

### 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 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

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

- 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 Period
- 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.
- 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.



## **10. Title**

This bylaw may be cited as "School District No. 27 (Cariboo-Chilcotin) Procedural Bylaw **B2702-2**.

## **11. Replaced**

The following School District No. 27 (Cariboo-Chilcotin) Bylaws are replaced **B2702-1**.