

2.5.1P Governance Procedure Board Meetings

To provide for the fair, open, orderly and efficient conduct of the Board's business, Board Meetings shall be conducted according to Robert's Rules of Order (Newly Revised).

The following procedures supersede or are not addressed by Robert's Rules of Order.

1.0 Annual Meetings

- 1.1 The Secretary-Treasurer and/or designate shall call the Annual Meeting to order, and shall preside over such meeting until a Chair is elected.
- 1.2 Each Trustee shall take the Oath of Office immediately following the Call to Order of the Inaugural Annual Meeting immediately following a general election.
- 1.3 The Oath of Office shall be administered by a Judge of the Court of Appeal, Supreme Court, Provincial Court, a Justice of the Peace or, in their absence, the Secretary-Treasurer.
- 1.4 At the Inaugural Annual Meeting following an election, the Secretary-Treasurer shall read the election returns to the Board and report whether or not the Trustees elected have completed the Oath of Office required by the School Act.
- 1.5 The Secretary-Treasurer and/or designate shall then call for nominations for the office of Chair of the Board for the ensuing year. If more than one nomination is made, a vote shall be taken by ballot. If more than two nominations are made, a vote shall be taken by ballot. After nominations are closed Trustees shall be asked in the order they were nominated if they wish to stand. And, if on the first ballot no nominee receives the vote of the majority of the full Board, the nominee receiving the fewest votes shall be eliminated from the election and fresh ballots taken as between the remaining nominees, until one receives the vote of the majority of the full Board, when he/she shall be declared elected.
- 1.6 If by reason of equality of votes, it is not possible to decide which is to be eliminated, a special ballot shall be taken to determine the matter.
- 1.7 The Chair assumes the chair.
- 1.8 On assuming the chair, the new Chair shall then call for nominations for the office of Vice-Chair of the Board for the ensuing year. The same election procedure used for Chair will be used for the election of the Vice-Chair.
- 1.9 The order of Annual Meeting's will include: election of Board Chair, election of the Vice-Chair; to be followed by the election of the Business Committee Chair, election of the Education Committee Chair, and election of the Board

Representative and Alternate Representative to the Provincial Council of the BCSTA.

2.0 Regular Meetings

2.1 Regular Meetings of the Board shall be held at 6:00 p.m. on the fourth Wednesday of every month unless public notice of a different date and time has been made at least 48 hours in advance. When the Regular Meeting day is a statutory or civic holiday, the meeting shall be held on the evening following.

2.2 A Closed Session of each Regular Meeting shall be held starting at 4:30 p.m. before the Regular Meeting of the Board unless there is insufficient business to warrant such a meeting or unless a change in starting time has been communicated at least 48 hours in advance. Should the business be incomplete at 6:00 p.m., the Closed Session shall be recessed and reconvened following the Regular Meeting.

2.3 All Regular Meetings of the Board shall adjourn normally not later than 9:00 p.m. The meeting may be extended beyond this hour only by specific resolution to do so with adjournment no later than 10:00 p.m. unless time sensitive item(s) remain on the agenda.

2.4 Any unfinished business shall be carried forward to a Special Meeting at a date and time to be arranged by the Board, at the time of adjournment, or to the next Regular Meeting.

2.5 Regular Meeting Agenda

2.5.1 Items may be placed on the agenda in one of the following ways:

2.5.1.1 By notifying the Chair by the Monday of the week preceding the day of the Meeting.

2.5.1.2 By notice of motion at the previous Regular Meeting of the Board.

2.5.1.3 As a request from a Committee of the Board.

2.5.2 The Chair, Vice Chair, Superintendent and Secretary-Treasurer shall constitute the Agenda Setting Committee and shall establish items on the agenda for each Regular Meeting. The agenda shall generally follow the order outlined below:

2.5.2.1 Call to Order

2.5.2.2 Transfer of Items to Open meeting Agenda

2.5.2.3 Additions to the Agenda

2.5.2.4 Deletion of Items from the Agenda

- 2.5.2.5 Change in Order
- 2.5.2.6 Approval of the Agenda
- 2.5.2.7 Approval of the Minutes
- 2.5.2.8 Section 72(3) Report
- 2.5.2.9 Announcements and Reminders
- 2.5.2.10 Presentations
- 2.5.2.11 Correspondence
- 2.5.2.12 Committee Reports
- 2.5.2.13 Superintendent's Report
- 2.5.2.14 Unfinished Business
- 2.5.2.15 New Business
- 2.5.2.16 For Information
- 2.5.2.17 Question Period
- 2.5.2.18 Adjournment

2.6 Quorum:

- 2.6.1 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 fifteen (15) minutes after the appointed time, the Meeting shall stand adjourned until the next Regular Meeting date or until another Meeting date to be fixed by the Chair.

A Trustee who is unable to attend a Meeting in person may participate by telephone conference call. A Trustee participating by telephone may fully participate in the Meeting, vote and be counted in the quorum.

- 2.6.2 After a Meeting has commenced, if notice is drawn to a lack of quorum, the Chair shall ascertain whether there is a lack of quorum and, if so found, adjourn the Meeting to a certain time or to the next Regular meeting date, at his or her discretion.

- 2.7 The Chair, at the beginning of the Meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those Trustees present. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board. A change to the prescribed order of business may be proposed by any Trustee and shall require the consent of a simple majority, without debate. Only urgent items shall be added to the agenda once the agenda has been set. During the course of the Board Meeting, the majority of Trustees

present may request that the Chair place items before the Board for discussion. The Board may take action on such items.

- 2.8 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.
- 2.9 The agenda package, containing the agenda and supporting information, will be distributed to each Trustee, at least four (4) days in advance of Regular Meetings.
- 2.10 The list of agenda items shall be posted on the District website and any member of the public may inspect the agenda and request a copy.
- 2.11 Presentations/Delegations to the Board: While Meetings of the Board are primarily business meetings, the Board welcomes public participation at Regular Meetings. To facilitate public participation a limited amount of time will be made available on the agenda of Regular Meetings to allow individuals or delegations to make presentations to the Board. The number of presentations and/or delegations will be limited to two (2) to any one Meeting of the Board.
- 2.12 Access to the Board – Presentations/Delegations
 - 2.12.1 Individuals or groups making a presentation to the Board must arrange in advance of the Meeting to be included on the agenda. Individuals or groups wishing to make a presentation to a Meeting of the Board must submit a request in writing to the Office of the Secretary-Treasurer by 4:00 p.m. of the Monday of the week preceding the applicable Regular Meeting of the Board.
 - 2.12.2 The identity of an individual presenter, the identity of the spokesperson for a group presentation and the topic of the presentation must be included with all written requests to make a presentation to the Board.
 - 2.12.3 Individuals or groups making a presentation to the Board are requested to do so in writing and provide a brief outline of the presentation at the time of making the request. The Board will not normally receive more than one (1) presentation/delegation from a particular individual or group on the same matter in a six (6) month period.
 - 2.12.4 The Office of the Secretary-Treasurer will confirm either by telephone or in writing that the individual or delegation has been included on the agenda of a particular Regular Meeting of the Board.
 - 2.12.5 A presentation to the Board by an individual or a delegation will be limited to ten (10) minutes duration, with a brief session of questions of

clarification or questions by Trustees at the conclusion of the presentation.

2.12.6 Delegation Presentations

2.12.6.1 To ensure the best possible reception of a presentation by the Board, delegations are requested to:

- Appoint a spokesperson
- Arrive in adequate time for the meeting
- Maintain a quiet, orderly manner
- Avoid repeating verbatim the brief, especially if it is already before the Board in writing
- Permit the spokesperson to respond to questions from Trustees.

2.12.6.2 Once the presentation is completed and Trustees have had an opportunity for questions, it is in order for the delegation to remain or leave the Meeting.

2.12.7 Rules Governing the Question Period at Regular Meetings

2.12.7.1 A Question Period of no more than fifteen (15) minutes duration shall be set on the agenda of each Regular Meeting. The Board may, by a majority vote, extend the Question Period beyond the allotted duration.

2.12.7.2 The Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item from the Chair.

2.12.7.3 The Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels.

2.12.7.4 Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District Staff will not be recognized.

2.12.7.5 Persons directing questions to the Board at a Regular Meeting shall do so in writing on the form provided. Those persons directing questions to the Board shall identify themselves by giving their name and address.

SECTION 1 – BOARD GOVERNANCE

Each individual shall be limited to one question and follow up question on the response to that question.

2.12.7.6 The Chair shall rule on any question which is placed, as to whether the answer will be either verbal or written.

2.12.7.7 No one shall ask the same question at any one Meeting when the Chair rules that the question has been answered.

2.12.7.8 The Chair shall rule on when a question has been given sufficient time and ask that the next question be placed.

2.12.7.9 Should a question be asked on topics where the Board will not have, and cannot be expected to have, information necessary to respond appropriately, a reply will be given at the next Regular Meeting, or a written response will be provided as soon as possible.

2.12.7.10 The Chair may direct any question to District staff to respond.

2.13 Process

2.13.1 The Chair shall rule on all points of order and state his or her reasons when making a ruling. Such rulings shall be based upon the Rules of Order in this Procedure or Roberts' Rules of Order.

2.13.2 It shall be the duty of the Chair to check an attempt to violate these Rules of Order and also to decide all points of order or procedure, and on giving his or her decision, shall state the Rule applicable to the point of issue. The ruling of the Chair shall be subject to an appeal to the Board. An appeal may be requested only immediately following a ruling and before resumption of business. When such an appeal is made the question shall immediately be put by the Chair and decided upon without debate: "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of Trustees present, excluding himself/herself; and in the event of the votes being equal the motion shall be resolved in the affirmative.

2.13.3 No question shall be discussed or determined by the Board unless upon motion of a Trustee seconded by another Trustee.

2.13.4 No person may speak until they have been recognized by the Chair. The Chair shall decide the priority of speaking among Trustees who indicate their intention of speaking by maintaining a speakers list.

2.13.5 A Trustee shall address the Chair when speaking.

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

2.13.7 No Trustee shall speak for more than five (5) minutes, nor more than once on the same motion, until every Trustee choosing to speak has spoken, and then may speak a second time. The mover of a motion may open debate, may speak to the motion, and may close debate. The Chair may caution a Trustee who persists in tedious and repetitious debate and may direct the speaker to discontinue if he or she persists.

2.13.8 When a motion, with or without an amendment, is on the floor, no motion on any other subject shall be received except a motion:

- to adjourn the meeting;
- that the question be now put;
- that the matter be tabled;
- to postpone it;
- to refer it;
- to recommit it; or
- to move into a closed meeting

Any such motion shall take precedence over the motion under debate and shall be put immediately without amendment or debate. When such a motion has been put and defeated, a subsequent motion to the same effect shall not be made for at least ten (10) minutes thereafter.

2.13.9 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.

2.13.10 The Chair, in accordance with Section 70(1) of the School Act, may expel and exclude from the Meeting a person, other than a Trustee, whom the Chair considers has been guilty of improper conduct.

2.13.11 In accordance with Section 70 (2) of the School Act, a majority of the Trustees present at a Meeting of the Board may expel a Trustee from the Meeting for improper conduct.

2.14 Motions

2.14.1 Business at a Meeting may not be discussed unless a motion has been made and seconded and stated by the Recording Secretary.

- 2.14.2 Once a motion has been stated, it can only be withdrawn with the consent of the mover and seconder.
 - 2.14.3 The Chair may divide a motion containing more than one subject if he or she feels that this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
 - 2.14.4 All discussion must relate to the motion on the floor.
 - 2.14.5 Only one motion may be on the floor at any one time.
 - 2.14.6 Motions or amendments not seconded shall not be recorded in the minutes and shall not be debated or voted upon.
 - 2.14.7 Upon the completion of discussion on a motion under debate the Chair shall ask "Are you ready for the Question?" and an affirmative response by the majority of Trustees shall end debate and bring the Board to a vote on the pending amendments, if any, and then upon the main motion.
 - 2.14.8 A motion to reconsider a resolution of the Board is in order only if notice of a request for reconsideration has been given at the previous Meeting and if reconsideration is approved by a two-thirds majority. A motion to reconsider the vote on a previous motion can be made only by a Trustee who voted on the prevailing side when the motion was adopted.
 - 2.14.9 A motion to rescind a resolution of the Board can be made only by a Trustee who voted on the prevailing side when the motion was adopted. A motion to rescind requires for adoption a two-thirds majority vote.
- 2.15 Amendments
- 2.15.1 Any amendment to a main motion is proper as long as it does not change the basic intent of the motion.
 - 2.15.2 Only one amendment can be on the floor at any one time. When it has been disposed of, another amendment can be offered or a vote taken on the main motion.
 - 2.15.3 When an amendment is offered, the Chair must ensure that all trustees are clear about the intent of the amendment before a vote is taken on the amendment.
 - 2.15.4 Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided.

2.16 Voting

- 2.16.1 Except as otherwise provided, all business shall be decided by a majority of the votes of the Trustees present.
- 2.16.2 Voting, except as otherwise provided, shall be by show of hands.
- 2.16.3 No Trustee shall have more than one vote on any question. The Chair has the same right of voting as the other Members of the Board.
- 2.16.4 A Trustee, in accordance with Section 58 (1) (b) of the School Act, must abstain from voting in the event that he or she has a conflict of interest by reason of having a pecuniary interest in a matter.
- 2.16.5 A Trustee who wishes to abstain from voting on a motion shall so notify the Chair at the time the question is put.
- 2.16.6 Failure of a Trustee to vote on a motion will be taken to indicate a vote in the affirmative.
- 2.16.7 In the event of an equality of votes for and against a motion, the question shall be deemed to be resolved in the negative and the motion is defeated.
- 2.16.8 The Chair shall declare the result of all votes, and the names of those Trustees who abstained or voted contrary to the decision.
- 2.16.9 The names of those who abstained or voted contrary to the decision shall be recorded in the minutes.

2.17 Minutes

- 2.17.1 Minutes shall commence with a notation of Trustees and officials present. Only motions and pertinent facts shall be recorded in the minutes.
- 2.17.2 The minutes of Regular and Closed Meetings shall be submitted to the next ensuing Regular or Closed Meeting and, if adopted, shall be signed by the Chair and Secretary-Treasurer.
- 2.17.3 The minutes of all Regular Meetings of the Board shall be posted to the District website.
- 2.17.4 The minutes of all Closed Meetings of the Board shall be distributed as appropriate.

2.18 A Record of Closed Meetings as required by Section 72(3) of the School Act shall be made available upon request after the minutes of the Closed Meetings are approved.

3.0 Special Meetings

3.1 All Special Meetings shall be held either prior to, or following, a Regular Meeting of the Board, or at a time, date and place set by the Chair and with agreement of all Trustees.

3.2 Special Meetings shall deal only with agenda items announced at the time the Meeting is called, except that emergent items may be added to the agenda with the unanimous consent of all of the Trustees who are present at the Meeting.

4.0 Meetings of Standing Committees

4.1 Group Representation: The NDTA, CUPE - Local 606, NSAA, DASG, District Parent Advisory Committee (DPAC), and Joint First Nations Advisory Committee, shall be invited to name one (1) representative to open meetings of the Education and Business Committees as an Advisory Resource. Such representatives may sit as Committee Members with "Voice but no Vote". Such representatives may attend Closed Committee Meetings when specifically invited to do so.

4.2 Order of Business for Standing Committees

- 4.2.1 Call to Order
- 4.2.2 Approval of Minutes
- 4.2.3 Presentations
- 4.2.4 Correspondence
- 4.2.5 Sub Committee Reports
- 4.2.6 Unfinished Business
- 4.2.7 New Business
- 4.2.8 Question Period
- 4.2.9 Adjournment

4.3 Moving a Motion: Motions at Regular and Special Standing Committee Meetings and at Sub-Committee Meetings require a seconder.

4.4 Additions to the Agenda of a Regular/Special Standing Committee Meeting:

Additions to the Agenda of a Regular/Special Standing Committee meeting may only be accepted by unanimous consent of the Committee, and only if the item is deemed emergent. If the item is not urgent, the topic will be placed on the Agenda of the next Regular/Special Standing Committee Meeting.

4.5 Presentations to Standing Committees: While the Standing Committees are primarily business meetings, the Committees welcome public participation at the Committee

Meetings. To facilitate public participation a limited amount of time will be made available on the agenda of Standing Committee Meetings to allow individuals or delegations to make presentations to the Committee.

4.6. Access to the Committee – Presentations/Delegations

4.6.1 Individuals or groups making a presentation to a Standing Committee must arrange in advance of the Meeting to be included on the agenda. Individuals or groups wishing to make a presentation to a Standing Committee must submit a request in writing to the Office of the Secretary-Treasurer by 4:00 p.m. of the Monday of the week preceding the applicable Standing Committee Meeting.

4.6.2 The identity of an individual presenter, the identity of the spokesperson for a group presentation and the topic of the presentation to the Standing Committee must be included with all written requests to make a presentation to the applicable Standing Committee.

4.6.3 Individuals or groups making a presentation to a Standing Committee are requested to do so in writing and provide a brief outline of the presentation at the time of making the request. Standing Committees will not normally receive more than one (1) presentation/delegation from a particular individual or group on the same matter in a six (6) month period.

4.6.4 The Office of the Secretary-Treasurer will confirm either by telephone or in writing that the individual or delegation has been included on the agenda of a particular Standing Committee Meeting.

4.6.5 A presentation to a Standing Committee by an individual or a delegation will be limited to ten (10) minutes duration, with a brief session of questions of clarification or questions by the Committee Members at the conclusion of the presentation.

4.6.6 Delegation Presentations

4.6.6.1 To ensure the best possible reception of a presentation by a Standing Committee, delegations are requested to:

- Appoint a spokesperson;
- Arrive in adequate time for the meeting;
- Maintain a quiet, orderly manner;
- Avoid repeating verbatim the brief, especially if it is already before the Committee in writing; and,
- Permit the spokesperson to respond to questions from Trustees.

4.6.6.2 Once the presentation is completed and the Standing Committee has had an opportunity for questions, it is in order for the delegation to remain or leave the Meeting.

4.6.6.3 After the presentation and questions of clarification have been completed the item may be referred to the current agenda under “New Business” upon a majority vote of the Standing Committee.

4.6.6.4 Decisions on presentations to the Standing Committee will not normally be made at the Meeting at which a presentation is heard, as the Standing Committee may require additional information or time for study and discussion. As an item under “New Business” the Committee may either:

- Refer the item to a future Standing Committee Meeting with a report;
- Refer the item to staff for investigation and a report;
- Make a recommendation to a Regular or Special Meeting of the Board; or,

Consider the matter as an emergent item and deliberate the matter.

4.6.6.5 It is the prerogative of a Standing Committee to decide the course of action to be taken on items presented. The Standing Committee reserves the right to delay consideration of a presentation from one Meeting to the next or subsequent Meetings.

4.6.6.6 Individuals or spokesperson of delegations will be informed by the Office of the Secretary-Treasurer of any decisions/action taken by the Standing committee on their presentation to the Standing Committee.

4.6.6.7 The Office of the Secretary-Treasurer will advise all individuals or groups wishing to make a presentation to a Standing Committee that a copy of this procedure is available upon request.

4.7 Rules Governing the Question Period at Standing Committee Meetings

4.7.1 A Question Period of no more than ten (10) minutes duration shall be set on the agenda of each Standing Committee Meeting. The Standing Committee may, by a majority vote, extend the Question Period beyond the allotted duration.

4.7.2 The Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item.

- 4.7.3 The Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels.
- 4.7.4 Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District Staff will not be recognized.
- 4.7.5 Persons directing questions to the Standing Committee shall do so in writing on the form provided, including their name and address. Each individual shall be limited to one question and follow up questions on the response to that question.
- 4.7.6 The Standing Committee Chair shall rule on any question which is placed, as to whether the answer will be either verbal or written.
- 4.7.7 No one shall ask the same question at any one Meeting when the Standing Committee Chair rules that the question has been answered.
- 4.7.8 The Standing Committee Chair shall rule on when a question has been given sufficient time and ask that the next question be placed.
- 4.7.9 Should a question be asked on topics where the Standing Committee will not have, and cannot be expected to have, information necessary to respond appropriately, a reply will be given at the next regular applicable Standing Committee Meeting, or a written response will be provided as soon as possible.
- 4.7.10 The Committee Chair may request that an answer to a question be given by District Staff.
- 4.8 A Standing Committee may schedule Closed Committee Meetings to consider topics upon which recommendations may be made to Closed Board Meetings.
- 4.9 Standing Committee Minutes
 - 4.9.1 Minutes shall commence with a notation of Trustees and officials present. Only motions and pertinent facts shall be recorded in the minutes.
 - 4.9.2 The minutes of Regular and Closed Standing Committee Meetings shall be submitted to the next ensuing Regular or Closed Standing Committee Meeting for adoption.
 - 4.9.3 The minutes of all Standing Committee Meetings shall be distributed to Committee Members and, after adoption, for general distribution. All minutes of Closed Standing Committee Meetings shall be forwarded to the Trustees, and to such other persons as the Board may from time to time direct.

5.0 Closed Meetings and Closed Sessions

5.1 In accordance with Section 72(3) of the School Act, the Board 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 meeting from which persons other than Trustees or Officers of the Board, or both, were excluded.

6.0 Correspondence

6.1 All correspondence for the attention of the Board or Chair shall be directed to the Secretary-Treasurer of the Board.

6.2 All correspondence shall be date stamped upon arrival.

6.3 All correspondence for the attention of the Board or the Chair shall be provided to the Board.

6.4 Copies of correspondence, other than the distribution of the Board agendas, shall be distributed to persons outside the District only after the Board has received and/or responded to it.

6.5 Substantial, or lengthy, reports or submissions will not be copied and distributed but shall be posted to the District Website or retained on file for perusal at the Board Office.

Legal References:

Monitoring Method: *Internal Reports/Board and Superintendent*

Monitoring Frequency: *Annual*

Adopted: *2012.12.10*