


<p><b>HISTORY:</b>  <b>Adopted:</b>  <b>May 22, 2001</b>  <b>Revised:</b>  <b>October 29/08,</b>  <b>May 12/08, Feb.</b>  <b>23/09, May 12/09</b>  <b>Adopted: June 2/09;</b>  <b>Revised: Feb.12/10</b></p>		<p><b>POLICY TITLE:</b>  <b>MEETING PROCEDURES &amp;</b>  <b>DISTRICT COMMITTEES</b></p>	<p><b>POLICY NO.</b>  <b>102</b>  <b>(Policy #117</b>  <b>Board</b>  <b>Committees</b>  <b>Incorporated)</b>  Page 1 of 7</p>
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**POLICY:**

It is the policy of S.D. 8 Kootenay Lake that School Board meetings shall be conducted in a democratic and expeditious manner, with an intent to serve students and the public.

**1. Inaugural meeting and election of Board Officers**

- 1.1 The inaugural meeting of the Board of School Trustees of School District No. 8 Kootenay Lake shall be held on the first Tuesday after December 2 of the election year.
- 1.2 The Secretary Treasurer or designate shall call the meeting to order and shall preside until a Chair has been elected.
- 1.3 The Secretary Treasurer or designate shall administer the Oath of Office to the newly elected Trustees as required by the School Act.
- 1.4 The Secretary Treasurer or designate shall call for nominations for the position of Board Chair for the next year. After all nominations are received, the Secretary Treasurer or designate will request each candidate to accept or decline their nomination. The nominees shall be invited to make a brief statement.
- 1.5 The Secretary Treasurer or designate shall then conduct a vote by secret ballot. The Secretary Treasurer may designate two or more staff members as scrutineers to count the ballots. A person receiving a clear majority of votes cast shall be elected Board Chair. If no person receives a majority, further ballots shall be taken, with the person with the fewest votes being dropped from the ballot. If a tie should occur, the vote will be repeated. If a tie occurs twice more, the election shall be decided by drawing of lots. The Secretary Treasurer or designate shall declare the duly elected Chair of the Board for the ensuing year and shall vacate the Chair.
- 1.6 Upon assuming the chair, the Board Chair shall call for nominations for Vice-Chair, and then for the BCSTA Provincial Councillor and the BCPSEA representative (and their alternates) for the ensuing year and shall conduct each election in the same manner as described in 1.4 and 1.5 above.
- 1.7 The ballots shall be destroyed by motion of the Board.
- 1.8 In the years when no inaugural meeting is required, the Secretary Treasurer or designate shall preside as Chair at the first Regular Board meeting in December until a Board Chair is elected. The Chair shall then proceed as per 1.6 above.
- 1.9 When the elections are completed, the Board will proceed with its Regular Board Meeting.

**2. Regular Board Meetings**

2.1 Regular Meetings of the Board are open to the public and shall be held according to a schedule to be published by June 30th of each school year. The order of business at all regular Meetings shall generally be as follows:

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- Call to order
- Adoption of Agenda
- Correspondence
- Acceptance of Previous Board Minutes (Regular and Closed)
- Receipt of record(s) of Previous Closed meeting(s)
- Presentations
- Public Question Period
- Board Business
- Action Items
- Discussion/Information Items
- Trustee Reports
- Public Question Period
- Announcement of Date of next Regular Meeting
- Adjournment

After the agenda has been adopted by majority vote of the Board, the order of business may be varied by unanimous consent or by a resolution of the Board, requiring 2/3 majority vote.

### 3. Closed Board Meetings

3.1 Closed Board meetings will normally be conducted on the day of Regular Meetings.

3.2 The order of business will be as follows:

- Call to order
- Adoption of Agenda
- Correspondence
- Review of Previous Closed Meeting Minutes and Record
- Presentations
- Board Business
- Action Items
- Information/Discussion Items
- Committee of the Whole Suggested Agenda Items
- Trustee Reports
- Question Period
- Next Meeting
- Adjournment

After the agenda has been adopted by majority vote of the Board, the order of business may be varied by unanimous consent or by a resolution of the Board, requiring 2/3 majority vote.

3.3 Matters to be discussed at Closed Meetings shall be limited to the following:

- property
- personnel
- litigation
- situations involving individual students (i.e. appeals)
- items decided by the Board to be of a sensitive nature

3.4 All discussions at Closed meetings will be confidential unless indicated by the Board Chair or CEO.

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### 4. Special Meetings

- 4.1 Special Meetings are any Board meetings held between the regularly scheduled meetings.
- 4.2 Special Public or Closed meetings may be called:
  - by the Board Chair
  - by the Chief Executive Officerand shall be called upon the written request to the Chair of a majority of the Trustees.
- 4.2 Special meetings will be open to the public except when dealing with items defined in 3.3 above.

### 5. General Procedures for Meetings

- 5.1 The agenda shall be established at a meeting of the Board Chair, Vice Chair, and CEO and Secretary Treasurer.
- 5.2 Material to be included in the agenda must be submitted to the CEO/Superintendent of Schools no later than 12:00 noon on the Monday of the week preceding a Board meeting. The agenda and accompanying material shall be ready for distribution on the Wednesday preceding a Board Meeting. Agenda packages and weekly correspondence will be distributed to trustees, senior management, partner groups and the media. Confidential materials will be circulated to trustees and Senior Management only.
- 5.2 Correspondence received after the agenda is distributed will be noted at the meeting, and distributed in the next package.
- 5.3 Meetings of the Board shall be conducted using Robert's Rules of Order with the following exceptions:
  - 5.3.1 Each member including the Chair has a right to speak twice on the same question but may not speak a second time until everyone who wishes to speak has spoken.
  - 5.3.2 Notice of motion may be used to provide for consideration and public notice. It may be given orally and will be recorded and circulated as part of the minutes of the meeting. The notice should reflect the substance of the motion to be served at the next meeting, but may not be the exact wording.
  - 5.3.3 An amendment must not be contrary to the intent of the main motion.
  - 5.3.4 Items may be placed on the agenda for discussion without requiring a motion.
  - 5.3.5 A consensus decision may be accepted if there is no objection by any Trustee.
  - 5.3.6 All three readings of a bylaw may occur at one meeting if there is unanimous approval of a motion to proceed to third reading.
  - 5.3.7 By prior arrangement with the Chair, one or more trustees may participate and be counted as part of the quorum in a meeting, or part of a meeting, from a distant site, by telephone or electronic connection, so long as the connection is not disruptive to the meeting.
- 5.4 Meetings shall not exceed two hours unless a motion to extend a meeting is passed by a 2/3 majority vote.
- 5.5 Abstentions from voting will not be counted in the affirmative or the negative. A majority of votes cast shall be sufficient to pass a motion.

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5.6 A tie vote is a defeated motion.

### **6. Delegations/Presentations**

- 6.1 Delegations shall be allocated up to a 10 minute time period, followed by a maximum of 5 minutes for discussion. In special circumstances, the Board may schedule additional time for presentations. A maximum of 2 presentations per meeting.
- 6.2 Individuals or delegations wishing to make a presentation at a Board Meeting shall make their request to the CEO who will consult with the Board Chair and schedule the presentation at the earliest practicable Board Meeting. Presentations on behalf of groups will be presented by the Spokesperson(s) of that group, who will be identified on the agenda.
- 6.3 Presenters are encouraged to provide written materials to be circulated with the agenda, as per 5.2 above.

### **7. Public Question Period**

- 7.1 All questions shall be directed to the Chair, who may call upon individual Trustees or Senior Management to answer the question.
- 7.2 No matter pertaining to complaints about District Personnel shall be heard at a public meeting; these shall be dealt with under Board Policy 206 - Communications, Concerns and Complaints
- 7.3 The Chair shall rule on when a question has been given sufficient time and ask that the next question proceed.

### **8. Committees and Representatives**

- 8.1 The Board establishes committees and appoints committee members for a variety of purposes. Each committee will review its purpose, decision making model, input process, and decision making/voting procedure at its initial meeting each year. The Board recognizes that each committee may need to follow different processes to work within its mandate and terms of reference.
- 8.2 At the first Regular Board Meeting in January following the Board's inauguration, the Chair shall announce the members and representatives to active committees for the ensuing 18 months. At the last meeting in June of the following year, the Chair shall announce the new committee and representative appointments for the remaining 18 months of the Board's electoral term.  
SEE APPENDIX A FOR CURRENT COMMITTEES.
- 8.3 The Chair may appoint an ad hoc committee of the Board where deemed advisable. Such committees will report back to the entire Board.
- 8.4 Trustees who are not appointed members of a Board committee may attend as observers.
- 8.5 Minutes of Board committee meetings shall be made available to all Trustees.
- 8.6 The Board may meet as a Committee of the Whole for in depth discussions on topics prior to bringing them to Regular, Closed or Special meetings. Committee of the Whole meetings will be open to the public except when dealing with items defined in 3.3 above.

**APPENDIX A – DISTRICT BOARD COMMITTEES**

<b>COMMITTEE</b>	<b>MEMBERS</b>	<b>MANDATE</b>	<b>TERMS OF REFERENCE</b>
<b>Aboriginal Committee On Education (ACE)</b>	- Superintendent or designate - 1 Trustee - 1 Principal or Vice-Principal - 1 Teacher - 1 CUPE - Coordinator of Aboriginal Education	Role is to provide a venue for shared decision making, goal setting and communication between all Aboriginal communities and S.D. #8.	Chaired by Coordinator of Aboriginal Education.
<b>Ad Hoc Committees</b>	As determined by the Board and collective agreements, and Policy 221.	As determined by the Board.	As determined by the Board.
<b>Education Committee</b>	- Director of Student Learning - Up to 4 trustees - 2 Principal or vice-principal reps - 2 DPAC reps - 2 Teacher reps - 2 CUPE reps	To provide direction for learning and achievement in the District and to support and promote student achievement initiatives.	Chaired by a trustee elected by members of the committee Makes recommendations to District staff and the Board.
<b>Employee &amp; Family Assistance Program (EFAP)</b>	- Trustee - Principal - 2 Teacher reps - 2 CUPE reps - 1 Excluded staff rep	Responsible for issues related to the Employee and Family Assistance Program.	Chaired by a member of the committee selected by the committee.
<b>Finance Committee Of The Whole</b>	- Superintendent - Secretary Treasurer - District staff - All trustees - 2 Principal or Vice-principal reps - 2 DPAC reps - 2 Teacher reps - 2 CUPE reps	To monitor significant financial planning, management and reporting matters of the District; to make recommendations and deliver reports to the Board of Education; and serve as the Board's Audit Committee.	Chaired by Board Chair Makes recommendations to the Board. SEE SCHOOL DISTRICT #8 FINANCE COMMITTEE OF THE WHOLE TERMS OF REFERENCE.
<b>French Advisory Committee</b>	- Director of Student Learning - Coordinator of French Programs	Responsible for issues related to French Immersion; make recommendations to	Chaired by the Director of Student Learning.

	<ul style="list-style-type: none"> <li>- 1 Trustee</li> <li>- 1 Principal or Vice-principal from each French Immersion school</li> <li>- 1 Canadian Parents for French rep</li> <li>- 1 Teacher rep from each FI school</li> <li>- 2 Parents of FI students from each FI school</li> </ul>	District staff and the Board as necessary.	
<b>Healthy Lifestyles Committee</b>	<ul style="list-style-type: none"> <li>- Superintendent or designate</li> <li>- 2 Trustees</li> <li>- 2 Students</li> <li>- 2 Parents</li> <li>- 1 Public Health</li> <li>- 1 CUPE</li> <li>- 2 Principals or Vice-principals</li> <li>- 2 Teachers</li> </ul>	To work collaboratively to support and provide leadership related to initiatives that enhance the physical and emotional well-being of students.	Chaired by member of committee, selected by the committee.
<b>Joint Safety Advisory Council</b>	<ul style="list-style-type: none"> <li>- Director of Operations or designate.</li> <li>- District Safety Officer or designate.</li> <li>- Manager of Operations</li> <li>- 2 Trustee reps (non-voting)</li> <li>Principal or vice-principal rep</li> <li>- 2 Teacher reps</li> <li>- 2 CUPE reps</li> </ul>	Responsible for dealing with issues related to employee safety at the work site and making recommendations to District staff and the Board as necessary.	<p>Chaired by a member of the committee on a three year rotating basis through employee groups.</p> <p>Worksafe BC Regulations guide decision making process.</p>
<b>Labour Management Committee</b>	<ul style="list-style-type: none"> <li>- Director of Human Resources</li> <li>- Manager of Human Resources</li> <li>- Director of Student Services</li> <li>- 1 Trustee</li> <li>- 1 Principal or Vice-Principal</li> <li>- Director of Operations</li> <li>- Supervisor of Operations</li> <li>- Up to 4 CUPE members</li> </ul>	To discuss and attempt to settle all disagreements that may arise out of the Collective Agreement, and to settle any interpretation of differences that may arise, excepting cases where grievance procedures have been instituted.	Chaired by Director or Manager of Human Resources.

<p><b>Policy Committee</b></p>	<ul style="list-style-type: none"> <li>- Superintendent or designate</li> <li>- Up to 4 trustees</li> <li>- Principal or Vice-principal reps</li> <li>- DPAC rep</li> <li>- Teacher rep</li> <li>- CUPE rep</li> </ul>	<p>Responsible for review, development and field testing of District policy and procedures for Board approval and adoption.</p>	<p>Chaired by a trustee elected by members of the committee. Makes recommendations to the Board. Policy 230 – POLICY DEVELOPMENT AND REVISION.</p>
<p><b>Wellness Committee</b></p>	<ul style="list-style-type: none"> <li>- Superintendent or designate</li> <li>- 2 Trustees</li> <li>- 2 Principal or Vice-principal reps</li> <li>- 2 Teacher reps</li> <li>- 2 CUPE reps</li> <li>- 1 Excluded staff rep</li> </ul>	<p>To encourage wellness practices in School District 8.</p>	<p>Chaired by the Superintendent or designate.</p>