



### MEETINGS

*The School Division Administration Regulations* require that the Board hold an organizational meeting annually, and in addition meet at least six times each year at times established by Board resolution. The Board may meet at any other time at the call of the Chair or by the written request to the Chair by any three members of the Board.

### ROLES AND RESPONSIBILITIES

#### 1. *Organizational Meeting*

- a. The organizational meeting is to be held no later than November 30 in each year.
- b. The Director of Education is to convene the meeting and call it to order.
- c. The Director is to call for the election of a Board Chairperson by requesting nominations. If more than one person is nominated, a vote by ballot is to be held. The Board member receiving the majority of the votes of the board members present is to be declared elected.
- d. If no member receives a majority of votes, successive ballots are to be taken until one member receives a majority vote. The nominee receiving the fewest number of votes is to be eliminated on each successive ballot.

The Chairperson, on being elected, is to take the Chair and call for nominations of a vice-Chair who is to be elected by nomination and ballot in the same manner as for the Chair.

- e. The Board is to proceed with the following items on the agenda:
  - i. Appointment of auditors
  - ii. Schedule of regular and committee of the whole meetings of the Board
  - iii. Banking resolution
  - iv. Signing officers
  - v. Indemnity and vehicle rates.

#### 2. *Regular Meetings*

- a. The Board is to develop a continuous agenda prior to June 30 in each year for the period August 1 to July 31.
- b. The majority of members of the Board constitute a quorum.
- c. The vote of the majority of the quorum is valid and binding on the division.
- d. The Chairperson has the right to vote.
- e. In the case of an equality of votes, the motion is defeated.



- f. Regular meetings of the Board are open to the public. No person is to be excluded except for improper conduct as determined by the Chairperson.
- g. For each meeting, the Chairperson and Director are to arrange for the preparation and delivery to Board members, at least one day in advance of the meeting, an agenda and a file of related materials which will be used in the meeting.
- h. No act, proceeding, or policy of the Board is deemed valid unless adopted at a regular or special meeting at which a quorum of the Board is present.

### 3. *Special Meetings*

- a. The Board may hold special meetings in addition to regular meetings to transact any unfinished business.
- b. A special meeting may be scheduled by:
  - i. The Board passing a motion at a legally constituted meeting of the Board. The motion shall provide the predetermined date, time and place. No other notice of those meetings is required.
  - ii. All other meetings of the board of education shall be called by giving board members:
    - a) at least six business days' notice to each member by registered mail;
    - b) written notice delivered to each member in person at least three days before the meeting, or by leaving the notice with an adult person at a member's place of residence; or
    - c) Written notice in an electronic form that complies with section 9 of *The Electronic Information and Documents Act, 2000* at least 3 business days before the meeting. Section 9 requires the information provided in electronic format to be accessible by the other person and is capable of being retained by the other person so as to be usable for subsequent reference.
  - iii. The Board by unanimous consent waiving notice and hold a meeting at any time. Such consent is to be subscribed to in writing by each member of the Board before commencement of the meeting and recorded in the minutes of the meeting.
- c. Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

### 4. *Delegations*

- a. The Division Office shall advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request to appear before the Board.
- b. Groups or individuals who wish to appear before the Board to make a presentation to or a request of the Board shall first discuss the request with the Director or a designate. This provides the presenter an opportunity to clarify his/her understanding of School Division practices related to the presentation topic and determine what other assistance may be



available through the Administration.

- c. If, after meeting with the Administration, an appearance before the Board is still desired, the delegation must make their request to the Division Office at least 5 days in advance of the preferred meeting at which they wish to appear. A request to waive the timelines may be considered if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to the Board.
- d. The Board reserves the right to determine whether the delegation will be heard. For matters clearly within the practice and mandate of the Board, the Division Office in consultation with the Director and Board Chairperson, shall make appropriate arrangements for the delegation to be heard.
- e. Written briefs or a digest of the information to be presented must be submitted to the Division Office at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.
- f. The delegation may have ten minutes in total to make its presentation and may appoint two spokespersons. The Chairperson will thank the speaker.
- g. Delegations and guests to the Board meeting, excluding media, must request permission of the Chairperson to record any or all of the proceedings.
- h. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present.

### 5. Attendance

- a. Board members are expected to attend all meetings of the Board. A record is to be kept of the members present at each regular, special, and closed session meeting.
- b. A Board member is required to vacate his or her office if:
  - i. The member is convicted of an indictable offence.
  - ii. The member is absent from three or more consecutive meetings of the Board without authorization of the Board.
- c. The Director of Education or designate is to attend all sessions of all meetings of the Board unless in-camera and/or his/her own salary or status is under review.
- d. The Director is to invite other members of the administrative staff to attend meetings as may be needed.

### 6. In Camera Sessions

*In camera* sessions are sessions involving only the elected members of the board. The purpose of *in camera* and board only sessions is:

- a. To provide an opportunity for the board to discuss particularly sensitive matters within the jurisdiction of the board (such as litigation, labour relations, or management performance).



- b. To provide an opportunity for the board to discuss sensitive internal board governance matters.
- c. To provide an opportunity for the board to review the performance and compensation of the Director of Education, in the absence of resource officers or others who are not members of the board.
- d. To provide a forum in which board members who are reticent or reluctant to speak may indicate this and seek advice on the appropriate way to raise issues of concern.
- e. In the case of internal and external auditors, to safeguard the independence of those officers by providing direct access to the board without members of administration in attendance.

At the commencement of the meeting, an *in camera* or board-only session provides an opportunity for board members to flag any sensitive or contentious agenda items and to agree on how or whether to deal with them in advance. It also provides an opportunity for the board chair or others to advise of confidential information which they have in advance of the meeting.

Care must be exercised by the chair to ensure that *in camera* sessions remain focused on appropriate items and do not digress into areas that should be discussed in the presence of management. The board chair must exercise his/her authority as chair to determine the appropriateness and relevance of issues raised *in camera*, and to provide opportunities for all board members to contribute meaningfully to the discussion.

### 7. *Closed Sessions*

- a. The Board may adjourn into closed session at the conclusion of a regular or special meeting of the Board, or at other times as may be necessary on a motion of the Board.
- b. Items which may be considered in closed session include:
  - i. Personal or confidential matters relating to staff, students, or finance.
  - ii. Legal opinions respecting the Board and its activities.
  - iii. Negotiations with respect to the purchase, lease, or sale of property.
  - iv. Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.
- c. Decisions reached in closed session must be presented as reports or motions in the open board meeting to make them valid and binding on the division.

### 8. *Electronic Meeting*

- a. The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other board members and follow any votes taken.



- b. At least one of the following persons must be present at the Board Office during the meeting:
  - i. A member of the Board
  - ii. The Director of Education
  - iii. The Superintendent of Business Administration.
- c. Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- d. A Board member may participate from a location to which the public does not have access.

### **9. Minutes**

- a. The Superintendent of Business Administration, or designate, is to record the minutes of each organizational, regular, and special meeting in a form approved by the Board.
- b. Copies of the minutes are to be distributed to Board members, the Director, and to such other persons as the Board or Director deems as is practical.

### **10. Annual Meeting of Electors**

- a. The Board may convene an annual meeting of electors after receipt of the audited financial statement of the Board.
- b. The Superintendent of Business Administration is to give notice of the meeting in accordance with section 9 of *The Local Government Election Act, 2015*.
- c. At least fourteen days prior to the meeting, School Community Councils are to receive copies of the:
  - i. Report of the Board
  - ii. Report of the Auditor and financial statement for the preceding year
  - iii. Report of the Director
- d. Electors present at the meeting are to elect one of their number to preside as Chairperson and one other as secretary for the meeting.  
The Superintendent of Business Administration is to facilitate the nomination procedure and conducting of the meeting.
- e. The statement of proceedings of the meeting, as prepared by the secretary to the meeting, is to be distributed to the Board and School Community Councils.



### 11. *Special Meeting of Electors*

- a. A special meeting of electors may be held at any time.
- b. The Superintendent of Business Administration is to call a special meeting when required to do so by:
  - i. The Board
  - ii. The Minister of Education
  - iii. A request in writing by twenty-five or more electors of the school division.
- c. The Superintendent of Business Administration is to give notice as outlined in section 9 of *The Local Government Election Act, 2015*. The notice shall set out the place, date, time and purpose of the special meeting.
- d. The electors in attendance at a special meeting shall elect a chairperson and secretary for the special meeting.
- e. Only business that is set out in the notice of the special meeting shall be considered at the special meeting.
- f. The statement of proceedings of the meeting, as prepared by the secretary to the meeting, is to be distributed to the Board and School Community Councils.
- g. No members of the Board or Administration of the school division are required to attend a special meeting of the electors.

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*Education in a Culture of Excellence*