliamentarian to the presiding officer and when requested shall advise the Chair or the Board on Rules of Order.

10.8 The Board may adopt a procedural rule for one or more meetings by resolution of the Trustees present at the meeting.

10.9 A rule of order may be suspended by unanimous consent of the Trustees present.

10.10 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 set a precedent.

10.11 These rules may be amended by policy amendment only, at a meeting in which notice of intention to propose the amendment has been given at the previous meeting.

10.12 All questions shall be decided by a vote on motion.

11. Board Motions and Resolutions

11.1 All matters requiring a Board decision or opinion relating to the formal Board meeting agenda shall be done by a motion, which has been moved and seconded for discussion or debate. An opportunity for questions and/or clarification will be provided before the motion is read to the assembly by the presiding officer.

11.2 Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a Resolution when passed.

11.3 The presiding officer may divide a motion containing more than one subject if it is felt that it would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
11.4 No motion other than to postpone consideration of a question, or a procedural motion, shall be reconsidered during the calendar year except by the reconsideration or rescinding process.

11.5 A motion to reconsider cannot be applied to an action that cannot be reversed; for example, entering into a contract.

11.6 A motion to reconsider can only be made at the same meeting where the original motion was voted upon and by a member who voted on the prevailing side. No question can be reconsidered twice.

11.7 A motion to rescind will be considered only if notice has been given at the previous meeting or if notice was given in the call for the present meeting. A motion to rescind may be moved by any trustee, regardless of his/her original vote.

11.8 A motion to table is not debatable other than as to propriety. (There is no set time limit). A motion to postpone is debatable; (it can be postponed indefinitely or to a certain time).

11.9 A motion can be withdrawn or modified by the mover without the consent of anyone before the motion is stated by the Chair. Once the motion has been stated by the Chair, it belongs to the assembly and the mover must request its permission to withdraw or modify it. If there is an objection, the Chair shall ask the meeting if the request should be granted and a majority vote is needed for withdrawal.

11.10 All motions to refer resolutions to the Canadian School Boards Association (CSBA), BC School Trustees Association (BCSTA), or branches thereof for endorsement or adoption, shall receive prior discussion in order to clarify intent and wording of the main resolution.

11.11 All motions to amend Board policy shall be submitted in writing to the Secretary-Treasurer and presented to the Board at a regular meeting immediately preceding the regular meeting at which they are to be discussed. (Notice of Motion). A written Notice of Motion to amend Board policy shall contain the proposed action and rationale. See Policy 7 (sections 3.10, 3.11, 3.12).
11.12 All motions must be seconded except in Committee of the Whole or Board Committee meetings.

12. Amendments to a Motion

12.1 All motions shall be subject to amendment except the following:

a) Motion that the question be now put.
b) Motion for adjournment of debate or adjournment of a meeting.
c) Motion to table.
d) Motion to proceed to next business.

12.2 An amendment to a motion does not require notice.

12.3 Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided.

12.4 Amendments must be strictly relevant to the main motion and will not change the intent of the original motion.

12.5 Amendments may also be made by a "substitute" motion if the substitute is not contrary to the principle embodied in the main motion.

13. Debate

13.1 Debate shall be strictly relevant to the question and the presiding officer shall warn speakers who violate this rule.

13.2 No person shall speak until recognized by the Chair.

13.3 No trustee shall speak more than three times to a question unless a motion to extend debate is made, seconded, and carried except the mover of the motion who will have the right to make a reply when all trustees who wish to speak have spoken.
13.4 No trustee shall speak for a period in excess of three minutes at one time during debate. The presiding officer may caution the individual who persists in tedious and repetitious debate and may direct that trustee to discontinue if he/she persists. The presiding officer shall have sole discretion in applying this paragraph and may in her/his discretion ignore it.

13.5 A matter dealing with the rights or interests of the Board as a whole or of a trustee personally (a point of privilege) may be raised at any time and shall be dealt with before resumption of business.

13.6 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

13.7 A motion may be made by a member who has obtained the floor as long as a question is pending. The maker of the motion may speak first to the motion.

13.8 A trustee may require the motion under discussion to be read at any time during debate, except when a trustee is speaking.

13.9 When a trustee believes debate should be closed and a vote taken, the Chair will respond by announcing that the "question has been called “and ask if there is further discussion. If there is, it must be allowed.

13.10 Debate can also be closed by a motion to end debate. This is not debatable, must have a seconder, and must be approved by the majority.

13.11 This policy shall govern points of order and procedures not provided for or specified by the School Act. Where there is an inconsistency, the School Act shall apply. Where situations arise which are not covered by the School Act or policy, the Chair will make reference to Robert’s Rules.

13.12 An appeal may only be requested immediately after a ruling and before resumption of business. The appeal shall be decided without debate by a majority vote of trustees present. A successful appeal does not necessarily set a precedent.
13.13 All motions are debatable except the following:

   a) Motion for adjournment of debate or for adjournment of a meeting other than to set a time limit, in which case the motion shall be debatable as to time only;
   b) Motion to fix time to adjournment of a meeting;
   c) Motion to proceed to the next business;
   d) Motion to go into Committee of the Whole or Closed Session;
   e) Motion to refer shall be debatable as to time or referral only;
   f) Motion to table;
   g) Motion to postpone is debatable as to time only.

14. **Voting**

14.1 A quorum of the Board shall be three trustees.

14.2 All trustees present at a meeting are expected to vote, although, a trustee must abstain from voting in the event that he/she is in a conflict of interest position due to a direct pecuniary interest in the outcome of the vote (Section 58, School Act). A trustee may also abstain from voting if he/she states at the meeting her/his reasons thereon prior to a vote being taken.

14.3 Where an interpretation is required, the question at hand shall be deferred until the following meeting or, if emergent, to the end of the meeting to allow staff to research the appropriate interpretation based on Robert’s Rules. The resulting interpretation may require a change to said policy and, if so, will be done by notice of motion. A notice of motion to update this policy will be made subsequent to the question at hand being dealt with.

14.4 Voting shall be by a show of hands and under normal circumstances all negative votes and abstentions shall be recorded by name in every case. Upon request, where a conflict exists, the reason(s) for an abstention shall be recorded.

14.5 The Chair has the same right to vote and shall vote at the same time as the other
members of the Board and, in the case of an equality of votes for and against a motion, (a tie), the question is resolved in the negative, and the Chair shall so declare.

14.6 All questions shall be decided by a majority of the votes of the Board quorum present and voting recorded as otherwise provided by these rules or the School Act.

14.7 In the event that a Trustee abstains as provided in paragraph 14.2 of this section that trustee shall be deemed to have voted for the question.

14.8 The presiding officer may 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, a tie, the question will be declared ‘not passed’ by the presiding officer.

15. Delegations to Board Meetings

Input from individuals and groups within the school system or general public is encouraged and welcomed. The Board believes that it has the responsibility to provide members of the community the opportunity to voice any concerns or ideas relating to educational matters directly to the Board. The Board also believes it has a responsibility to conduct all of its meetings in an orderly and efficient fashion. Hence the Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

15.1 Requests to present shall be made in writing to the Superintendent or designate on or before 12:00 noon on the Tuesday preceding the regular Board meeting.

15.2 In order to assist delegations with their presentations, guidelines for delegations, will be made available at the time the request to present is made.

15.3 The Board Chair may refer delegation requests to a closed meeting. The Board Chair reserves the right to limit the number of delegations appearing at a particular Board meeting and may request they appear at an alternate date.

15.4 The delegation shall identify a spokesperson for all group appointments.
15.5 Despite 15.1 above, an individual or group may appear before the Board at a regular meeting and request placement on the agenda without prior notice. The Board will determine whether or not the delegation will be added to the agenda that that time.

15.6 If a trustee wishes to request that the topic be referred to a later Board Meeting, the trustee should follow the process outlined in section 8.1 such that the request is brought forward to the Board Chair to include on the next meeting agenda.

15.7 The Board appreciates the time and effort students, staff members and members of the general public take to present to the Board. In recognition, school delegations are acknowledged by sending a letter of thanks to the delegation.

16. Committees of the Board

16.1 At the Inaugural Board meeting the Board Chair shall present recommendations of trustees for membership on Board Committees for the following year.

16.2 The Board shall by Resolution decide upon the Chair’s recommendations.

16.3 Members of the Board may attend meetings of any of its committees.

16.4 No committee meeting shall be more than two hours in length. Meetings will be held only as required for Appeals, CUPE negotiations, Drugs/Discipline, PRDTA and Admin negotiations. All other committees shall meet regularly as required.

16.5 The rules which apply in Regular Board Meetings shall be observed in meetings of Board Committees so far as they may be applicable.

16.6 On completion of deliberations on matters referred to it, a committee shall report its findings and/or recommendations to the whole Board.

16.7 No committee may make decisions on its own; they advise of the Board of School Trustees, in order to facilitate the work of the Board.
16.8 The actions of a committee shall not be complete until its report has been dealt with by the Board. A committee may refer matters to another committee it deems appropriate.

16.9 Committees of the Board shall follow definite Terms of Reference which have been approved by the School Board of Trustees.

17. Committee of the Whole

17.1 By resolution, the Board may move to Committee of the Whole at any time during an Open Meeting, Special Meeting, or Closed Meeting.

17.2 The rules applied at regular meetings shall be observed while in Committee of the Whole so far as they are applicable, except as to the requirement for seconding of motions and limiting the number of times of speaking.

17.3 Speeches in Committee of the Whole must be strictly relevant to the item or clause under consideration.

18. Ad Hoc Committees

18.1 The Board may at any time appoint an Ad Hoc Committees and set their terms of reference and duration.

18.2 When an Ad Hoc Committee is appointed, the Board Chair shall name the members to serve on that Committee.

18.3 The rules which apply in Regular Board Meetings shall be observed in meetings of Ad Hoc Committees so far as they may be applicable.
19. **Resolutions, Policies and By-laws**

19.1 All matters shall be dealt with by resolution, policy statement or by-law.

19.2 A Resolution shall have only one reading.

19.3 Resolutions shall be assumed to be for the duration of the specific action referred to within a resolution or in any case not longer than one year, except for the following:
   a) Resolutions may specify certain dates for which actions are applicable.
   b) Resolutions which have policy implications or are intended to be for district guidance for periods greater than one year, shall be referred to the District Policy Development Process. (See Policy 7).

19.4 New policies, and significant changes to existing policy shall have two readings - the first for information; the second for recommendation. The readings shall be at two separate Regular Board meetings, unless a majority of trustees waive the rule in extraordinary circumstances.

19.5 A By-Law shall have three readings.

19.6 The following matters shall only be resolved by By-Laws:
   a) Amendments to By-Laws.
   b) Where required by the School Act.

20. **Signatories for the Board**

Any two of the Chair, Vice Chair, Superintendent and the Secretary-Treasurer shall be the official signatories for legal documents and cheques.

References:  School Act (sections 56, 57, 58, 66, 67, 67.1, 67.2, 69.2, 72, 95.43, and 95.45)
            School District 47 Policy 7, Policy Development (sections 3.10,3.11 and 3.12)