
Secretary of the Board

The Director of Education serves as Secretary of the Board.

Student Trustees

Student trustees are selected by the Student Senate and shall sit at the Board table in open meetings and committee meetings, and may, where appropriate, attend in-camera meetings.

Virtual Participation

Secretary of the Board with a minimum of forty-eight hours' notice, on request, in writing by the majority of trustees as provided in Section 198 (1)(d) of the Education Act. The notice for the special meeting shall state the business for which the meeting is called and no additions to the agenda will be permitted.

- 6.2.3 Emergent meetings of the Board may be called by the Chairperson with less than forty-eight hours' notice for the purpose of dealing with one or more matters deemed to be of an urgent nature. An emergent meeting of the Board shall be called by the Chairperson or Secretary of the Board with less than forty-eight hours' notice, on the request, in writing, by the majority of trustees. The notice for the emergent meeting shall state the business for which the meeting is called and no additions to the agenda will be permitted.

Notice of Board meetings shall normally be by receipt of an agenda, however, where time or circumstances does not permit or render this procedure impractical, other means such as telephone calls, electronic communications, announcements at Board or committee meetings, etc. may be employed. A limited number of hard copies as determined by the Director of Education, or designate, will be available at the meetings.

A list of all Board and committee meetings shall be posted on the Board's website as part of the electronic Board agenda designating the type of meeting, date, and place.

Delegations are invited to present to regular Board meetings and committee meetings to present a point of view, to submit recommendations or to request consideration of a matter of concern. The delegation process is not interactive or designed for two-way

6.4.1.7.4 a clear, specific and detailed outline of the matter which is to be addressed and the specific action requested of the Board or committee. Incomplete outlines may result in postponement or denial of the application request.

6.4.1.8 Delegates will be advised that an application, including a complete outline of the matter to be addressed, and the specific action requested of the Board or committee will be distributed prior to the meeting.

6.4.1.9 As part of the application process, and at the discretion of the Chairperson of the Board, delegates may be referred directly to appropriate committee.

6.4.1.10 Delegates will be advised that materials, in addition to the completed outline, being submitted to trustees will be the responsibility of the delegation. The Chairperson of the Board shall determine if the additional materials are required as part of the outline indicated above.

6.4.2 Hearing

6.4.2.1 As a condition of appearance and prior to making a delegation, all delegates must, through written consent, agree to respect the decorum, and meeting rules of order as established by the Board.

Failure to respect the authority of the Chairperson of the Board and/or Committee Chairperson, non-adherence to presentation time limits, and/or disrespectful behaviour may result in immediate suspension of the presentation; forfeiture of presentation privileges for a calendar year; and/or further limitations as deemed appropriate by the Board, including the possible issuance of a trespass notice.

6.4.2.2 Delegations shall be welcomed by the Chairperson who shall ensure that the delegate is aware of the process

6.4.3.2.2 bringing forward a report or recommendation from the current meeting,

6.4.3.2.3 a deferral to a later meeting,

6.4.3.2.4 a referral to a Board committee for further study,

6.4.3.2.5 a referral to administration, or

6.4.3.2.6 to receive for information.

6.4.3.3 Committees to whom the subject of a delegation to the Board has been referred shall place the item on the agenda of a regular committee meeting as soon as practicable.

6.4.3.4 The spokesperson for delegations will be notified of the date and time of the meeting at which an issue is to be considered after referral by the Board.

6.4.4 Limitations

6.4.4.1 The Board will receive complaints or information from parties that are in litigation against the Board only

6.4.4.4 Once the Board has resolved an issue, it reserves the right to hear no further delegations on the issue for at least six months.

6.4.4.5 The Director of Education and Secretary of the Board, or in the case of committees the appropriate administrative resource person, may meet with declared delegations or their representatives, where appropriate, to resolve delegates' concerns or clarify Board position.

The Board wishes to be informed on the philosophy, methodology, and procedures most commonly accepted by modern educators and also of the degree to which these are being implemented in the jurisdiction.

6.5.1 From time-to-time, provisions shall be made on the agenda for such presentations.

6.5.2 The Director of Education and/or Board committees will be responsible for the selection of topics and the arrangements for the presentation of the same.

6.5.3 Up to a maximum of thirty minutes shall be allowed for the presentation (and questions) of an educational topic.

The following procedures apply at all Board and committee meetings.

6.6.1 Chair

6.6.1.1 At the hour of the meeting, the Chairperson or Vice-chairperson shall take the Chair. The Vice-chairperson will chair the in-camera portion of the meeting.

6.6.1.2

member plus two ex officio are in attendance means quorum has been reached).

6.6.2.1.1 Unless there shall be a quorum present within thirty minutes after the time appointed for all meetings, the Board or committee shall stand adjourned, and the Secretary of the Board, or committee administrative resource person, shall record in the minutes the names of those both physically and electronically present, and the time of adjournment.

6.6.2.1.2 If a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the Board's rule requiring the meeting to be held was complied with and the meeting was convened even though it had to adjourn immediately.

6.6.2.1.3 The only action that can be legally taken in the absence of a quorum is to fix the time to adjourn, adjourn, recess, or take measures to obtain a quorum.

6.6.3 Call to Order

6.6.3.1 Each regular Board meeting shall begin with a call to order.

6.6.3.2 Each committee meeting shall begin with a call to order.

6.6.4 In-camera Sessions

In-camera session of the Board, will be held immediately following the Call to Order from 6:15-6:45 p.m. Where circumstances warrant, as the result of a limited number of items on the in-camera agenda, the open session will commence at 7:00 p.m. with the in-camera session convened after the open session. The agenda for the in-camera session will be adopted in the in-camera session, and a report of the committee will be presented in open session. If the in-camera session requires more time, it will be convened after the open session. The Board shall go into in-camera session, by duly moved motion on a majority vote.

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- 6.6.4.7 The Board shall consider, and if it so determines, ratify all decisions of the in-camera session by adopting the report of the in-camera session by proper motions in open session. Each motion would be voted on individually in regular Board.
 - 6.6.4.8 Any committee of the Board may consider a matter in-camera provided the matter falls within this policy.
 - 6.6.4.9 Before the completion of the in-camera session and prior to moving into open Board, the Board will determine by proper motion those items to be reported out or released to the public.

6.6.5 Land Acknowledgement

At 7:00 p.m., following the in-camera session, the public open session of the Board shall begin with an a.n-0.6 (l)3.45 0 etto n ofll begin wipolic

Minutes of the previous meeting are revised and/or adopted as printed immediately following the Adoption of the Agenda.

6.6.9 Educational Presentations

Presentation of educational topics to the Board will be heard upon request. A maximum of 30 minutes will be allotted per Board meeting.

6.6.10 Delegations and/or Presentations

Delegations and/or presentations will be heard following the Adoption of the Minutes.

6.6.11 Disposition of Delegation Concerns

The concerns of delegations will be dealt with following the hearings (note comments on disposition in Article 6.4.3).

6.6.12 Director's Update

The Director shall have the opportunity to share information and/or updates with the Board.

6.6.13 Business Arising from the Minutes

Business Arising from the previous minutes will be discussed following Adoption of the Minutes.

6.6.14 Student Trustee Report

The Student Trustees will provide a written report and be heard on matters they wish to report for information to the Board.

6.6.15 Decision Reports

Reports from Board committees and/or administration will be prepared with a covering report prepared using a standard format and published with the regular agenda. Emergent items may be presented on revised or new reports on the revised agenda.

With the Board's permission, the Chairperson may alter the order of reports to facilitate addressing concerns of delegations or communication. A vote of two-thirds of the members present is required to vary the order of business if objection is expressed.

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- 6.6.15.1 Board committee reports will indicate the following:
 - 6.6.15.1.1 the committee submitting the report;
 - 6.6.15.1.2 the date and location of the committee's meeting;
 - 6.6.15.1.3 a list of attendees, both physically and electronically, those that gave regrets, and those that were absent from the committee meeting;
 - 6.6.15.1.4 all topics discussed at the open session of the committee's meeting will be listed together with a brief descriptive comment including formative reports;
 - 6.6.15.1.5 recommendations which have been duly moved, seconded and carried with a quorum of committee members present;
 - 6.6.15.1.6 items discussed at an in-camera session will be reported in a separate report at an in-camera session of the Board and will remain in-camera unless by majority vote during in-camera session, and only specified items will be moved to open session;
 - 6.6.15.1.7 the committee chairperson is responsible for the report, however where the chairperson of a committee is a non-trustee member and therefore not an elected trustee, a trustee representative of the committee will report to the Board any reports or recommendations of that committee and initiate motions resulting from the meeting; and
 - 6.6.15.1.8 potential budget impact for all decision items, both in open session and in-

6.6.20 Future Meeting Dates

Future meeting dates will be discussed following Board member additions.

6.6.21 Report of the In-camera Session

The report of the in-camera session shall be adopted by proper motions with each motion voted on individually.

6.6.22 Adjournment

At 11:00 p.m., a vote must be taken to determine whether to continue the Board meeting until the end or until a motion to adjourn has passed. Committee meetings should be less than two hours in length. At the end of two hours, a vote must be taken to determine whether to continue the committee meeting until the end or until a motion to adjourn has passed.

6.6.23 Provincial Legislation

In all cases, a vote must be taken to determine whether to continue the Board meeting until the end or until a motion to adjourn has passed. Committee meetings should be less than two hours in length. At the end of two hours, a vote must be taken to determine whether to continue the committee meeting until the end or until a motion to adjourn has passed.

Secretary or Chairperson of the Board prior to the distribution of the agenda.

Notice of motion is not required if a proposed motion(s) is directly related to an item of business included within the Board/committee meeting agenda.

6.8.2 Moving, Seconding, Voting

6.8.2.1 When the question under consideration contains two or

6.8.2.5.1 The amendment shall be voted on first.

6.8.2.5.2 If the amendment carries, then the original motion, as amended, shall be voted on first.

6.8.4.6 Trustees shall be required to stand to make their remarks only on special occasions.

6.8.4.7 The Chairperson may speak to a question for no more than thirty seconds without turning the Chair over to the Vice-chairperson.

6.8.5 Robert's Rules of Order

Any point of procedure not provided for by the Regulations shall be governed by the rules of parliamentary practice (Robert's Rules of Order).

Minutes of open sessions of Board and committee meetings, and in-camera sessions, shall be taken and the following procedures shall apply:

6.9.1 The Chairperson shall ensure that minutes of each meeting are recorded.

6.9.2 The Secretary of the Board shall maintain the Board minutes and the administrative resource person shall maintain Board committee minutes.

6.9.3 Draft copies of Board and committee in-camera minutes shall be on pink paper.

6.9.4 Draft copies of Board minutes of open session meetings will be

All ad hoc committees shall be dissolved by the fourth Tuesday in November each year unless the Board has established an alternative term.

6.11.1 No material from in-camera meetings shall be distributed to individuals not specifically entitled to participate in the in-camera sessions.

6.11.2 The agendas and minutes for all open session Board meetings, together with supporting documents, will be given to:

6.11.2.1 members of the Board, and members of the administration as determined by the Secretary of the Board, prior to each meeting; and

6.11.2.2 on request, the presidents/unit chairpersons of all employee groups.

every regular meeting of the Board and every regular meeting of a Committee of the Whole Board.

6.12.1 The Chairperson or designate shall be physically present in the meeting room of the Board for at least half of the meetings of the Board during each 12-month period beginning November 15, 2022; and

6.12.2 A member of a Board shall be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month (a)-16.6 (nd)TJ0 Tc 0 Tw 4.45 0 Td()Tj(12)TJ0 Tc 0 Tw (

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