

## **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.
- 1.10. When the elections are completed, the Board will proceed with its Regular Board Meeting.

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

## 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 by the Public
7. Consent Package
8. Adoption of Minutes
9. Future and Action Item Tracking
10. Old Business - Action and Information
11. Board Business
  - 11.1. Education - Action and Information
    - 11.1.1. Superintendent's Update
  - 11.2. Finance and Operation - Action and Information
  - 11.3. Policy and Governance - Action and Information
  - 11.4. Human Resources - Action and Information
12. Trustee Verbal Reports
  - 12.1. BCSTA
  - 12.2. BSPSEA
  - 12.3. PAC/DPAC
13. Question Period
14. Meeting Schedule and Reminders
15. Adjournment

2.2. 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. 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. Old Business - Action and Information

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Related Contract Article: Nil

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11. Board Business
  - 11.1. Education - Action and Information
  - 11.2. Finance and Operation - Action and Information
  - 11.3. Policy and Governance - Action and Information
  - 11.4. Human Resources - Action and Information
12. Trustee Verbal Reports
13. Question Period
14. Meeting Schedule and Reminders
15. Adjournment

3.2. 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)
- labour relations

3.4. All discussions at Closed meetings will be confidential, unless indicated by the Board Chair or Superintendent, and are not land, labour or law.

#### **4. Special Meetings**

4.1. Special Meetings are any Board meetings held between the regularly scheduled meetings.

4.2. Special Public or Special Closed meetings may be called by the Board Chair and/or the Superintendent, or by the Secretary-Treasurer upon the written request of a majority of the Trustees.

4.3. The purpose of the Meeting must be specified in the meeting notice and no other business may be conducted at the Meeting.

4.4. 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.

#### **5. General Procedures for Meetings**

5.1. The agenda shall be established at a meeting of the Board Chair, Vice Chair, Superintendent and Secretary-Treasurer.

5.2. Material to be included in the agenda must be submitted to the Superintendent of Schools no later than 12:00 noon on the Tuesday of the week preceding a Board meeting. The agenda and

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accompanying material shall be ready for distribution on the Friday 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.

- 5.3. Correspondence received after the agenda is finalized will be distributed at a subsequent Board meeting, unless it is of an emergent nature, and then it will be added as an agenda insertion.
- 5.4. Meetings of the Board shall be conducted in accordance with Board policy, and where the policy is silent, using Robert's Rules of Order with the following exceptions:
  - 5.4.1. 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.
  - 5.4.2. 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.
  - 5.4.3. An amendment must not be contrary to the intent of the main motion.
  - 5.4.4. Items may be placed on the agenda for discussion without requiring a motion at the time the agenda is adopted.
  - 5.4.5. A consensus decision may be accepted if there is no objection by any Trustee.
  - 5.4.6. All three readings of a bylaw may occur at one meeting if there is unanimous approval of a motion to proceed to third reading.
  - 5.4.7. 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.
- 5.5. Meetings shall not exceed three hours unless a motion to extend a meeting is passed by a majority vote.
- 5.6. 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. All votes will be recorded when there is opposition or abstentions.

## 6. Presentations/ Delegations

- 6.1. A maximum of 2 presentations may be scheduled per meeting.
- 6.2. 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.
- 6.3. 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.

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Related Contract Article: Nil

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6.4. Presenters are encouraged to provide written materials to be circulated with the agenda. Written materials must be submitted within the timelines outlined in 5.2.

## **7. Public Question Period**

7.1. All comments and 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 in accordance with board policies governing the matter.

7.3. The Chair shall rule on when a question has been given sufficient time and ask that the next question proceed.

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