

Public Board of Education Meeting Agenda



January 26, 2026
6:30 p.m.
School District Office

1. Approval of Agenda

***THAT** the agenda for January 26, 2026, Public Meeting of the Board of Education be approved.*

1.1. Approval of Minutes

***THAT** the minutes of December 15, 2025, Public Meeting of the Board of Education be approved as presented.*

1.2. Consent Items

***THAT** the Board of Education receives the consent agenda items for information.*

- Summary Report of December 15, 2025, In-Camera Meeting of the Board of Education

2. Delegation / Presentations

3. Reports on Progress

3.1. Trustee Liaison Appointment Approval (verbal)

***THAT** the Board of Education approves the appointment of Trustee Willow Macdonald as Trustee Liaison and Trustee Mary Forbes as DPAC Liaison for the 2025-26 School Year.*

3.2. Superintendent Report

3.3. Financial - Q2 Finance Report

***THAT** the Board of Education of School District No. 27 (Cariboo-Chilcotin) receives the Q2 Finance Report as presented.*

3.4. Committee of the Whole Report link report

***THAT** the Board of Education receives the January 12, 2025, Committee of the Whole Report and approves any recommendations contained therein.*

3.5. Board Meeting Structure - Revised Procedural Bylaw (Interim Feedback Received)

- **Amendment to Procedural Bylaw (B2702-2) – First Amendment**
Board Motions:

Motion 1 – Procedural

***THAT** School District No. 27 (Cariboo-Chilcotin) Procedural Bylaw B2702-2 receive three readings at this Board meeting held January 26, 2026.*

“Learning, Growing, and Belonging Together”

Public Board of Education Meeting Agenda



Motion 2 – First Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-2 to be read for the **first** time at this Regular meeting of the Board, on January 26, 2026.*

Motion 2 – Second Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-2 to be read for the **second** time at this Regular meeting of the Board, on January 26, 2026.*

Motion 3 – Third and Final Reading

***THAT** the Board of Education approves Procedural bylaw B2702-2 for the **third** and **final** time at this Regular meeting of the board on January 26, 2026.*

- **Amendment to Procedural Bylaw (B2702-3) – Second Amendment Board Motions:**

Motion 1 – First Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-3 to be read for the **first** time at this Regular meeting of the Board, on January 26, 2026.*

Motion 2 – Second Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-3 to be read for the **second** time at this Regular meeting of the Board, on January 26, 2026*

4. New Business
5. Trustees' Report
6. Question and Comment Period
7. Adjournment

“Learning, Growing, and Belonging Together”

Public Board of Education Meeting Minutes



December 15, 2025 (6:32 p.m)

Trustees in Attendance:	Angie Delainey (Chair), Willow Macdonald, Melissa Coates, Mary Forbes, Michael Franklin
TEAMS:	Linda Martens.
Regrets:	Anne Kohut.
Staff:	Superintendent Cheryl Lenardon, Director of Human Resources Taryn Aumond, Directors of Instruction Sean Cameron, Grant Gustafson, Hattie Darney, Director of Operations Marc Loewen, Executive Assistant Jodi Symmes.

1. Election of Officers of the Board

The Acting Secretary-Treasurer Horswill will conduct an election for the Board Chair position:

Trustee Angie Delainey - nominated, accepted, and won by acclamation.

The newly elected Chair assumes the role of meeting Chair.

1.1 The Newly Elected Board Chair will conduct elections for the following positions:

- **Board Vice Chair**
Trustee Mary Forbes - nominated, accepted, and won by acclamation.
- **BCSTA Provincial Council Board Representative**
Trustee Linda Martens - nominated, accepted, and won by acclamation.
- **BCSTA Provincial Council Alternate Board Representative**
Trustee Michael Franklin - nominated, accepted, and won by acclamation.
- **BCPSEA Board Representative**
Trustee Willow Macdonald - nominated, accepted, and won by acclamation.
- **BCPSEA Board Alternate Representative**
Trustee Mary Forbes - nominated, accepted, and won by acclamation.

2. Board Chair opens the meeting and calls the meeting to Order

2.1 Acknowledgement that the meeting was being held on the traditional and unceded territory of Secwepemcúl'ecw, specifically T'exelc, and that Cariboo-Chilcotin School District is proud to serve the students and families of the Secwepemc, Tsilhqot'in and Dakelh Nations.

3. Approval of Agenda

THAT the agenda for December 15, 2025, Public Meeting of the Board of Education be approved.

2025.12.15-01	Moved: Trustee Coates
---------------	-----------------------

"Learning, Growing, and Belonging Together"

	Seconded: Trustee Franklin
--	----------------------------

3.1. Approval of Minutes

***THAT** the minutes of November 24, 2025, Public Meeting of the Board of Education be approved as presented.*

2025.12.15-02	Moved: Trustee Coates
	Seconded: Trustee Macdonald

3.2. Consent Items

THAT the Board of Education receives the consent agenda items for information.

- Report of November 3, 2025, [IEC Meeting Minutes](#)
- Summary Report of November 24, 2025, In-Camera Meeting of the Board of Education

2025.12.15-03	Moved: Trustee Forbes
	Seconded: Trustee Macdonald

4. Delegation / Presentations

4.1. 100 Mile Elementary Success Sharing, Principal Crystal Dawn Langton

Principal Langton provided the Board of Education with the 100 Mile Elementary School plan for the 2025/26 year. Focus on Literacy and Outdoors or Place-Based education learning.

The elementary school has also been working with key components of UFLI to ensure a cohesive approach with a pilot group toward teaching across classrooms. UFLI is being used for the primary learners. This consistency has shown an increase in literacy from 2023-24 to the same group this year. The teachers and students are so proud.

5. Reports on Progress

5.1. Superintendent Reports

Superintendent Lenardon provided an overview of the great things that have happened over the past month. Teachers and administrators have enjoyed amazing Pro-D activities, and attendance at the FNESEC 2025 Conference was a powerful experience, learning with others. And as the school heads into the holiday season, lunch and dinner have been prepared, as have decorations and concerts.

5.2. Acting Secretary-Treasurer Report

5.2.1 Board Meeting Structure – Notice of Motion Board Procedural Bylaw

***THAT** the Board of Education provides Notice of Motion that at the January 26, 2026, Regular Meeting, the Board intends to consider changes to Procedural Bylaw B2702-1 that governs Board operations, including the role of the trustees, the management of meetings, and public participation.*

2025.12.15-04	Moved: Trustee Macdonlad
Opposed: Trustee Coates	Seconded: Trustee Forbes

5.3. Committee of the Whole Report ([link report](#))

***THAT** the Board of Education receives the December 8, 2025, Committee of the Whole Report, and approves any recommendations contained therein.*

2025.12.15-05	Moved: Trustee Macdonald
	Seconded: Trustee Forbes

6. New Business

7. Trustees' Report

7.1. BCSTA Trustee Academy Update

8. Question and Comment Period

Three members of the public provided feedback and comments on the proposed Notice of Motion Board Procedural Bylaw.

2025.12.15-08	Moved: Trustee Forbes
	Seconded: Trustee Macdonlad

Adjournment 7:25 pm

Russell Horswill
Acting - Secretary-Treasurer

Angie Delainey
Chair

Agenda Item: 1.2

In-Camera Meeting Notes provided pursuant to Section 72 (3) of the School Act:

"A board must 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, and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board".

DATE:	December 15 2025
TRUSTEE PRESENT:	Angie Delainey (Chair), Mary Forbes, Michael Franklin, Melissa Coates, Willow Macdonald.
TRUSTEE ATTENDING VIA TEAMS:	Linda Martens.
REGRETS:	Anne Kohut.
STAFF PRESENT:	Superintendent Cheryl Lenardon, Acting Secretary-Treasurer Russell Horswill, Director of Human Resources Taryn Aumond, Directors of Instruction Sean Cameron, Grant Gustafson, Hattie Darney, Director of Operations Marc Loewen, and Executive Assistant Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 5:00 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
 - 2.2. In-Camera Meeting Approval of Minutes
3. Action Items
 - 3.1. Approval of In-Camera - Committee of the Whole
 - 3.2. Statement of Financial Information (SOFI)
 - 3.3. Canadian School Boards Association
4. Discussion Items
 - 4.1. BCSTA
 - 4.2. Briefing Note received
5. Information Items
6. Adjournment



Walking Together in the 2025-2026 School Year
in Cariboo-Chilcotin School District No. 27

Being Good Ancestors For

**COLLECTIVE
RESPONSIBILITY**

**INSTRUCTIONAL
CAPACITY**

**INCLUSIVE LEARNING
COMMUNITIES**

**INDIGENOUS LEARNING
& CULTURE**

**PLACE-BASED
LEARNING**

District Key Focus Areas for Enhancing Learner Success 2024-2027

Superintendent Report to Board of Education January 26, 2026

Starting 2026 in a Good Way

Schools were intentional about welcoming students and staff back to their learning communities following the break. Ceremony and opportunities for connection were part of the return at sites. Some examples can be found in focus area posts including this post from Peter Skene Ogden Secondary:



Focus Area Post - Safe, Caring & Inclusive Learning Communities:

"We were honored to begin the new school year with a traditional smudging ceremony, led by Debbie Dixon from 100 Mile Elementary. Debbie shared some Indigenous wisdom to help us start off the year with a renewed sense of optimism. This smudge helps us welcome 2026 with open hearts, clear minds, and a collective spirit of learning and healing. PSO reaffirms our commitment to reconciliation, inclusivity, and respect for Indigenous cultures."

Recruitment for 2026-2027 School Year



Focus Area Post - Instructional Capacity:

"Teacher recruitment efforts are year-round now as we try to attract new staff in a competitive market. Director Grant Gustafson and Principal Dwayne Benvin have just returned from a recruitment fair at the University of Windsor. More than 200 potential candidates attended and our team engaged with a number of them. Many of the candidates engaged with our focus area posts and were taken with the beauty of the region as well as the community and practice

illustrated by the posts. There were some promising candidates, and the team will be connecting personally with each of them to explore fit and encourage applications.”

Community Building Through Sport



Focus Area Post – Collective Responsibility:

“In partnership, the Williams Lake Mustangs hosted a school game for SD 27 students. Grade 4-7 students from across the district were invited to attend the game. Classes connected the event to curriculum in numerous ways. Over the year, Mustang players come into schools and motivate students in a variety of ways. Students were given the opportunity to cheer on these young role models and pay them back for their efforts in schools. It was a great event full of energy. The spirit of the community and district was on full display.”

Outdoor Learning In All Seasons

Focus Area Posts - Place-Based Learning:



Winter at Scout Island

“Marie Sharpe students have a weekly opportunity to explore and learn at Scout Island nature Center. Martin Kraus supports the learning there by sharing many resources and hands-on activities for the students in and around the nature house. The students and staff also enjoy the time and freedom to explore outdoors: fort building using natural materials, sand and snow play, toys as well as creating musical instruments are just some of the creative ways students are engaging with the environment. We are grateful for this partnership and the ongoing privilege to learn and play on Scout Island.”

Cross-Country Skiing & Biathlon Experience at Tatla



country ski lessons and were introduced to electronic biathlon rifles—an innovative, safe, and eco-friendly technology designed to make the sport more accessible. These camera-

based systems simulate biathlon-style target shooting without using any projectiles (think Nintendo Duck Hunt!).

We are grateful to Sport Canada, Biathlon Canada, and Biathlon BC for sponsoring these rifles and supporting training to help bring biathlon to more communities.”

AED Update

Focus Area Post - Collective Responsibility:

“In British Columbia all school districts are required to have an Automated External Defibrillator (AED) at all sites by the end of the school year. Staff and students throughout SD 27 will notice the district is well ahead of this requirement with AEDs appearing at all sites.

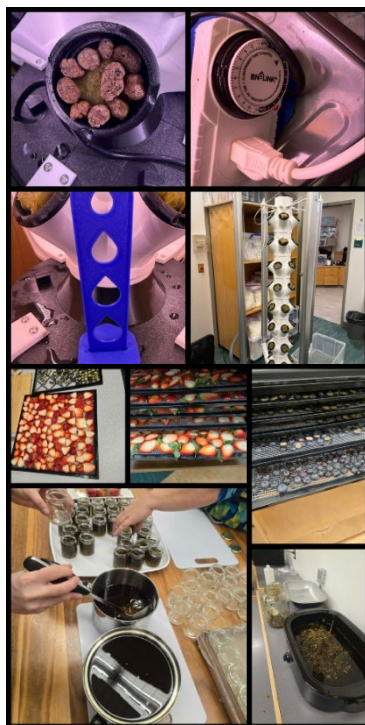


Completing this task was a joint effort benefiting from support from IUOE (Operations), CCTA, and district staff. District Principal Kelvin Parent led the initiative selecting the AED model and creating the deployment plan. Kelvin collaborated with Rob Cook, LCS teacher and active paramedic / first responder, to select the AED, select installation locations, and create a training plan. Rob and Kelvin are currently exploring options for students from Rob’s EMT course to provide the training district wide. Kelvin and Rob worked with staff from Operations led by Shane Mennie.

Over the break Shane’s team transported and installed close to 30 AEDs across the district. This is a great example of collective responsibility in action that has the potential to save lives.”

Learning About Medicine with the First Nations Resource Centre

Focus Area Posts – Indigenous Culture and Learning:



Medicine Monday

“With the new year here, we decided to fire up the vertical Oasis growing towers!! Freda Alphonse planted 8 different medicines and we will see if folks can guess which ones they are in a month or so!! These growing towers are places in schools around the district with a variety of seeds to utilize. We cannot wait to see what other schools are growing.”

Medicine Series Professional Development Day

“Teachers from far and wide came together to learn about plant medicines from Freda Alphonse and William Magnus Lulua. Participants made a Cough and Cold tea blend, a Tummy Tamer tea blend, a Sleepy Time tea blend, a Many Plant salve, and dehydrated tea ingredients for future use. The kits utilized included: Dehydrator Kit, Medicine Kit, Salve Kit, the Filet & Cutting Kit. Tons of laughter and good medicine was put into these items and will be distributed by the participating schools to knowledge keepers and elders.”



Medicine Bath Salts

"Medicine Baths have been part of cleansing since time immemorial. We thought it would be fun to create a seasonal medicine bath mix. By combining traditional medicines along with epsom salts we created a Flu Season Medicine Bath! This medicine bath is designed to support folks to clear up aches and pain, including headaches, and combat illness by detoxing and cleansing, and lastly to promote restful sleep. Once packaged and labelled it will be ready for distribution to elders and knowledge keepers. We utilized the Medicine Grinding Kit available at the resource center."



Growing Leaders

Growing Leaders: Cariboo-Chilcotin PVP Leadership Development Program is an 18-month learning journey designed to identify, develop, and support aspiring school leaders. The program blends district-aligned learning, real-world practice, and mentorship to build the skills, confidence, and readiness needed for future formal leadership roles. A

small cohort will be selection based on principal sponsorship and teacher application. Intake is open now with successful candidates starting on March 2 for the first session.

Upcoming Events



Inclusive Calendar

The district calendar feature of the website has been updated to reflect a strategy of the BC K-12 Anti-Racism Action Plan. It includes dates of significance and celebrates holidays of the diverse cultures, races, places of origin, ethnicities, religions, economic statuses, gender identities, gender expressions, sexual orientations, disabilities and abilities of the local school community and greater British Columbia. It is a living

documentation that can have new observances added over time.



Family Literacy Week

District Inclusive Calendar Date:

January 27- February 1, 2026 is [proclaimed](#) as Family Literacy Week in BC. Schools will be engaging with families in different ways to promote and celebrate literacy. The theme this year is "[Make Mealtime Family Learning Time](#)," encouraging families to turn mealtime into opportunities for connection and learning. Check with your school to

see what they have planned.



Thomas-Dueck Pow Wow

District Inclusive Calendar Date:

Thomas-Dueck Pow Wow

January 30, 2026

Columneetza Junior Secondary School

Planned by the pow wow committee this very special event provides a rich opportunity for the school community to learn about and celebrate local First Nation culture. All are welcome.

Key Focus Areas of our District Plan for Learner Success



Schools continue to contribute powerful images and descriptions to help share the story of how the key focus areas of the District are coming to life across the Cariboo-Chilcotin. These examples may be viewed on the [district website](#) as [focus area posts](#).

This work is embedded in daily life in our schools and across departments. There is significant cross-over of the themes as all members of the school district community act for greater collective responsibility, instructional capacity, inclusive learning communities, Indigenous learning and culture, and place-based learning. Please take a few moments to explore our stories and celebrate our success with us.

Collective Responsibility

- Common information
- Professional conversations
- Collaborative relationships
- Intentional action

Instructional Capacity

- Literacy
- Numeracy
- Assessment
- Collaborative Professional Development

Inclusive Learning Communities

- Safe, welcome environments
- Meaningful engagement in learning
- Connection to caring adults
- Student voice

Indigenous Learning & Culture

- Local cultural learning
- Language
- Equity of outcomes
- Belonging, Mastery, Independence, Generosity

Place-Based Learning

- Time outdoors
- Time in nature
- Learning on and from the land
- Local learning

TO: Board of Education

FROM: Russell Horswill, Acting Secretary-Treasurer

DATE: January 26, 2026

RE: Item: 3.3 Financial – Q2 Finance Report

BACKGROUND

The Board of Education received a Q1 Finance Report highlighting changes in enrolment from March 2025 estimate to September 30, 2025, actual changes in staffing from the original plan, and an estimated impact on operating budget grants. At that time, it was indicated that the district would receive supplemental enrolment decline funding for the 2025/26 budget to assist with managing the enrolment decline. The Board was further advised no significant budget adjustments are anticipated to balance the 2025/26 Amended Budget.

The key milestone dates during the annual budget cycle are:

- February – submit projected 3-year enrolment data
- June 30 – last day to adopt Preliminary Operating Budget
- September 30 – count actual number of students used for funding
- December 15 – Ministry recalculation of grants based on September enrolment
- February 28 – last day to adopt Amended Operating Budget

Attached to this Briefing Note is an Operating Budget Funding Variance Summary comparing the funding changes between the March 2025 estimate to the September 30, 2025, actual. Summary of the changes in funding are:

Operating Budget	(\$338,337)		
Classroom Enhancement Funding	<u>\$269,949</u>	Net Change	(\$68,388)

Staff are currently working to update all factors in the 2025/26 Annual Operating Budget, approved by the Board at the June 2025 Regular Meeting, to finalize the 2025/26 Amended Budget. No significant changes are anticipated.

The 2025/26 Amended Operating Budget will be presented at the February 26, 2026, Regular Meeting for the Board's consideration and approval. Three readings of the Amended Operating Budget bylaw will be required.

RECOMMENDATION

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) receives the Q2 Finance Report as presented.

Operating Grant Funding Variance Summary
March vs December Funding Update (Including Special Purpose Funding)

Overview

Between the March and December funding calculations, the District's Operating Budget grant decreased by \$338,337, from \$62.60M to \$62.27M. The reduction is primarily driven by lower enrolment-based funding, partially offset by the activation of enrolment decline funding and funding protection, as well as increases in select targeted supplements and increases in Classroom Enhancement Funding (CEF).

	March	December	Variance
Operating	62,604,200	62,265,863	- 338,337
CEF	4,842,510	5,112,459	269,949
Learning Improvement	216,412	216,412	-
Community LINK	737,288	737,288	-
Facility Grant	311,807	311,807	-
Pay Equity	665,837	665,837	-
Student Transportation	739,024	739,024	-
Feeding Futures	596,893	596,893	-
Net Change (all funding)			- 68,388

Driving Factors

1. Enrolment-Based Funding (-\$1.38M)
 - a. Total enrolment declined from 4,537 to 4,388 students
 - b. School-aged FTE decreased by 151.57, partially offset by a 2.375 FTE increase in adult enrolment.
2. Enrolment Decline Funding (+\$598K)
 - a. Enrolment loss triggered eligibility for enrolment decline funding
 - b. The funded enrolment change of 178.125 FTE fell within the eligible enrolment threshold range of over 2% changing from .6% to 3.9%
3. Funding Protection (+\$369K)
 - a. Funding protection activated as the year-over-year decline in comparable operating grants increased from -1.06% to -2.21%.
 - b. Funding received will put the District at the cap of -1.5% decline, allowing for short-term stabilization
4. Unique Student Needs (+\$144K)
 - a. Level 2 Disability and Diverse Abilities headcount increased from 246 to 259
 - b. Indigenous enrolment declined (1,487 to 1,389)
 - c. Adult education enrolment increased with FTE change
 - d. Overall, gains in level 2 funding offset reductions in other equity-based components.

5. Salary Differential (-\$67K)
 - a. Change in actual average teacher salary cost compared to provincial average.
6. Stable Funding Areas (No variances)
 - a. Unique Geographical Factors
 - b. Curriculum and Learning Support
 - c. February Enrolment Funding
 - d. Indigenous Education Council funding

Comparison of March 2025 Funding to September 2025 Recalculation

	March	Dec	Variance
Enrolment Funding	40,687,417	39,304,998	-1,382,419
Enrolment Decline	-	598,029	598,029
Unique Student Needs	9,272,609	9,416,628	144,019
Salary Differential	91,641	24,753	-66,888
Unique Geographical Factors	12,117,281	12,117,281	0
Funding Protection	-	368,922	368,922
Curriculum and Learning Support	40,919	40,919	0
	62,209,867	61,871,530	-338,337
February Enrolment	195,096	195,096	0
May Enrolment	19,414	19,414	0
Indigenous Education Council	179,823	179,823	0
	62,604,200	62,265,863	-338,337

Special Purpose Funding Impacts

1. Classroom Enhancement Fund (CEF): +\$269,949
2. All other special purpose grants (Learning Improvement, Community LINK, Facility Grant, Pay Equity, Student Transportation, Feeding Futures) remain unchanged between March and December.

Financial Impact

CATEGORY	NET IMPACT
ENROLMENT DECLINE	↓ significant pressure
TARGETED & PROTECTION FUNDING	↑ partial offset
NET CHANGE	(\$338,337)
SPECIAL PURPOSE FUNDING CHANGE	+269,949
NET CHANGE – ALL FUNDING	(\$68,388)

Committee of the Whole Meeting Report

January 12, 2026 (4:32 p.m. - 5:10 p.m.)

Trustees in Attendance:	Mary Forbes (Chaired Mtg.), Angie Delainey, Michael Franklin, Melissa Coates, Willow Macdonald.
TEAMS:	Linda Martins.
Regrets:	Anne Kohut.
Staff:	Superintendent Cheryl Lenardon, Acting Secretary-Treasurer Russell Horswill, Director of Instruction Hattie Darney, Grant Gustafson, and Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. StrongStart Program presentation	<p>Director of Instruction Hattie Darney and Early Learning Coordinator Beulah Smith provided the committee with a review and presentation on the district's StrongStart Program, now called "Changing Results for Young Children" (CR4YC)</p> <p>Annual funding is \$34,000 per program; Ministry pays 7 programs; district pays for the remaining 3 programs that are run within the district.</p> <p>4 Four programs operate 5 days a week, the remaining work the hours that are best for family and staff.</p>	None. Information only
2. Cataline Vancouver Field Trip	<p>Superintendent Cheryl Lenardon introduced Principal Benvin, and Cataline Teacher, Mr. Wilson, who provided the Committee with a presentation and details regarding the proposed Cataline Elementary School is planning a Grade 6 year-end trip to Vancouver, June 3- 5, 2026, which requires Board Approval as an out-of-district trip.</p>	<p>RECOMMENDATION</p> <p>THAT the Board of Education provide approval of the field trip in principle, with final approval pending confirmation of details prior to the trip.</p>

"Learning, Growing, and Belonging Together"

Agenda Item	Notes	Action		
3. Collective Responsibility Framework	Superintendent Cheryl Lenardon reviewed the district's collective responsibilities framework with the Committee and reviewed the framework plan that will be posted in each school.	None. Information only		
Proposed Future Meeting Dates:				
MEETING	Chair	DATE (2 nd Monday)	TIME	LOCATION
Committees of the Whole	Trustee Forbes	January 12, 2026	4:30 p.m.	Board Office
Committees of the Whole	Trustee Macdonald	February 9, 2026	4:30 p.m.	Board Office
Committees of the Whole		no meeting		
Committees of the Whole	Trustee Macdonald	April 13, 2026	4:30 p.m.	Board Office
Committees of the Whole	Trustee Coates	May 11, 2026	4:30 p.m.	Board Office
Committees of the Whole	Trustee Coates	June 8, 2026	4:30 p.m.	Board Office
Also attending were representatives for:				
IUOE –				
David Julius				

TO: Board of Education

FROM: Angie Delainey, Board Chair
Russell Horswill, Acting Secretary-Treasurer

DATE: January 26, 2026

RE: Item: 3.5 - Board Meeting Structure – Board Procedural Bylaw

BACKGROUND

The Board of Education was presented with a Briefing Note that proposed a new Board Meeting Structure. General support was received from the Board to proceed with a public dialogue on the changes. At the December 15, 2025, Regular Meeting, the Board provided Notice of Motion to inform the public that the Board will consider changes to the Procedural Bylaw at the January 26, 2026, meeting. The public was encouraged to review the proposed changes and to provide feedback/comments for the Board's consideration.

PUBLIC FEEDBACK/COMMENTS

Following the release of the Notice of Motion and direct communication from the Board Chair to parents and community members, as well as various media exchanges, feedback was received and logged. Over 30 individual responses were received commenting on various aspects of the Procedural Bylaw changes being considered. Attached to this Briefing Note is a summary of major themes/questions as well as the listing of the somewhat supportive comments. The Board has reviewed the verbatim comments submitted at an In-Camera meeting. The included summary provides an indication of the public feedback/comments received.

BOARD RATIONALE

The primary purpose of the Procedural Bylaw changes being proposed is to ensure meetings are safe, respectful, efficient, and accessible, while continuing to be transparent and accountable to the public. Over time, Board meetings have become more complex and occasionally challenging to manage in a way that protects staff, trustees, and members of the public and allows the trustees to focus on the business at hand. The Board has a legal obligation under WorkSafeBC to provide a workplace free from bullying and harassment. The proposed updated structure is intended to give the Board flexibility to make decisions about meetings in general, or specific meetings to ensure an effective process, while still welcoming public interest and participation.

The Board acknowledges that the primary way parents and public access the elected trustees is NOT through attendance at Board meetings. Rather, trustees are better able to assist and direct inquiries and concerns through direct communication. Observing the Board conduct its business is an important aspect of public accountability; however, observing is not engaging. The school district's info@sd27.bc.ca email address is an effective way to provide input (such as submitting questions for a Board meeting) or seek support on matters of concern.

“Learning, Growing, and Belonging Together”

Submitting questions in advance allows the Board Chair to have the item addressed in context of the agenda. It is ineffective to respond to a question raised on an agenda after the Board has dealt with the matter. The Board believes that having questions in advance will both inform the Board of concerns/comments in advance but also allow for a more meaningful response.

It is important to understand that attendance at a public meeting of the Board is NOT a place for public debate on matters before the Board. The public is entitled to attend public meetings – not join in the discussion with the Board. The importance of connecting with zone trustees on matters before the Board is an important step in good governance. Parents and members of the public are encouraged to review posted Board agendas, which contain supporting information, and share thoughts prior to the meetings. Zone trustees are able to represent constituents' concerns during the meeting.

Information is available on the district website about the Board of Education ([click here](#)). It includes information on how to contact your local Trustee, meeting of the Board of Education, information on the Committee of the Whole meetings, as well as the role of Trustees and the specific Trustee electoral area. Board policies and bylaws are also available on the website ([click here](#)). The website also includes important information for parents/guardians – specifically the steps to resolve concerns ([click here](#)).

PROCEDURAL BYLAW CHANGES

The Board has requested that the changes to the Procedural Bylaw be separated into two distinct amendments. The first amendment (B2702-2) provides for written questions being submitted before the Regular Meeting starts and includes other administrative changes. The second amendment (B2702-3) establishes the option for the Board to change how Regular Meetings are accessed by the public.

The motions required to approve the first amendment (B2702-2) at the January 26, 2026, Regular Meeting are included in this Briefing Note. The first two motions of the three required to approve the second amendment (B2702-3) are included in this Briefing Note – these changes would not be approved until the Board considered and approved the third and final motion at a following meeting.

Amendment to Procedural Bylaw (B2702-2) – First Amendment

2.6.4 Public Information Meetings may be held by teleconferencing or videoconferencing, as determined by the Board.

2.8.2 If a member of the general public is unable to attend through teleconferencing or videoconferencing, then the Secretary-Treasurer's office shall work with the member of the general public to facilitate access through the use of district technology.

3.3 The regular meeting agenda shall generally follow the order outlined below:

...

- Question and Comment Period

- 3.5 For all regular meetings, one (1) public question/~~comment~~ period will be held to a maximum of ten (10) minutes. Only questions/~~comments~~ that relate to agenda items at the meeting may be asked. ~~The question/comment period is dedicated only for members of the public in attendance at a meeting.~~ All questions must be submitted to the Secretary-Treasurer's office by 2:00 p.m. on the meeting date in order to be considered by the Board. The Chair may defer answering a question duly received to a subsequent meeting.
- 3.10 ~~The list of items~~ Regular Meeting agenda package, with supporting documents, shall be posted on the district website at least 24 hours prior to the regular public meeting.
- ~~5.3 A list of official correspondence received by the Board will be available at each regular meeting.~~
- 9.2 The Board will receive ~~representations and~~ delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

Board Motions:

Motion 1 – Procedural

***THAT** School District No. 27 (Cariboo-Chilcotin) Procedural Bylaw B2702-2 receive three readings at this Board meeting held January 26, 2026.*

Motion 2 – First Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-2 to be read for the **first** time at this Regular meeting of the Board, on January 26, 2026.*

Motion 2 – Second Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-2 to be read for the **second** time at this Regular meeting of the Board, on January 26, 2026.*

Motion 3 – Third and Final Reading

***THAT** the Board of Education approves Procedural bylaw B2702-2 for the **third** and **final** time at this Regular meeting of the board on January 26, 2026.*

Amendment to Procedural Bylaw (B2702-3) – Second Amendment

- 2.3.1 The purpose of the regular meeting is for the Board to conduct its business. Meetings will be open to the public and maybe live streamed at the Board's discretion. The Board may restrict the public's physical access to meetings open to the public, provided such meetings are live streamed through teleconferencing or videoconferencing.

- 2.8.1 ~~If a trustee(s) is unable to attend a meeting,~~ The Board, or Board committee may permit attendance through teleconferencing or videoconferencing, provided that all trustees in attendance are able to communicate with one another. The Board may schedule a meeting where all participants, including the general public, attend through teleconferencing or videoconferencing.
- 9.8 Delegates will present to the Board through teleconferencing or videoconferencing when the Board has restricted physical access as provided for in clause 2.3.1.

Board Motions:

Motion 1 – First Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-3 to be read for the **first** time at this Regular meeting of the Board, on January 26, 2026.*

Motion 2 – Second Reading

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-3 to be read for the **second** time at this Regular meeting of the Board, on January 26, 2026.*

RECOMMENDATION

Amendment to Procedural Bylaw – B2702-2 – First Amendment

It is recommended that the Board of Education consider three readings to amend Procedural Bylaw B2702-2 to incorporate certain changes contained herein. Procedural motion and three reading motions are included above. Once three readings are made and approved, the changes to the bylaw are finalized.

Amendment to Procedural Bylaw – B2703-3 – Second Amendment

It is recommended that the Board of Education consider first and second readings to amend Procedural Bylaw B2702-3 to incorporate certain changes contained herein. These changes will not be put into effect until the third motion is considered and approved by the Board at a later date.

1. Purpose and Guiding Principles

The purpose of this policy is to explain how the Board of Education operates, including the role of the trustees, the management of meetings and public participation. The Board of Education exists to provide direction and oversight to the district with the aim of ensuring equitable, high-quality education for all students.

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. A quorum, which is a majority of the number of trustees holding office, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in public education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, the Board believes its affairs should be conducted in public to the greatest extent possible.

The Board also believes there are times when public interest is best served by private discussion of specific issues in “in-camera” sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go “in-camera” for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board also believes that public information meetings dealing with specific educational topics and held on a regular basis within the district can enhance communications and the effectiveness of the Board.

This bylaw reflects the Board's commitment to focus on student learning and well-being, transparency in operations, efficient use of resources, meaningful community engagement, and strong trustee participation.

2. Board Meeting Operations

Definitions - for the purposes of this bylaw, meetings shall be defined as follows:

- **Regular meetings:** Public or in-camera meetings of the Board, or a standing committee scheduled to occur on specific dates and times during the current school year as determined by Board resolution at the inaugural or annual meeting.
- **In-camera meetings:** Meetings of the Board, or a standing committee, which are closed to the public in accordance with the criteria in 2.4.

- **Special meetings:** Meetings of the Board, or a standing committee, either public or in-camera, which are called in addition to the regular meetings to deal with emergency issues or items requiring considerable time for debate.

2.1 Inaugural Meeting

- 2.1.1 Pursuant to section 67(1) of the School Act, the Secretary-Treasurer shall convene a first meeting of the board, open to the public, by the second Monday in November of a trustee election year, the sole purpose of the of the meeting being:
 - For trustees to make a prescribed oath of office, by oath or solemn affirmation; and
 - To elect the Chair and Vice-Chair of the Board.
- 2.1.2 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting. Special provisions will be made for a trustee taking office following a by-election.
- 2.1.3 The Secretary-Treasurer shall act as Chair of the meeting through to the election of the new Board Chair, at which time the duly elected Board Chair will assume the role.

2.2 Organizational Meetings

- 2.2.1 In non-election years, officers of the Board shall be elected at the last meeting in December, with elected officers taking office on January 1st.
- 2.2.2 In election years, the presiding officer of the inaugural meeting shall be the Secretary-Treasurer until such time as the Chair has been elected.
- 2.2.3 The presiding officer shall call for nominations for Board Chair. Any trustee may be nominated for chair by any other trustee. A seconder for the nomination is not required.
- 2.2.4 If more than one nomination is received for chair, a secret vote by ballot will take place immediately. A majority of more than 50% of the ballots cast by those trustees present is required for election.
- 2.2.5 A similar election shall then be conducted by the duly elected Chair for the position of Vice-chair.
- 2.2.6 For each of the above elections, balloting shall continue until one trustee receives a clear majority of more than 50% of the ballots cast by those trustees present. At each successive ballot, the names of the trustee receiving the fewest votes shall be dropped from the ballot.
- 2.2.7 If two or more candidates are tied and no candidate receives more than 50% of the votes cast, a second ballot will be taken. If, after a second ballot two or more

Procedural Bylaw B2702-2

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: January 26, 2026

candidates receive an equal number of votes, lots will be drawn to determine which candidate is successful.

- 2.2.8 Spoiled ballots will not be considered as cast ballots.
- 2.2.9 The term of office for Chair and Vice-Chair, shall be one year, commencing January 1st.
- 2.2.10 The Board Chair will, after consultation with all trustees, recommend trustees to committees and have the appointments approved at the next regular meeting of the Board.
- 2.2.11 The Chair shall preside at all meetings of the Board, except for committee meetings where a committee chair is appointed.
- 2.2.12 The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the Chair.
- 2.2.13 If neither the 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.
- 2.2.14 The Chair shall have the same rights as other trustees to offer resolution, to make or second motions, to discuss questions and shall vote without having to vacate the chair.

2.3 Regular Meetings

- 2.3.1 The purpose of the regular meeting is for the Board to conduct its business. Meetings will be open to the public and may be live streamed at the Board's discretion.
- 2.3.2 Regular board meetings are held according to a schedule approved by the Board each June. In the year of a general election the schedule is set until December.
- 2.3.3 Notwithstanding the schedule noted above, the Board may decide, by motion, to schedule additional meetings.
- 2.3.4 Schedules for regular Board meetings will be made publicly available on the district's website.

2.4 In-Camera (Closed) Meetings

- 2.4.1 Unless declared otherwise by the Chair, all in-camera meetings shall be closed to the public.
- 2.4.2 Items to be dealt with at in-camera meetings include:
 - legal matters;
 - Freedom of Information and Protection of Privacy Act items deemed private;
 - Board matters relating to safety, security and protection;

- personnel matters relating to safety, security and protection;
- specific student matters relating to medical, conduct, discipline, suspension, expulsion, safety, security and protection;
- personal contracts and collective bargaining matters;
- pre-tender discussions;
- acquisition and disposition of real property prior to finalization of the transaction;
- matters of housekeeping (e.g. scheduling of internal function dates, invitations and assignment of Trustee duties);
- other matters where the Board deems that the public interest is better served.

2.4.3 Except for the general statement referenced below, the proceedings of an in-camera meeting from which the public has been excluded, shall not be disclosed (unless a resolution is passed to allow such disclosure).

2.4.4 In compliance with the School Act, a general statement of the matters discussed and decisions reached at each meeting from which the public has been excluded shall be provided to the public at no charge. Such general statements shall include the name(s) of Trustees who are absent from the; and be attached, for information, the agenda of a regular Board meeting following the in-camera meeting.

2.5 Special (Extraordinary) Meetings

2.5.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

2.5.2 Unless deemed to be in-camera, all special meetings are open to the public.

2.5.3 A special meeting of the Board may be called by the Chair or, upon written request of a majority of the trustees or the Superintendent in consultation with the Chair.

2.5.4 Written notice of a special meeting and an agenda shall be distributed to each trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote of the Board, provided all reasonable steps have been taken to notify all trustees of the meeting. Such consent to waive notice shall be noted in the minutes of the meeting.

2.5.5 A special meeting must have as quorum a majority of the trustees holding office at the time.

2.5.6 No business other than that for which the meeting was called shall be conducted at the meeting without unanimous consent of all trustees.

2.6 Public Information Meetings

Procedural Bylaw B2702-2

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: January 26, 2026

- 2.6.1 Public information meetings are scheduled, open to the public and are called on an as-needed basis to seek input and/or provide information.
- 2.6.2 The Board may hold public information meetings on major issues to provide or obtain information on proposed changes in operational practices which will substantially affect instructional delivery; facility location; school closure; program relocation; and operating and capital budgets.
- 2.6.3 The Board Chair and/or designate shall chair the meetings accompanied by appropriate staff, as assigned by the Superintendent, to assist with proceedings.
- 2.6.4 Public Information Meetings may be held by teleconferencing or videoconferencing, as determined by the Board.

2.7 Working Sessions

- 2.7.1 The Board will meet as necessary in a working session environment to discuss district goals and objectives, evaluate the Superintendent, receive in-service on budget and district programs and review other matters pertaining to the operation of the district.
- 2.7.2 At these working sessions, the Board shall take no actions that replace debate or actions at a public meeting.
- 2.7.3 The agenda will be prepared by the Superintendent, under the direction of the Chair, and be submitted for consideration to the Board prior to the working session being held. The Superintendent is expected to attend the working session and will determine if other staff are to attend.

2.8 Attendance at Meetings

- 2.8.1 If a trustee(s) is unable to attend a meeting, the Board, or Board committee may permit attendance through teleconferencing or videoconferencing, providing that all trustees in attendance are able to communicate with one another.
- 2.8.2 If a member of the general public is unable to attend through teleconferencing or videoconferencing, then the Secretary-Treasurer's office shall work with the member of the general public to facilitate access through the use of district technology.

3. Agenda Management

3.1 Items may be placed on the agenda of a Board meeting in one of the following ways:

- By notifying the Board Chair at least ten (10) days prior to the Board meeting.
- By notice of motion at the previous meeting of the Board.
- As a request from a committee of the Board.
- As outlined in Items 3.5 and 3.7 below

3.2 The Agenda Setting Committee consisting of the Board Chair, Vice Chair, Superintendent and Secretary-Treasurer shall establish items on the agenda for each Board meeting.

3.3 The regular meeting agenda shall generally follow the order outlined below:

- Opening by the Chair/Call to Order
- Land Acknowledgement
- Approval of Agenda
- Approval of Minutes
- Consent Items (minutes of previous meeting(s), correspondence)
- Delegations/Presentations
- Report on Progress (Superintendent's Report)
- Board Committee Reports
- New Business
- Trustee Reports
- Question
- Adjournment

3.4 The in-camera meeting agenda shall generally follow the order outlined below:

- Opening by Chair/Call to Order
- Land Acknowledgement
- Approval of Agenda
- Adoption of Minutes
- Action Items
- Discussion Items
- Information Items
- Adjournment

3.5 For all regular meetings, one (1) public question period will be held to a maximum of ten (10) minutes. Only questions that relate to agenda items at the meeting may be asked. All questions must be submitted to the Secretary-Treasurer's office by 2:00 p.m. on the meeting date in order to be considered by the Board. The Chair may defer answering a question duly received to a subsequent meeting.

3.6 Issues that require Board action may arise after the agenda has been prepared. The Board 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 present.

3.7 The Board will follow the order of business set by the agenda unless the order is altered, or items are added or deleted by agreement of the Board.

Procedural Bylaw B2702-2

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: January 26, 2026

- 3.8 The agenda for all meetings will be supported by copies of letters, reports, contracts, policies and other materials as are pertinent to the business which will come before the Board.
- 3.9 The agenda information package will be distributed to each trustee at least four days in advance of regular Board meetings.
- 3.10 The **Regular Meeting agenda package, with supporting documents**, shall be posted on the district website at least 24 hours prior to the regular public meeting.
- 3.11 The quorum for a meeting of the Board, shall be a majority of trustees holding office at that time or the majority of those trustees appointed to a committee. The exception to this will be the Agenda Setting Committee which, for quorum purposes, will require the Board Chair, or in the absence of the Board Chair, the Vice-Chair, to be present. In the case where the Board Chair or Vice Chair is not named (i.e., the inaugural meeting), the Secretary-Treasurer will be present.
- 3.12 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this Bylaw.
- 3.13 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to no more than 30 minutes later, or to the next regular meeting date, or a special meeting may be called in accordance with this bylaw, at the presiding officer's discretion.
- 3.14 In accordance with section 67(7) of the School Act, a trustee who participates in a meeting electronically will be counted for the purposes of establishing quorum. Trustees who participate electronically will have the same rights and privileges as any other trustee.
- 3.15 All meetings of the Board shall stand adjourned at three and a half (3.5) hours after commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.
- 3.16 Meetings of the Board will adjourn no later than 10:00 pm unless a majority of the trustees present approve an extension of the time. This extension cannot continue beyond 10:30 pm. Items remaining on the agenda after adjournment are to be directed to future meetings by the agenda setting committee.
- 3.17 Minutes shall be kept by the Secretary-Treasurer of all proceedings and motions passed at meetings of the Board. Such minutes are to be concise and to detail the proceedings of the Board, but not the contents of speeches or debates.

4. Minutes

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

- Date, time and place of meeting;
- Type of meeting (regular or special);
- Name of presiding officer;
- Names of those trustees and district administration in attendance;
- Approval of preceding minutes;
- A brief summary of the circumstances which gave rise to the matter being debated by the Board;
- All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- Points of order and appeals;
- Appointments;
- Summarized reports of committees;
- Trustee declaration pursuant to Section 56, 57 or 58 of the School Act.

4.2 The minutes shall:

- Be prepared as directed by the Superintendent or designate;
- Be reviewed by the Superintendent prior to submission to the Board;
- Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- Upon adoption by the Board, it shall be deemed to be the official and sole record of the Board's business.

4.3 The Superintendent or designate shall establish a codification system for resolutions determined by the Board which will:

- Provide for ready identification as to the meeting at which it was considered;
- Provide for cross-reference with resolutions of similar nature adopted by the Board at previous meetings; and
- Establish and maintain a file of all Board minutes.

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

4.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Superintendent will institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- 4.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible for distributing and posting the approved minutes.

5. Correspondence

- 5.1 The Board believes that it is the delegated responsibility of administrative staff to act for the Board within the bounds of Board policy. However, trustees are to be kept informed of non-routine items of business and are to be given the opportunity to seek further information on such matters.
- 5.2 A list of all non-routine correspondence addressed to the Board or received by the Superintendent or designate acting in their official corporate capacities will be forwarded to all trustees in a timely fashion.
- 5.3 All district related correspondence or material addressed to a trustee in name or as chair of a committee will be forwarded to the Board and the Superintendent.

6. Motions (Resolutions)

6.1 Notice of Motion

- 6.1.1 The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meetings and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

6.2 General

- 6.2.1 All matters relating to the formal agenda for the Board meeting shall be by a motion which has been moved and seconded before formal debate. Before a formal motion is placed before the Board by a trustee, an opportunity will be provided for questions and clarification.
- 6.2.2 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 6.2.3 Motions shall be phrased in a clear and concise manner to express an opinion or to achieve a result. A preamble does not form part of a resolution when passed.
- 6.2.4 Movers and seconders of motions will appear in the official minutes. The Chair or recording secretary may request that the mover put a motion in writing to ensure accurate recording of the motion in the minutes.
- 6.2.5 The presiding officer may divide a motion containing more than one subject if the Chair believes this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

- 6.2.6 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration or rescinding process.
- 6.2.7 A motion to reconsider cannot be applied to action that cannot be reversed; for example, entering into a contract.
- 6.2.8 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.
- 6.2.9 A motion to rescind will be considered only if notice has been given at the previous meeting or in the call for the present meeting. A motion to rescind may be moved by any trustee, regardless of his/her original vote.
- 6.2.10 A motion to table is not debatable other than as to propriety. (There is no set time limit.)
- 6.2.11 A motion to postpone is debatable. (It can be postponed indefinitely or to a certain time.)
- 6.2.12 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 permission to withdraw or modify it. If there is an objection, the Chair shall ask the trustees if the request should be granted, and a majority vote is needed for withdrawal.
- 6.2.13 An amendment to a motion or resolution does not require notice. Only one amendment to an amendment shall be allowed, and the same shall be dealt with before the original amendment is decided. An amendment may not change the intent of the original motion.
- 6.2.14 All motions to amend Board policy shall be submitted in writing to the Superintendent and presented to the Board at the regular meeting immediately preceding the meeting at which they are to be discussed. (Notice of Motion). The written Notice of Motion to amend Board policy shall contain the proposed action and rationale.
- 6.2.15 All members, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 58 of the School Act.
- 6.2.16 While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote for or against.

7. Debate

- 7.1 Debate shall be strictly relevant to the question and the presiding officer shall warn speakers who violate this rule.
- 7.2 No person shall speak until recognized by the Chair.
- 7.3 Subject to the discretion of the Chair, no person shall speak more than twice to a question unless a motion to extend debate is carried. The lone exception to this is that the mover of the motion will have the right to make a reply when all trustees who wish to speak have spoken. No trustee shall speak for a period in excess of five minutes at one time. The Chair may caution a trustee who persists in repetitious debate and may direct him/her to discontinue.
- 7.4 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.
- 7.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.
- 7.6 A motion must be made by a member who has obtained the floor, while no question is pending. The maker of the motion if he/she desires may speak first.
- 7.7 Debate can be closed by a motion to end debate. This is not debatable, must have a seconder, and must be passed by two-thirds majority.
- 7.8 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, reference to *Robert's Rules* shall be in order.
- 7.9 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board which will be decided without debate by a majority vote of trustees present. An appeal may only be requested immediately after a ruling and before resumption of business. A successful appeal does not necessarily set a precedent.

8. Voting

- 8.1 A quorum of the Board shall be four trustees.
- 8.2 All trustees present at a meeting are expected to vote; although, a trustee must abstain from voting in the event that he/she has a conflict of interest by reason of having a direct pecuniary interest in a vote, as per Section 58 of the *School Act*. A trustee may also abstain from voting if he/she states at the meeting her/his reasons prior to a vote being taken.

- 8.3 Voting shall be conducted either by a show of hands or through any electronic means in use by the Board. Results will be recorded and will include a record of negative votes and abstentions. Upon request, where a conflict exists, the reason(s) for an abstention shall be recorded.
- 8.4 The Chair has the same right to vote and shall vote at the same time as the other members of the Board. 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.
- 8.5 All questions shall be decided by a majority of the votes of the trustees present (quorum) and voting save as otherwise provided by this bylaw or the School Act.
- 8.6 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 this 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.

9. Delegations

- 9.1 As an elected body, the Board recognizes its responsibility to assure fair and equitable hearing times for the public.
- 9.2 The Board will receive **delegations** on any subject pertinent to Board business provided the item has been placed on the agenda.
- 9.3 Requests to present shall be made in writing to the Superintendent or designate ten (10) days prior to a regular Board meeting. In order to assist delegations with their presentations, "Guidelines for Delegations", will be made available at the time the request to present is made. Delegations may be referred to 'closed session' if necessary. The Board reserves the right to limit the number of delegations appearing at a particular Board meeting.
- 9.4 The delegation shall identify a spokesperson who will present the information to the Board, and act as a contact person to whom the Board may direct a reply at a later date.
- 9.5 To assist in agenda planning and to enable Trustees to study the issues, a brief written submission must be provided to the Superintendent for distribution before the meeting. Copies of written submissions may not be distributed to the general public on school district property. Authors of written submissions shall assume personal responsibility for all statements in the submission to the Board. Written or electronic materials will not be presented on screen at the meeting.
- 9.6 The delegation will be expected to limit any presentation to ten (10) minutes. The Board will ordinarily take the presentation under advisement and may take action after due deliberation.
- 9.7 Notwithstanding the above, and at the discretion of the Board, an individual or group may appear before the Board at a regular meeting without prior notice.

Procedural Bylaw B2702-2

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: January 26, 2026

10. Title

This bylaw may be cited as “School District No. 27 (Cariboo-Chilcotin) Procedural Bylaw _____”.

11. Repeal

The following School District No. 27 (Cariboo-Chilcotin) Bylaws are repealed (_____)

Procedural Bylaw B2702-2

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: January 26, 2026

1. Purpose and Guiding Principles

The purpose of this policy is to explain how the Board of Education operates, including the role of the trustees, the management of meetings and public participation. The Board of Education exists to provide direction and oversight to the district with the aim of ensuring equitable, high-quality education for all students.

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. A quorum, which is a majority of the number of trustees holding office, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in public education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, the Board believes its affairs should be conducted in public to the greatest extent possible.

The Board also believes there are times when public interest is best served by private discussion of specific issues in “in-camera” sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go “in-camera” for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board also believes that public information meetings dealing with specific educational topics and held on a regular basis within the district can enhance communications and the effectiveness of the Board.

This bylaw reflects the Board's commitment to focus on student learning and well-being, transparency in operations, efficient use of resources, meaningful community engagement, and strong trustee participation.

2. Board Meeting Operations

Definitions - for the purposes of this bylaw, meetings shall be defined as follows:

- **Regular meetings:** Public or in-camera meetings of the Board, or a standing committee scheduled to occur on specific dates and times during the current school year as determined by Board resolution at the inaugural or annual meeting.
- **In-camera meetings:** Meetings of the Board, or a standing committee, which are closed to the public in accordance with the criteria in 2.4.

- **Special meetings:** Meetings of the Board, or a standing committee, either public or in-camera, which are called in addition to the regular meetings to deal with emergency issues or items requiring considerable time for debate.

2.1 Inaugural Meeting

- 2.1.1 Pursuant to section 67(1) of the School Act, the Secretary-Treasurer shall convene a first meeting of the board, open to the public, by the second Monday in November of a trustee election year, the sole purpose of the of the meeting being:
 - For trustees to make a prescribed oath of office, by oath or solemn affirmation; and
 - To elect the Chair and Vice-Chair of the Board.
- 2.1.2 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting. Special provisions will be made for a trustee taking office following a by-election.
- 2.1.3 The Secretary-Treasurer shall act as Chair of the meeting through to the election of the new Board Chair, at which time the duly elected Board Chair will assume the role.

2.2 Organizational Meetings

- 2.2.1 In non-election years, officers of the Board shall be elected at the last meeting in December, with elected officers taking office on January 1st.
- 2.2.2 In election years, the presiding officer of the inaugural meeting shall be the Secretary-Treasurer until such time as the Chair has been elected.
- 2.2.3 The presiding officer shall call for nominations for Board Chair. Any trustee may be nominated for chair by any other trustee. A seconder for the nomination is not required.
- 2.2.4 If more than one nomination is received for chair, a secret vote by ballot will take place immediately. A majority of more than 50% of the ballots cast by those trustees present is required for election.
- 2.2.5 A similar election shall then be conducted by the duly elected Chair for the position of Vice-chair.
- 2.2.6 For each of the above elections, balloting shall continue until one trustee receives a clear majority of more than 50% of the ballots cast by those trustees present. At each successive ballot, the names of the trustee receiving the fewest votes shall be dropped from the ballot.
- 2.2.7 If two or more candidates are tied and no candidate receives more than 50% of the votes cast, a second ballot will be taken. If, after a second ballot two or more

Procedural Bylaw B2702-3

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended:

candidates receive an equal number of votes, lots will be drawn to determine which candidate is successful.

- 2.2.8 Spoiled ballots will not be considered as cast ballots.
- 2.2.9 The term of office for Chair and Vice-Chair, shall be one year, commencing January 1st.
- 2.2.10 The Board Chair will, after consultation with all trustees, recommend trustees to committees and have the appointments approved at the next regular meeting of the Board.
- 2.2.11 The Chair shall preside at all meetings of the Board, except for committee meetings where a committee chair is appointed.
- 2.2.12 The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the Chair.
- 2.2.13 If neither the 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.
- 2.2.14 The Chair shall have the same rights as other trustees to offer resolution, to make or second motions, to discuss questions and shall vote without having to vacate the chair.

2.3 Regular Meetings

- 2.3.1 The purpose of the regular meeting is for the Board to conduct its business. Meetings will be open to the public and may be live streamed at the Board's discretion. **The Board may restrict the public's physical access to meetings open to the public, provided such meetings are live streamed through teleconferencing or videoconferencing.**
- 2.3.2 Regular board meetings are held according to a schedule approved by the Board each June. In the year of a general election the schedule is set until December.
- 2.3.3 Notwithstanding the schedule noted above, the Board may decide, by motion, to schedule additional meetings.
- 2.3.4 Schedules for regular Board meetings will be made publicly available on the district's website.

2.4 In-Camera (Closed) Meetings

- 2.4.1 Unless declared otherwise by the Chair, all in-camera meetings shall be closed to the public.
- 2.4.2 Items to be dealt with at in-camera meetings include:
 - legal matters;

- Freedom of Information and Protection of Privacy Act items deemed private;
- Board matters relating to safety, security and protection;
- personnel matters relating to safety, security and protection;
- specific student matters relating to medical, conduct, discipline, suspension, expulsion, safety, security and protection;
- personal contracts and collective bargaining matters;
- pre-tender discussions;
- acquisition and disposition of real property prior to finalization of the transaction;
- matters of housekeeping (e.g. scheduling of internal function dates, invitations and assignment of Trustee duties);
- other matters where the Board deems that the public interest is better served.

2.4.3 Except for the general statement referenced below, the proceedings of an in-camera meeting from which the public has been excluded, shall not be disclosed (unless a resolution is passed to allow such disclosure).

2.4.4 In compliance with the School Act, a general statement of the matters discussed and decisions reached at each meeting from which the public has been excluded shall be provided to the public at no charge. Such general statements shall include the name(s) of Trustees who are absent from the; and be attached, for information, the agenda of a regular Board meeting following the in-camera meeting.

2.5 Special (Extraordinary) Meetings

2.5.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

2.5.2 Unless deemed to be in-camera, all special meetings are open to the public.

2.5.3 A special meeting of the Board may be called by the Chair or, upon written request of a majority of the trustees or the Superintendent in consultation with the Chair.

2.5.4 Written notice of a special meeting and an agenda shall be distributed to each trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote of the Board, provided all reasonable steps have been taken to notify all trustees of the meeting. Such consent to waive notice shall be noted in the minutes of the meeting.

2.5.5 A special meeting must have as quorum a majority of the trustees holding office at the time.

2.5.6 No business other than that for which the meeting was called shall be conducted at the meeting without unanimous consent of all trustees.

Procedural Bylaw B2702-3

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended:

2.6 Public Information Meetings

- 2.6.1 Public information meetings are scheduled, open to the public and are called on an as-needed basis to seek input and/or provide information.
- 2.6.2 The Board may hold public information meetings on major issues to provide or obtain information on proposed changes in operational practices which will substantially affect instructional delivery; facility location; school closure; program relocation; and operating and capital budgets.
- 2.6.3 The Board Chair and/or designate shall chair the meetings accompanied by appropriate staff, as assigned by the Superintendent, to assist with proceedings.
- 2.6.4 Public Information Meetings may be held by teleconferencing or videoconferencing, as determined by the Board.

2.7 Working Sessions

- 2.7.1 The Board will meet as necessary in a working session environment to discuss district goals and objectives, evaluate the Superintendent, receive in-service on budget and district programs and review other matters pertaining to the operation of the district.
- 2.7.2 At these working sessions, the Board shall take no actions that replace debate or actions at a public meeting.
- 2.7.3 The agenda will be prepared by the Superintendent, under the direction of the Chair, and be submitted for consideration to the Board prior to the working session being held. The Superintendent is expected to attend the working session and will determine if other staff are to attend.

2.8 Attendance at Meetings

- 2.8.1 The Board, or Board committee may permit attendance through teleconferencing or videoconferencing, providing that all trustees in attendance are able to communicate with one another. **The Board may schedule a meeting where all participants, including the general public, attend through teleconference or videoconference.**
- 2.8.2 If a member of the general public is unable to attend through teleconferencing or videoconferencing, then the Secretary-Treasurer's office shall work with the member of the general public to facilitate access through the use of district technology.

3. Agenda Management

3.1 Items may be placed on the agenda of a Board meeting in one of the following ways:

- By notifying the Board Chair at least ten (10) days prior to the Board meeting.

Procedural Bylaw B2702-3

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended:

- By notice of motion at the previous meeting of the Board.
- As a request from a committee of the Board.
- As outlined in Items 3.5 and 3.7 below

3.2 The Agenda Setting Committee consisting of the Board Chair, Vice Chair, Superintendent and Secretary-Treasurer shall establish items on the agenda for each Board meeting.

3.3 The regular meeting agenda shall generally follow the order outlined below:

- Opening by the Chair/Call to Order
- Land Acknowledgement
- Approval of Agenda
- Approval of Minutes
- Consent Items (minutes of previous meeting(s), correspondence)
- Delegations/Presentations
- Report on Progress (Superintendent's Report)
- Board Committee Reports
- New Business
- Trustee Reports
- Question
- Adjournment

3.4 The in-camera meeting agenda shall generally follow the order outlined below:

- Opening by Chair/Call to Order
- Land Acknowledgement
- Approval of Agenda
- Adoption of Minutes
- Action Items
- Discussion Items
- Information Items
- Adjournment

3.5 For all regular meetings, one (1) public question period will be held to a maximum of ten (10) minutes. Only questions that relate to agenda items at the meeting may be asked. All questions must be submitted to the Secretary-Treasurer's office by 2:00 p.m. on the meeting date in order to be considered by the Board. The Chair may defer answering a question duly received to a subsequent meeting.

3.6 Issues that require Board action may arise after the agenda has been prepared. The Board 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 present.

- 3.7 The Board will follow the order of business set by the agenda unless the order is altered, or items are added or deleted by agreement of the Board.
- 3.8 The agenda for all meetings will be supported by copies of letters, reports, contracts, policies and other materials as are pertinent to the business which will come before the Board.
- 3.9 The agenda information package will be distributed to each trustee at least four days in advance of regular Board meetings.
- 3.10 The Regular Meeting agenda package, with supporting documents, shall be posted on the district website at least 24 hours prior to the regular public meeting.
- 3.11 The quorum for a meeting of the Board, shall be a majority of trustees holding office at that time or the majority of those trustees appointed to a committee. The exception to this will be the Agenda Setting Committee which, for quorum purposes, will require the Board Chair, or in the absence of the Board Chair, the Vice-Chair, to be present. In the case where the Board Chair or Vice Chair is not named (i.e., the inaugural meeting), the Secretary-Treasurer will be present.
- 3.12 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this Bylaw.
- 3.13 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to no more than 30 minutes later, or to the next regular meeting date, or a special meeting may be called in accordance with this bylaw, at the presiding officer's discretion.
- 3.14 In accordance with section 67(7) of the School Act, a trustee who participates in a meeting electronically will be counted for the purposes of establishing quorum. Trustees who participate electronically will have the same rights and privileges as any other trustee.
- 3.15 All meetings of the Board shall stand adjourned at three and a half (3.5) hours after commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.
- 3.16 Meetings of the Board will adjourn no later than 10:00 pm unless a majority of the trustees present approve an extension of the time. This extension cannot continue beyond 10:30 pm. Items remaining on the agenda after adjournment are to be directed to future meetings by the agenda setting committee.

Procedural Bylaw B2702-3

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended:

3.17 Minutes shall be kept by the Secretary-Treasurer of all proceedings and motions passed at meetings of the Board. Such minutes are to be concise and to detail the proceedings of the Board, but not the contents of speeches or debates.

4. Minutes

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

- Date, time and place of meeting;
- Type of meeting (regular or special);
- Name of presiding officer;
- Names of those trustees and district administration in attendance;
- Approval of preceding minutes;
- A brief summary of the circumstances which gave rise to the matter being debated by the Board;
- All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- Points of order and appeals;
- Appointments;
- Summarized reports of committees;
- Trustee declaration pursuant to Section 56, 57 or 58 of the School Act.

4.2 The minutes shall:

- Be prepared as directed by the Superintendent or designate;
- Be reviewed by the Superintendent prior to submission to the Board;
- Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- Upon adoption by the Board, it shall be deemed to be the official and sole record of the Board's business.

4.3 The Superintendent or designate shall establish a codification system for resolutions determined by the Board which will:

- Provide for ready identification as to the meeting at which it was considered;
- Provide for cross-reference with resolutions of similar nature adopted by the Board at previous meetings; and
- Establish and maintain a file of all Board minutes.

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

- 4.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Superintendent will institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 4.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible for distributing and posting the approved minutes.

5. Correspondence

- 5.1 The Board believes that it is the delegated responsibility of administrative staff to act for the Board within the bounds of Board policy. However, trustees are to be kept informed of non-routine items of business and are to be given the opportunity to seek further information on such matters.
- 5.2 A list of all non-routine correspondence addressed to the Board or received by the Superintendent or designate acting in their official corporate capacities will be forwarded to all trustees in a timely fashion.
- 5.3 All district related correspondence or material addressed to a trustee in name or as chair of a committee will be forwarded to the Board and the Superintendent.

6. Motions (Resolutions)

6.1 Notice of Motion

- 6.1.1 The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meetings and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

6.2 General

- 6.2.1 All matters relating to the formal agenda for the Board meeting shall be by a motion which has been moved and seconded before formal debate. Before a formal motion is placed before the Board by a trustee, an opportunity will be provided for questions and clarification.
- 6.2.2 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 6.2.3 Motions shall be phrased in a clear and concise manner to express an opinion or to achieve a result. A preamble does not form part of a resolution when passed.
- 6.2.4 Movers and seconders of motions will appear in the official minutes. The Chair or recording secretary may request that the mover put a motion in writing to ensure accurate recording of the motion in the minutes.

- 6.2.5 The presiding officer may divide a motion containing more than one subject if the Chair believes this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- 6.2.6 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration or rescinding process.
- 6.2.7 A motion to reconsider cannot be applied to action that cannot be reversed; for example, entering into a contract.
- 6.2.8 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.
- 6.2.9 A motion to rescind will be considered only if notice has been given at the previous meeting or in the call for the present meeting. A motion to rescind may be moved by any trustee, regardless of his/her original vote.
- 6.2.10 A motion to table is not debatable other than as to propriety. (There is no set time limit.)
- 6.2.11 A motion to postpone is debatable. (It can be postponed indefinitely or to a certain time.)
- 6.2.12 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 permission to withdraw or modify it. If there is an objection, the Chair shall ask the trustees if the request should be granted, and a majority vote is needed for withdrawal.
- 6.2.13 An amendment to a motion or resolution does not require notice. Only one amendment to an amendment shall be allowed, and the same shall be dealt with before the original amendment is decided. An amendment may not change the intent of the original motion.
- 6.2.14 All motions to amend Board policy shall be submitted in writing to the Superintendent and presented to the Board at the regular meeting immediately preceding the meeting at which they are to be discussed. (Notice of Motion). The written Notice of Motion to amend Board policy shall contain the proposed action and rationale.
- 6.2.15 All members, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 58 of the School Act.
- 6.2.16 While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote for or against.

Procedural Bylaw B2702-3

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended:

7. Debate

- 7.1 Debate shall be strictly relevant to the question and the presiding officer shall warn speakers who violate this rule.
- 7.2 No person shall speak until recognized by the Chair.
- 7.3 Subject to the discretion of the Chair, no person shall speak more than twice to a question unless a motion to extend debate is carried. The lone exception to this is that the mover of the motion will have the right to make a reply when all trustees who wish to speak have spoken. No trustee shall speak for a period in excess of five minutes at one time. The Chair may caution a trustee who persists in repetitious debate and may direct him/her to discontinue.
- 7.4 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.
- 7.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.
- 7.6 A motion must be made by a member who has obtained the floor, while no question is pending. The maker of the motion if he/she desires may speak first.
- 7.7 Debate can be closed by a motion to end debate. This is not debatable, must have a seconder, and must be passed by two-thirds majority.
- 7.8 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, reference to *Robert's Rules* shall be in order.
- 7.9 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board which will be decided without debate by a majority vote of trustees present. An appeal may only be requested immediately after a ruling and before resumption of business. A successful appeal does not necessarily set a precedent.

8. Voting

- 8.1 A quorum of the Board shall be four trustees.
- 8.2 All trustees present at a meeting are expected to vote; although, a trustee must abstain from voting in the event that he/she has a conflict of interest by reason of having a direct pecuniary interest in a vote, as per Section 58 of the School Act. A trustee may also abstain from voting if he/she states at the meeting her/his reasons prior to a vote being taken.

- 8.3 Voting shall be conducted either by a show of hands or through any electronic means in use by the Board. Results will be recorded and will include a record of negative votes and abstentions. Upon request, where a conflict exists, the reason(s) for an abstention shall be recorded.
- 8.4 The Chair has the same right to vote and shall vote at the same time as the other members of the Board. 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.
- 8.5 All questions shall be decided by a majority of the votes of the trustees present (quorum) and voting save as otherwise provided by this bylaw or the School Act.
- 8.6 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 this 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.

9. Delegations

- 9.1 As an elected body, the Board recognizes its responsibility to assure fair and equitable hearing times for the public.
- 9.2 The Board will receive delegations on any subject pertinent to Board business provided the item has been placed on the agenda.
- 9.3 Requests to present shall be made in writing to the Superintendent or designate ten (10) days prior to a regular Board meeting. In order to assist delegations with their presentations, "Guidelines for Delegations", will be made available at the time the request to present is made. Delegations may be referred to 'closed session' if necessary. The Board reserves the right to limit the number of delegations appearing at a particular Board meeting.
- 9.4 The delegation shall identify a spokesperson who will present the information to the Board, and act as a contact person to whom the Board may direct a reply at a later date.
- 9.5 To assist in agenda planning and to enable Trustees to study the issues, a brief written submission must be provided to the Superintendent for distribution before the meeting. Copies of written submissions may not be distributed to the general public on school district property. Authors of written submissions shall assume personal responsibility for all statements in the submission to the Board. Written or electronic materials will not be presented on screen at the meeting.
- 9.6 The delegation will be expected to limit any presentation to ten (10) minutes. The Board will ordinarily take the presentation under advisement and may take action after due deliberation.
- 9.7 Notwithstanding the above, and at the discretion of the Board, an individual or group may appear before the Board at a regular meeting without prior notice.

Procedural Bylaw B2702-3

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended:

9.8 Delegates will present to the Board through teleconferencing or videoconferencing when the Board has restricted physical access as pervaded for in clause 2.3.1

10. Title

This bylaw may be cited as “School District No. 27 (Cariboo-Chilcotin) Procedural Bylaw _____”.

11. Repeal

The following School District No. 27 (Cariboo-Chilcotin) Bylaws are repealed (_____)

Procedural Bylaw B2702-3

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: