

Light of Christ RCSSD #16

Board Governance Policy No. 120

MEETINGS

The Education Act, 1995 requires that the Board hold an organizational meeting annually, and in addition meet at least six times each year at times established by Board resolution. The Board may meet at any other time at the call of the Chairperson or any three members of the Board.

Procedures

1. Organizational Meeting

- a. The organizational meeting is to be held no later than November 30 in each year.
- b. The Director of Education is to convene the meeting, call it to order, and receive the certificate of declaration of office from each of the members of the Board in accordance with *The Education Act, 1995*.
- c. The Director is to call for the election of a Board Chairperson by requesting nominations. If more than one person is nominated a vote by ballot is to be held. The Board member receiving the majority of the votes of the members present is to be declared elected.
- d. If no member receives a majority of votes, successive ballots are to be taken until one member receives a majority vote. The nominee receiving the fewest number of votes is to be eliminated on each successive ballot.
- e. The Chairperson, on being elected, is to take the Chair and call for nominations of a Vice-Chair who is to be elected by nomination and ballot in the same manner as for the Chair.
- f. The Board is to proceed with the following items on agenda:
 - i. Appointment of auditors
 - ii. Banking resolution
 - iii. Signing officers
 - iv. Appointment of Board members to current ad hoc committees of the Board
 - v. Appointment of Board representatives to external committees
 - vi. Indemnity and vehicle rates.

2. Regular Meetings

- a. The Board is to develop an annual schedule of meetings and continuous agenda prior to August 31 in each year for the period September 1 to August 31.
- b. The majority members of the Board constitute a quorum.

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- c. The vote of the majority of the quorum is valid and binding on the division.
- d. The Chairperson has the right to vote, but in the case of an equality of votes the motion is defeated.
- e. Regular meetings of the Board are open to the public. No person is to be excluded except for improper conduct as determined by the Chairperson.
- f. For each meeting, the Chairperson and Director are to arrange for the preparation and delivery to Board members at least one day in advance of the meeting an agenda and a file of related materials which will be used in the meeting.
- g. No act, proceeding, or policy of the Board is deemed valid unless adopted at a regular or special meeting at which a quorum of the Board is present.

3. Special Meetings

- a. The Board may hold special meetings in addition to regular meetings.
- b. A special meeting may be scheduled by:
 - i. The Board passing a motion at a legally constituted meeting of the Board.
 - ii. The Chairperson or any three members of the Board giving at least six clear days notice to each member by registered, certified, or special delivery mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence.
 - iii. The Board by unanimous consent waiving notice. Such consent is to be subscribed to in writing by each member or the Board and recorded in the minutes of the meeting.
- c. Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

4. Delegations

- a. Delegations wishing to appear before the Board are required to give notice, in writing, to the Chairperson or Director at least seven full days before the meeting at which they are to be heard. The Director and Chair have the authority to waive the time requirement.
- b. The individual or group must indicate to the Chairperson or Director the name and contact information of the individual(s) who will appear as a delegation at least five days before the meeting at which they are to be heard. The name and contact information of the spokesperson for the delegation must also be provided to the Chairperson or Director at this time.
- c. The individual speaking for the delegation, the spokesperson, must provide the

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Chairperson or Director with sufficient written copies of the presentation, on or before the Thursday preceding the meeting at which the presentation is scheduled to be made. The written material is to be provided so it can be included in the agenda package. If the Board of Education deems this to not be practical, then sufficient copies of the written material are to be provided at the meeting at which the presentation is made to the Board.

- d. The Chair of the meeting at which the delegation appears, will recognize only the spokesperson as the representative of any group delegation.
- e. A delegation will be accorded ten minutes in order to make its presentation before the Board.
- f. Where there are multiple delegations on the same topic, the Chair of the meeting may require that presentations be combined or reduce the time of the presentations.
- g. Where a matter presented by a delegation deals with a topic that should properly be considered by the Committee of the Whole Board – In Camera, the Chair of the meeting shall direct that the matter be discussed in Committee of the Whole Board – In Camera.
- h. The Chair of the meeting may terminate a presentation that deviates materially from the topic of the presentation.
- i. The spokesperson for a delegation shall always refrain from the use of abusive or derogatory language and the Chair of the meeting may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct.
- j. Each delegation, at the time of registration with the Chairperson or Director, shall receive a copy of this section of the Board policy.
- k. Since a Trustee is permitted to place a matter on the agenda, and is permitted make inquiries, a Trustee shall not be permitted to appear before the Board as a delegation.
- l. With respect to delegations from Board employees, where the submission is, or relates to, a matter:
 - i. That is personal to the speaker, there shall be no special restrictions.
 - ii. That is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
- m. The Board reserves the right to invite delegations to appear before the Board.

5. Attendance

- a. Board members are expected to attend all meetings of the Board. A record is to be kept of the members present at each regular, special, and closed session meeting.
- b. A Board member is required to vacate his or her office if:
 - i. The member is convicted of an indictable offence.

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- ii. The member is absent from three or more consecutive meetings of the Board without authorization of the Board.
 - c. The Director of Education or designate is to attend all sessions of all meetings of the Board unless his/her own salary or status is under review.
 - d. The Director is to invite other members of the administrative staff to attend meetings as may be needed.
6. Closed Sessions
- a. The Board may adjourn into closed session at the conclusion of a regular or special meeting of the Board, or at other times as may be necessary on a motion of the Board.
 - b. Items which may be considered in closed session are:
 - i. Personal or confidential matters relating to staff, students, or finance.
 - ii. Legal opinions respecting the Board and its activities.
 - iii. Negotiations with respect to the purchase, lease, or sale of property.
 - iv. Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.
 - c. Decisions reached in closed session must be presented as reports or motions in the open board meeting to make them valid and binding on the division.
7. Electronic Meeting
- a. The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.
 - b. At least one of the following persons must be present at the Board Office during the meeting:
 - i. A member of the Board
 - ii. The Director of Education
 - iii. The Chief Financial Officer.
 - c. Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
 - d. A Board member may participate from a location to which the public does not have access.

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8. Minutes

- a. The Chief Financial Officer or designate is to record the minutes of each organizational, regular, and special meeting in a form approved by the Board.
- b. Copies of the minutes are to be distributed to Board members, the Director, and to such other persons as the Board or Director deems as soon after the meeting as possible.

9. Annual Meeting of Electors

- a. The Board is to convene an annual meeting of electors after receipt of the audited financial statement of the Board. In the year a general election of members of the Board is held, the annual meeting must be held before the general election.
- b. The Chief Financial Officer is to give notice of the meeting in accordance with the provisions *The Local Government Election Act*.
- c. The Board is to establish the agenda for the meeting following consultation with the school community councils.
- d. At least fourteen days prior to the meeting school community councils are to receive copies of the:
 - i. Report of the Board
 - ii. Report of the Auditor and financial statement for the preceding year
 - iii. Report of the Director
- e. Electors present at the meeting are to elect one of their number to preside as chairperson and one other as secretary for the meeting. The Chief Financial Officer is to facilitate the nomination procedure and conducting of the meeting.
- f. The statement of proceedings of the meeting, as prepared by the secretary to the meeting, is to be distributed to the Board and School Community Councils.

10. Special Meeting of Electors

- a. A special meeting of electors may be held at any time.
- b. The Chief Financial Officer is to call a special meeting when required to do so by:
 - i. The Board
 - ii. The Minister of Education
 - iii. Request in writing by twenty-five or more electors of the school division.
- c. The Chief Financial Officer is to give notice of the meeting in accordance of the provisions of *The Local Government Election Act*.

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- d. Procedures for conducting the meeting are the same as for the annual meeting of electors with the exception that only business that is set out in the notice of meeting is to be considered at the meeting.