

110: BOARD PROCEDURE (P)

Approved: 01 09 11

Amended: 21 03 02

POLICY

The Board of Education will establish procedures and practices for the efficient, consistent operation of the District.

Adopted as a resolution, the Regulations to this Policy establish the operating procedures for all meetings of the Board, establish the Committee structure of the Board, and outline duties and responsibilities of the Chair and presiding officers of the Board, ensuring that such procedures are consistent with the School Act.

REGULATIONS

A. TYPES OF MEETINGS

1.0 REGULAR MEETINGS (PUBLIC MEETINGS)

- 1.1 A regular meeting will normally be held on the second Tuesday of the months September to June inclusive. Regular meetings may be rescheduled by the Chair provided the Board meets at least once every three months. Meetings on the first Tuesday in July and the last Tuesday in August shall be held as necessary at the discretion of the Chair.
- 1.2 All regular meetings of the Board shall be open to the public and no person shall be excluded except for improper conduct. If in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed to the public.
- 1.3 The Chair or presiding officer shall be the sole judge as to what constitutes improper conduct and may expel or exclude from a Board meeting any person considered guilty of improper conduct.
- 1.4 The order of business at all regular meetings, unless varied by motion shall be as follows:
 - Call to Order
 - Questions of Agenda/Approval of Agenda
 - Conflict of Interest Declaration
 1. Adoption of Minutes

2. Announcements of the Chair
3. Good News from the Schools
4. Trustee Statements
5. Petitions
6. Staff Reports
7. Board & Committee Reports
8. Executive Committee
9. Unfinished Business/New Business
10. Policy Development
11. Correspondence – Action Required
12. Correspondence – For Information
13. Internal District Committees
14. External or Community Committees
15. Audience Question Period of the Public Agenda
Adjournment

1.5 The Minutes for the Regular meetings shall be posted on the district web site.

2.0 IN CAMERA MEETINGS

- 2.1 The Board may convene In-Camera meetings without the public present to discuss and resolve issues of a confidential nature.
- 2.2 Trustees and staff shall not disclose to the public the decisions or discussions of an In-Camera meeting.
- 2.3 Minutes of an In-Camera meeting shall be circulated to Trustees and District Administration.
- 2.4 The minutes of the meeting shall be adopted at the subsequent In-Camera meeting.
- 2.5 The agenda of the meeting shall be similar to that of a Regular Board meeting as appropriate.
- 2.6 The confidential topics to be discussed and resolved by the Board at In-Camera meetings generally relate to matters of land, labour (personnel), litigation, and student discipline. The following are typical topics:
 - 2.6.1 Acquisition/disposal of properties during the negotiation period.
 - 2.6.2 Personnel matters (salary, benefits, discipline, Board approved leaves of absence, evaluations) of employees.

- 2.6.3 Negotiation, application and administration of teacher and support staff employee collective agreements. Where a collective agreement is ratified, the highlights of the agreement including salary and benefit details will be announced at the next public meeting and trustees will have an opportunity to comment on the agreement.
- 2.6.4 Salaries of specific Management, Excluded and Administrative Officer employees. The parameters for these salary adjustments will be discussed and adopted at a public meeting, usually as part of the annual budget process. When the specific salary adjustments are determined In-Camera, the information will be announced at the next public meeting and trustees will have an opportunity to comment on the adjustments.
- 2.6.5 Accident claims and matters pertaining to the safety, security or protection of school property where liability claims may arise.
- 2.6.6 Matters pertaining to individual pupils including conduct, discipline, suspension or expulsion of pupils, truancy, and indigent pupils.
- 2.6.7 Correspondence where individual staff or students are named.

3.0 SPECIAL MEETINGS

- 3.1 A special meeting of the Board may be called by the Chair or, upon written request of a majority of the trustees, shall be called by the Secretary-Treasurer.
- 3.2 Written notice of a special meeting and an agenda shall be sent electronically to each trustee at least 48 hours in advance of the meeting.

B. MEETING PROCEDURES

1.0 RULES OF ORDER

- 1.1 The Rules and Practices of the Roberts Rules of Order shall, so far as applicable and unless otherwise indicated in the Policy, govern in all meetings of the Board. Where both these rules and Roberts Rules of Order are silent, the Standing Orders of the British Columbia Legislature shall be followed. In all cases, the School Act and Regulations will not be violated.
- 1.2 The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the trustees present at the meeting. A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the trustees present.

- 1.3 The rules may be amended by resolution, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
- 1.4 The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in paragraph B.1.1.
- 1.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees present. When an appeal is successful it does not necessarily set a precedent.
- 1.6 All questions shall be decided by a vote on motion.

2.0 MOTIONS

- 2.1 Motions shall be phrased in a clear and concise manner to express an opinion or achieve a result. A preamble does not form part of the resolution when passed.
- 2.2 The presiding officer may divide a motion containing more than one subject if it is believed this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- 2.3 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 process.
- 2.4 All motions are debatable except the following:
 - 2.4.1 Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new
 - 2.4.2 Motion to fix time for adjournment of a meeting;
 - 2.4.3 Motion to proceed to the next business;
 - 2.4.4 Motion to go into or out of In-Camera, or Committee of the Whole format.
 - 2.4.5 Motion to table or to take from the table.
- 2.5 All motions shall be subject to amendment except the following:
 - 2.5.1 Motion that the question be now put;
 - 2.5.2 Motion for adjournment of debate or adjournment of a meeting;

- 2.5.3 Motion to table unless such a motion contains a date for further consideration of the matter tabled;
- 2.5.4 Motion to proceed to next business.
- 2.5.5 An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is declined. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
- 2.5.6 A question may be considered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority.

3.0 DEBATE

- 3.1 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this rule.
- 3.2 No trustee shall speak until recognized by the Chair.
- 3.3 No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other 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 tedious and repetitious debate and may direct the trustee to discontinue.
- 3.4 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.
- 3.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

4.0 VOTING

- 4.1 All trustees present at the time of voting must vote, providing the trustees follow the conflict-of-interest rules described in the School Act. A trustee present at the meeting, but who is absent from the meeting at the time of the vote is considered absent and the quorum thus adjusted.

- 4.2 Voting shall be by show of hands except when a trustee who is eligible to vote does not raise a hand, the trustee will be deemed to have voted in the affirmative. The result of the vote is recorded and either carried or defeated.
- 4.3 Where a trustee requests the recording of names, both affirmative and negative votes shall be recorded.
- 4.4 The Chair shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chair shall so declare.
- 4.5 All questions shall be decided by a majority of votes of the trustees present and voting save as otherwise provided by this policy or the School Act.

5.0 COMMITTEE OF THE WHOLE

- 5.1 By resolution, the Board may move into Committee-of-the-Whole format at any time during the Regular or In-Camera meeting.
- 5.2 By definition, the entire Board is resolved into a committee under a chair that may be a trustee other than the regular Chair. Its purpose is to facilitate discussion by ameliorating the rules applicable in a formal session.
- 5.3 Committees of the Whole are standing committees, listed in Appendix I and described in relevant policies.

6.0 QUORUM

- 6.1 The quorum for a meeting shall be a majority of trustees holding office at that time.
- 6.2 A trustee who is unable to attend a meeting in person may participate by electronic means (telephone). A trustee participating by electronic means may fully participate in the meeting, be counted in the quorum, and vote.
- 6.3 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 policy.
- 6.4 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 a time certain or to the next regular meeting date.

7.0 AGENDA AND NOTICE

- 7.1 The agenda and notice of meetings shall be prepared by the Secretary-Treasurer in consultation with the Superintendent of Schools.
- 7.2 Written notice of each meeting, together with the proposed agenda, must be sent at least 48 hours in advance to each trustee.
- 7.3 At least 48 hours in advance of a Regular Meeting, the agenda will be sent electronically and/or posted on the website to the Principals' & Vice-Principals' Association, Alberni District Teachers' Union, Canadian Union of Public Employees, District Advisory Council and the Media.
- 7.4 Prior to the meeting, the Secretary-Treasurer may propose to add items to the agenda and upon adoption of the agenda by the Board, these additional items are formally included in the agenda.
- 7.5 A change to the order of business as outlined on the agenda may be proposed by any trustee and shall require unanimous consent, without debate.

8.0 MINUTES

- 8.1 The Secretary-Treasurer shall ensure that the minutes of meetings are legibly recorded. Such minutes shall be concise and detail the proceedings of the Board, but not the contents of speeches.
- 8.2 The minutes shall show trustees present, trustees present by electronic means, and trustees absent.
- 8.3 The minutes are to be certified as correct by the Secretary-Treasurer or other designated employee under paragraph B.8.7 below, and signed by the Chair or other trustee presiding at the next meeting at which the minutes are adopted.
- 8.4 Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall 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.
- 8.5 The Secretary-Treasurer shall ensure that a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at an In-Camera meeting where persons other than trustees or officers of the Board or both were excluded, and the record shall 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.

The Secretary-Treasurer or another employee designated by the Board under paragraph B.8.7 must be present at the time that a decision of the Board is rendered and must record any decision.

- 8.6 If the Secretary-Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary-Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary-Treasurer at the meeting.
- 8.7 Meetings of the Board may be electronically recorded to provide an accurate record of the meeting. The Regular (Public) Meetings may be recorded when practical, and In-Camera meetings may be recorded upon a resolution of the Board. The recordings will be destroyed after the minutes have been adopted.

9.0 PETITIONS/DELEGATIONS

- 9.1 Petitions may be received at both Public and In-Camera meetings. In-Camera petitions are appropriate where the topic includes personnel matters, employee or student names.
- 9.2 Petitions must be submitted in writing by noon Wednesday preceding the meeting and to include the name(s) of the presenters, the general nature and viewpoint of the petition, and the specific action requested. Copies of the written Petition will be circulated to the Board with the agenda on Friday afternoon.
- 9.3 On approval of the Board Chair, emergent Petitions arising after noon on Wednesday preceding the Board meeting may be presented at the Board meeting. The Petition must be submitted in writing to the Board when making the presentation.
- 9.4 The Board Chair may limit the number of Petitions to be presented at any single meeting.
- 9.5 Petitions are directed to the Board of Education as a corporate body, not individual trustees.
- 9.6 Petitions are not accepted from individuals or entities soliciting business from the Board.
- 9.7 Petitions shall be limited to ten minutes unless the Chair, prior to the commencement of the Petition, approves an extended time frame.

- 9.8 The Board will hear the Petition, ask questions for clarification and refer the Petition to the Unfinished Business/New Business section of the agenda.
- 9.9 The Board may also receive a Delegation at a Public or In-Camera meeting. A delegation differs from a Petition in that there is no specific request to the Board. The guidelines for a Delegation shall generally follow those of a Petition described above.

10.0 ADJOURNMENT

- 10.1 Board meetings will normally stand adjourned after 4 hours. Where the meeting continues past 4 hours a trustee may move that the meeting be adjourned, and with the motion being adopted by a simple majority, the meeting will be adjourned.

C. INAUGURAL MEETING

1.0 CALLING THE INAUGURAL MEETING

- 1.1 After the general local election of trustees, the Secretary-Treasurer shall convene an inaugural meeting of the Board ~~at 7:00 p.m.~~ on the second Tuesday of the month following the general local election.

D. CHAIR/VICE-CHAIR

1.0 GENERAL

- 1.1 A Chair shall, and a Vice-Chair may be elected pursuant to paragraphs D.2.0 and D.3.0 below.
- 1.2 Where at the inaugural meeting following the general election, the Board determines not to elect a Vice-Chair, the Chair shall appoint trustees to serve as Vice-Chair on an equal-time, rotating basis.
- 1.3 The Chair shall preside at all public meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.
- 1.4 The Vice-Chair shall preside at In-Camera meetings, and in the absence of the Chair or when the Chair temporarily vacates the chair during the meeting.
- 1.5 In the event that 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.

- 1.6 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling.
- 1.7 The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 1.8 The presiding officer shall vote at the same time as other members of the Board.

2.0 ELECTION AT THE INAUGURAL MEETING

- 2.1 At the inaugural meeting the Board shall elect a Chair and may elect a Vice-Chair from among its members.
- 2.2 The interim Chair of the Inaugural meeting shall be the Superintendent of Schools until such time as the Board Chair has been elected.
- 2.3 The interim Chair shall announce results of trustee elections and confirm that new trustees have completed the declaration as required by the School Act, following which the Board Chair shall be elected.
- 2.4 The interim Chair shall call for nominations for Board Chair and conduct a vote by ballot in which that trustee receiving a clear majority shall be elected Board Chair. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if a tie shall occur, the election shall be decided by drawing of lots.
- 2.5 The election of a Vice-Chair as determined by the Board shall be conducted in the same manner as the election of a Chair.

3.0 ELECTION AT OTHER TIMES

- 3.1 The Board, at the inaugural meeting, shall elect a Chair and may elect a Vice-Chair from among its members.
- 3.2 The Board, by two-thirds majority vote, may serve notice of motion that an election for Chair or Vice-Chair be held at the next Regular meeting of the Board and an election shall then be held.
- 3.3 The elections as described in paragraph D.3.1 and D.3.2 shall be conducted by the interim Chair as described in paragraphs D.2.2 and D.2.4 and D.2.5 above.

E. COMMITTEES

1.0 ESTABLISHMENT OF COMMITTEES

- 1.1 Each year, prior to appointing trustees to committees, the Board shall review the organization of the committees as described and make appropriate changes by a resolution of the Board.

2.0 COMMITTEE STRUCTURE

- 2.1 The committees are established as necessary by the Board and listed in Appendix A.

3.0 APPOINTMENT TO COMMITTEES

- 3.1 The Chair of the Board shall:
 - 3.1.1 convene a caucus meeting of trustees to receive trustee input on committee assignment;
 - 3.1.2 name committee members and committee chairs;
 - 3.1.3 present a list of committee membership to the Board at the first regular meeting of the calendar year, or as soon thereafter as possible.

4.0 DUTIES OF THE COMMITTEE CHAIR

- 4.1 The committee chairs shall:
 - 4.1.1 ensure that a meeting agenda is prepared and circulated to all trustees at least twenty-four hours prior to each meeting;
 - 4.1.2 chair the meeting of the committee and determine the procedures to be followed by the committee;
 - 4.1.3 ensure that any trustee not on the committee may attend any committee meeting, take part in the discussion or debate, but not vote on any issue;
 - 4.1.4 ensure that the conclusions of the committee are presented as recommendations to the next Board meeting;
 - 4.1.5 provide each committee member opportunity to report the business of the committee to the meetings of the Board.

5.0 COMMITTEE REPORTS TO THE BOARD

- 5.1 The chair of the standing committees will ensure that a formal written report is provided at each Regular Board meeting following the respective committee meeting.

5.2 The Chair of the Employee Liaison Committees and the Internal District Committees will ensure that written reports are provided to the Board as appropriate.

5.3 Trustee members of other committees will report to the Board at its next scheduled meeting.

F. RESOLUTIONS, POLICY STATEMENTS, BY-LAWS

All matters shall be dealt with by resolution, policy statement or by-law.

1.0 RESOLUTIONS

1.1 A resolution shall have only one reading.

2.0 POLICY STATEMENT

2.1 Policy and Regulations Development shall be affected pursuant to Policy 113.

3.0 BY-LAWS

3.1 A by-law shall have three readings.

3.2 The following matters shall be resolved by by-law:

3.2.1 where required by the School Act; and

3.2.2 amendments to by-laws.

3.3 The following procedure shall be followed when presenting a by-law:

3.3.1 Written notice of intention to propose a by-law shall be given at the meeting prior to first reading;

3.3.2 every by-law shall be dealt with in the following stages:

- i) First reading - no debate or amendment;
- ii) Second reading - discussion of the principle of the by-law;
- iii) Committee - if the question for second reading passes, the by-law shall automatically be referred to the committee-of-the-whole for
- iv) detailed consideration unless a motion is passed for referral to a standing committee for detailed consideration;

- v) Third reading - consideration of amendments made in committee.

3.3.3 When a by-law has been amended in committee, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed except by vote of a two-thirds majority.

3.3.4 Every by-law shall receive three readings on different days. A by-law may be advanced two or more stages in one day by trustees present at the meeting giving unanimous consent to give all three readings at a single meeting.

3.3.5 The Secretary-Treasurer shall certify on a copy of each by-law the readings and the times thereof and the context of any amendment passed in committee.

3.3.6 The trustee who introduced a by-law may withdraw the same at any stage with unanimous consent.

3.4 By-Laws are considered adopted when the following resolution is adopted:

"Be resolved as having been read a first, second and third time as provided for in the by-laws that the Board Chair and the Secretary-Treasurer be authorized to execute this By-law on behalf of the Board and that the corporate seal of the board be affixed thereon."

G. PRESS RELEASES AND PUBLICITY

- 1.1 Press releases and publicity concerning incidents which may occur in the conduct of the schools and which may result in publicity shall be issued from the School Board Office.
- 1.2 Principals shall advise the Superintendent of Schools immediately by telephone of details of such incidents and shall submit a full written report immediately thereafter.
- 1.3 All matters that have a significant legal or political implication shall be brought to the attention of Board members as soon as practicable.
- 1.4 The Board Chair or designate shall be the spokesperson on behalf of the Board.

H. CORRESPONDENCE

- 1.1 Correspondence to an individual Trustee in a sealed envelope marked "Private and Confidential" is forwarded unopened to the Trustee.

- 1.2 Correspondence to an individual Trustee and not marked “Private and Confidential” is opened by the Secretary-Treasurer or designate. The Secretary-Treasurer or designate will forward it to the Trustee, and may provide a staff response, or place it on the next Board agenda.
- 1.3 Correspondence to The Board of Education is opened by the Secretary-Treasurer or designate. The Secretary-Treasurer or designate will either place the correspondence on the next Board agenda, or copy the correspondence to each Trustee with the response prepared by staff, or copy the correspondence to each Trustee.
- 1.4 General mail, advertisements and business solicitations which are directed to the Board, but do not require specific action as determined by the Secretary-Treasurer or designate, are routed to the appropriate staff member or discarded.

COMMITTEE STRUCTURE

1. STANDING COMMITTEES

1.1 Committees of the Whole (P:130)

- 1.1 Education Committee
- 1.2 Policy Committee
- 1.3 Finance & Operations Committee

1.2 Executive Committee

Policy 200 Executive Committee outlines the mandate, membership and operating procedures of this committee.

2. LIAISON COMMITTEES

- 2.1 BCPSEA Representative Council
- 2.2 BCSTA Provincial Council/VISTA
- 2.3 HR (ADTU, CUPE, MGMT)

3. DISTRICT COMMITTEES

- 3.1 Aboriginal Education Advisory Committee
- 3.2 Teacher Pro D
- 3.3 SSEAC
- 3.4 DPAC
- 3.5 Occupational Health & Safety (In Camera)

4. EXTERNAL/COMMUNITY COMMITTEES

- 4.1 Port Alberni Advisory Planning Commission
- 4.2 Port Alberni Museum and Heritage Commission
- 4.3 Port Alberni Advisory Traffic Committee
- 4.4 Alberni Valley Chamber of Commerce
- 4.5 Port Alberni Twinning Society (Abashiri)
- 4.6 Agriculture Development Committee of the ACRD

- 4.7 City of Port Alberni
- 4.8 Clayoquot Biosphere Trust
- 4.9 District of Ucluelet & Tofino

5. AD HOC COMMITTEES

- 5.1 The Board or the Board Chair may at any time appoint Ad Hoc Committees and set their terms of reference and duration.
- 5.2 Trustees may not represent the Board on any committees until the Board's involvement has been formally ratified.