

POLICY 120: Board Meeting Procedures

The Board of Education of School District No. 8 (Kootenay Lake) 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 Education of School District No. 8 (Kootenay Lake) shall be held as soon as possible, and no later than thirty days from the date the new board begins its term of office.
- 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 Councilor and 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 Chair and Vice Chair will remain in office until the first Regular Board meeting the following November.
- 1.8. All ballots shall be destroyed by motion of the Board.
- 1.9. 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 November until a Board Chair is elected. The Chair shall then proceed as per 1.6 above.

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72 and Local Government Elections Regulation]

Related Contract Article: Nil

Adopted: May 22, 2001

Amended: June 2, 2009

Amended: February 12, 2010

Amended: November 28, 2017

Amended: June 12, 2018

Amended: April 23, 2019

Amended: April 6, 2021

1.10. 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 will be as follows:

1. Call to Order
2. Acknowledgement of Aboriginal Territory
3. Insertions/Deletions to Proposed Agenda
4. Adoption of Agenda
5. Receiving Presentations/Delegations
6. Opportunity for Comments or Questions by the Public
7. Consent Package
8. Adoption of Minutes
9. Future and Action Item Tracking
10. Education
11. Operations and Finance
12. Governance and Policy
13. Human Resources
14. Trustee Verbal Reports
 - 14.1. Trustees
 - 14.2. Chair
 - 14.3. BCSTA
 - 14.4. BSPSEA
 - 14.5. PAC/DPAC
 - 14.6. RDCK
 - 14.7. Other Committees
 - 14.8. Student Trustees
15. Public Question Period
16. Meeting Schedule and Reminders
17. Adjournment

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

2.3. The Consent Package will include but not be limited to the following information items: the Monthly Financial Report, a list of Transactions over \$10,000, the Superintendent's Report, and correspondence addressed to the Board in accordance with timelines outlined in Section 6.5 and 6.6.

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3. Closed Board Meetings

3.1. The order of business will be as follows:

1. Call to Order
2. Acknowledgement of Aboriginal Territory
3. Insertions/Deletions to Proposed Agenda
4. Closed Meeting Process
5. Adoption of Agenda
6. Receiving Presentations/Delegations
7. Consent Package
8. Adoption of Minutes
9. Future and Action Item Tracking
10. Students
11. Staff
12. Labour
13. Property
14. Legal
15. Other Items
16. Verbal Reports
17. Meeting Schedule and Reminders
18. Adjournment

3.2. The Consent Package will include confidential information items and correspondence.

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

3.4. All discussions at Closed meetings will be confidential, unless the Board determines otherwise.

3.5. Trustees are responsible for ensuring that a confidential environment is maintained for closed meetings not conducted in person (e.g. using headphones for teleconferences or videoconferences outside the Board Office).

3.6. The following subject matter may be considered in a meeting closed to the public.

Students

3.7. matters pertaining to individual students or potentially identifiable students, including but not limited to the conduct, performance, discipline, suspension or expulsion, attendance, enrolment or registration of individual students, or appeals of students or parents made pursuant to Section 11 of the School Act;

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Staff

- 3.8. the conduct, efficiency, discipline, suspension, termination, retirement of employees or appeals;
- 3.9. staff changes, including appointments, transfers, resignations, promotions and demotions;
- 3.10. changes to exempt staff compensation;
- 3.11. the Superintendent's evaluation;

Labour

- 3.12. salary claims and adjustments, and the consideration of requests of employees and Board offers;

Property

- 3.13. matters pertaining to the safety, security or protection of Board property;
- 3.14. purchase of real property, including the designation of new sites, consideration of appraisal reports, consideration of amounts claimed by owners, determination of Board offers and expropriation procedures;
- 3.15. lease, sale or exchange of real property prior to the finalization thereof;

Legal

- 3.16. litigation or potential litigation affecting the district;
- 3.17. the receipt of advice subject to solicitor - client privilege;
- 3.18.

health and medical reports and other confidential reports; law enforcement, if the Board considers that disclosure could reasonably be expected to harm the conduct of an investigation or enforcement of an enactment;

- 3.19. business information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under s. 21 of the *Freedom of Information and Protection of Privacy Act*;
- 3.20. a matter that is being investigated under the *Ombudsperson Act* of which the Board has been notified under section 14 (Ombudsperson to notify authority) of that Act;

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- 3.21. the consideration of information received and held in confidence in relation to negotiations between the District and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
 - 3.22. matters that, under law, is such that that the public must be excluded from the meeting;
and
 - 3.23. Notwithstanding the foregoing, the Board may consider other items in a closed meeting as it deems necessary and is confirmed by resolution of 2/3rds majority vote of the Board at the acceptance of the agenda.
4. Other persons attending Closed Meetings
- 4.1. If all or part of a meeting is closed to the public, the board may allow one or more district officers and employees to attend or exclude them from attending, as it considers appropriate.
 - 4.2. If all or part of a meeting is closed to the public, the board may allow a person other than school district officers and employees to attend, if the person:
 - i. already has knowledge of the confidential information;
 - ii. is a lawyer attending to provide legal advice in relation to the matter; or
 - iii. in other cases, if the board considers this necessary.
5. Special Meetings
- 5.1. Special Meetings are any Board meetings held between the regularly scheduled meetings.
 - 5.2. Special Public or Special Closed meetings may be called by the Board Chair or, the Superintendent at any time, or, by the Secretary-Treasurer upon the written request of a majority of the Trustees.
 - 5.3. The purpose of the Meeting must be specified in the meeting notice and no other business may be conducted at the Meeting, unless agreed by 2/3rds majority vote of the Board.
 - 5.4. Notice of a Special Meeting will normally be provided in the same manner as for Regular Meetings. Notice provisions may be waived or varied providing all reasonable steps have been taken to notify Trustees.

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6. Agenda Setting

- 6.1. The purpose of an agenda setting meeting is to create the board agenda and set the order of business for meetings of the Board and Committees of the board, and ensure meeting agendas are drafted to follow Board policy, Robert's Rules of Order and the School Act, as applicable.
- 6.2. The agenda setting meeting shall be between the Chair of the Committee (if applicable), the Board Chair, Board Vice-Chair, Superintendent, Secretary-Treasurer, and Executive Assistant to the Superintendent & Secretary-Treasurer.
- 6.3. The Chair of an agenda setting meeting shall be the Chair of the Board or Committee meeting for which the Agenda Setting Committee is meeting to prepare an agenda.
- 6.4. An agenda setting meeting take place two weeks prior to the Board Meeting or Committee meeting, or on another day agreeable to those who will attend the meeting.
- 6.5. Requested items or materials for inclusion on the agenda must be submitted to the Superintendent of Schools, Secretary-Treasurer and/or Executive Assistant to the Superintendent & Secretary-Treasurer no later than 8AM the morning of the agenda setting meeting. The agenda and accompanying material, including correspondence received before the agenda is prepared, shall be distributed on the Wednesday preceding a Board Meeting. Agenda packages and non-confidential correspondence will be distributed to Trustees, senior management, partner groups and the media. Confidential materials will be circulated to Trustees and Senior Management only.
- 6.6. Correspondence received after the agenda is finalized will be distributed at a subsequent Board meeting, unless it is of an emergent nature, in which case it will be added as an agenda insertion per Section 7.1.

7. General Procedures for Meetings

- 7.1. Meetings of the Board shall be conducted in accordance with Board policy, and where the policy is silent, using the latest version of Robert's Rules of Order, with the following exceptions:
 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. The chair may allow further discussion.
 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.
 3. An amendment must not be contrary to the intent of the main motion.
 4. At the agenda item, "Adoption of the Agenda", items may be placed on the agenda prior to its adoption without requiring a supplemental motion to add the item.

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5. A consensus decision may be accepted if there is no objection by any Trustee.
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.
7. Trustees or committee members (as applicable) may participate and be counted as part of the quorum in a meeting, or part of a meeting by telephone or electronic connection.

7.2. Meetings shall not exceed three hours unless a motion to extend a meeting is passed by a majority vote.

7.3. A majority of votes cast shall be sufficient to pass a motion. Abstentions from voting will not be counted in the affirmative or the negative. A tie vote is a defeated motion. Where a member abstains from voting or objects to a motion, the number of members who objected or abstained to that motion shall be recorded in the minutes.

8. Presentations/ Delegations

8.1. A maximum of 2 presentations may be scheduled per meeting.

8.2. Delegations shall be allocated up to 10 minutes, followed by a maximum of 5 minutes for discussion. In special circumstances, the Board may schedule additional time for presentations.

8.3. Individuals or delegations wishing to make a presentation at a Board Meeting shall make their request to the Superintendent 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.

8.4. Presenters are requested to provide written materials to be circulated with the agenda. Written materials must be submitted within the timelines outlined in 6.5.

9. Public Question Period

9.1. All comments and questions shall be directed to the Chair, who may call upon individual Trustees or Senior Management to answer the question.

9.2. No matter pertaining to complaints about District Personnel shall be heard at a public meeting; these shall be dealt with in accordance with board policies governing the matter.

9.3. The Chair shall determine when a question has been given sufficient time.

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