

POLICY 120: Board Meeting Procedures

The Board of Education of School District No. 8 (Kootenay Lake) meetings will 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) will 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 will call the meeting to order and will preside until a Chair has been elected.
- 1.3. The Secretary-Treasurer or designate will administer the Oath of Office to the newly elected Trustees as required by the School Act.
- 1.4. The Secretary-Treasurer or designate will 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 will be invited to make a brief statement.
- 1.5. The Secretary-Treasurer or designate will 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 will be elected Board Chair. If no person receives a majority, further ballots will 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 will be decided by drawing of lots. The Secretary-Treasurer or designate will declare the duly elected Chair of the Board for the ensuing year and will vacate the Chair.
- 1.6. Upon assuming the chair, the Board Chair will call for nominations for Vice-Chair, and then for the BCSTA Provincial Councilor and BCPSEA representative (and their alternates) and partner advisory committee chairs and will conduct each election in the same manner as described in 1.4 and 1.5 above.
- 1.7. The Chair and Vice-Chair of the Board, the BCSTA Provincial Councilor and BCPSEA representatives (and their alternates) will remain in office until the first Meeting of the Board held in Public the following November. The Partner Advisory Committee Chairs will remain in office for 24 months.
- 1.8. All ballots will be destroyed by motion of the Board.
- 1.9. In the years when no inaugural meeting is required, the Secretary-Treasurer or designate will preside as Chair at the first Meeting of the Board held in Public in November until a Board Chair is elected. The Chair will then proceed as per Section 1.6.
- 1.10. When the elections are completed, the Board will proceed with its Meeting of the Board held in Public.

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](#), [Freedom of Information and Protection of Privacy Act](#), [Ombudsperson Act](#)

Related Contract Article: Nil

Adopted: May 22, 2001

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Last Amended: October 8, 2024

2. Meetings of the Board held in Public

2.1. Meetings of the Board held in Public are open to the public and will 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. Changes to the Proposed Agenda
4. Consent Package Questions
5. Adoption of Agenda
6. Receiving Public Presentations
7. Comments or Questions from the Public regarding items on this Agenda
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. Student Trustees
 - 14.2. Trustees
 - 14.3. Chair
 - 14.4. British Columbia School Trustee Association (BCSTA)
 - 14.5. British Columbia Public School Employers' Association (BCPSEA)
 - 14.6. District Parent Advisory Committee (DPAC)
 - 14.7. Other
15. Comments or Questions from the Public
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 purpose of the consent package is to provide information items that do not require deliberation of the Board. The Consent Package will include but not be limited to the following information items: a Monthly Financial Report, a list of Transactions over \$50,000, Committee Meeting Minutes, the Superintendent's Report, and any correspondence addressed to the Board as per Section 7.

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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. Changes to the Proposed Agenda
4. Closed Meeting Process
5. Adoption of Agenda
6. Receiving Presentations
7. Adoption of Minutes
8. Future and Action Item Tracking
9. Students
10. Labour/Staff
11. Property
12. Legal
13. Other Items
14. Verbal Reports
15. Meeting Schedule and Reminders
16. Adjournment

3.2. 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.

3.3. All discussions at Closed meetings will be confidential unless the Board determines otherwise through resolution.

3.4. 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).

3.5. The following subject matter will be considered in a meeting closed to the public.

Students

1. 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;

Labour/Staff

2. The conduct, efficiency, discipline, suspension, termination, retirement of employees or appeals;
3. Staff changes, including appointments, transfers, resignations, promotions, and demotions;

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4. Changes to exempt staff compensation;
5. The Superintendent's evaluation;
6. Salary claims and adjustments, and the consideration of requests of employees and Board offers;

Property

7. Matters pertaining to the safety, security, or protection of Board property;
8. 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;
9. Lease, sale, or exchange of real property prior to the finalization thereof;

Legal

10. Litigation or potential litigation affecting the district;
11. The receipt of advice subject to solicitor - client privilege;
12. 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;
13. Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under the [Freedom of Information and Protection of Privacy Act](#);
14. A matter that is being investigated under the [Ombudsperson Act](#) of which the Board has been notified under that Act, section 14 (Ombudsperson to notify authority);
15. 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;
16. Matters that, under law, are such that that the public must be excluded from the meeting; and

Other

17. Notwithstanding the foregoing, the Board may consider other items in a closed meeting as it deems necessary and is confirmed by resolution of 2/3 majority vote of the Board at the acceptance or change of the agenda.

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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:
 1. has knowledge of the confidential information;
 2. is a lawyer attending to provide legal advice in relation to the matter; or
 3. in other cases, if the board considers necessary.

5. Special Meetings

- 5.1. Special Meetings are any Board meetings held between the regularly scheduled meetings.
- 5.2. Special Meetings may be called by the Board Chair or by the Superintendent at any time, or, by the Secretary-Treasurer upon the written request of a simple majority of 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. When possible, trustees will be surveyed for their availability to ensure timely and effective decision making. Scheduling surveys will be available for 24 hours and then a time will be determined by staff that is convenient for the majority of trustees.
- 5.5. The 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.

6. Agenda Setting

- 6.1. The purpose of an agenda setting meeting is to complete the administrative task of creating an agenda and set the order of business for meetings of the Board and Committees of the Board, and to ensure meeting agendas are drafted to follow Board policy, Robert's Rules of Order, and the School Act, as applicable.
- 6.2. Agenda items are generally scheduled according to the annual Board governance framework and learning plan.
- 6.3. Additional agenda item requests will be considered for the Board agenda if they meet one or more of the following criteria. The item:
 - is related to governance (strategic vision/direction);
 - is concerned with board level policies governing the organization;
 - involves an issue or matter that will affect the direction, public image or viability of the

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- organization;
 - involves monitoring or assessment of either board or the Superintendent performance;
 - involves a board committee or report requiring the consideration of or action by the board;
 - involves the relationship with the Superintendent and/or Secretary-Treasurer;
 - involves activities or events specific to the board that require discussion and decision-making by the board (appointment of board members to a committee or to represent the board at some function);
 - involves a review of one or more of the strategies achieving the board's stated Strategic Priorities;
 - involves reviewing budget.
- 6.4. 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 Secretary-Treasurer no later than 8AM the morning of the agenda setting meeting.
If a requested agenda item is not added to an agenda, a written rationale will be provided by the Board Chair to the Trustee who requested adding the item and the Board will be informed.
- 6.5. The agenda and accompanying materials will be distributed on the Wednesday preceding Board meeting(s) held the following Tuesday. Agenda packages and non-confidential correspondence will be distributed to Trustees, senior management, partner groups and the media. Confidential agendas and materials will be circulated only to Trustees, the Superintendent and Secretary-Treasurer, and other senior leaders, as required.
- 6.6. The agenda setting meeting will be between the Chair of the Committee (if applicable), the Board Chair, Board Vice-Chair, Superintendent, Secretary-Treasurer, and Executive Assistant to the Secretary-Treasurer.
- 6.7. The Chair of an agenda setting meeting will be the Chair of the Board or Committee for which the agenda is being prepared.
- 6.8. An agenda setting meeting will take place two weeks prior to the Board Meeting or Committee meeting, or on another day agreeable to those who will attend the meeting. The Board of Education will be made aware if the agenda setting meeting date is changed.
- 6.9. Correspondence received after the agenda is finalized may be distributed at a subsequent Board meeting, unless it is emergent in nature, in which case it may be added to an agenda as determined by the Board or Committee Chair, as applicable.

7. Board Correspondence

- 7.1. To ensure that correspondence is addressed, correspondence will be forwarded to the Board and the Superintendent, Secretary-Treasurer, and the Executive Assistant to the Secretary-Treasurer immediately.
- 7.2. At the Agenda Setting meeting, the Chair and Vice-Chair will determine if the correspondence should be:
1. Referred to staff for response;

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2. Responded to by the Board Chair;
3. Received and filed as information; or
4. Referred to a Board meeting or working session for further discussion.

Certain correspondence items may be placed in the Consent Package of a Meeting of the Board held in Public as determined at the Agenda Setting meeting. This correspondence will be related to issues of public interest, such as use of budgets or impacts on facilities.

- 7.3. For correspondence addressed to the Chair (that may or may not have been copied to all Trustees) the Chair will consult with the Vice-Chair and/or Superintendent or Secretary-Treasurer as to how the response should be handled.

If the correspondence is an operational complaint, the Chair will provide information to contact the Superintendent. The response from the Chair will be copied to all Trustees, the Superintendent and Secretary-Treasurer.

- 7.4. Correspondence received after the one-week prior deadline but prior to the regularly scheduled Board meeting that is deemed urgent or emergent by the Board Chair and District Staff, may be considered for late placement on the Board agenda; otherwise, the correspondence will be considered for the following month's agenda.
- 7.5. Correspondence addressed to a trustee or a group of trustees is under the control of the said trustee(s) and does not constitute correspondence addressed to the Board. The individual trustee(s) have the option to bring the correspondence formally to the Board for receipt or consideration.
- 7.6. A trustee may request that specific correspondence be considered at an Agenda Setting meeting for placement on a specific agenda.
- 7.7. Invitations to all Trustees will not be included in a Board meeting Correspondence Package. The correspondence will be forwarded to the Secretary-Treasurer for event attendance coordination purposes.
- 7.8. In the case of correspondence that the Board has directed the Chair to send on the Board's behalf during a Board meeting, the Chair can either prepare a draft and forward this to the Secretary-Treasurer for signature or send it to the Secretary-Treasurer to arrange for the letter to be written for the Chair's signature. If the letter is more sensitive in nature (e.g., a letter to the Minister of Education and Child Care) expressing the Board's opinion on a matter, a draft should be prepared either by the Chair or Secretary-Treasurer (at the Chair's discretion) and reviewed and edited as required.

8. General Procedures for Meetings

- 8.1. Meetings of the Board or Board committees will be conducted in accordance with the BC School Act, Board policy, and where the policy is silent, using the latest version of Robert's Rules of Order, including the following:

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. Each

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trustee will have 2 minutes to speak. The Chair may allow further discussion.

2. A notice of motion is encouraged to provide adequate time for research and compilation of relevant information. 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 does not have to be the exact wording.
 3. An amendment must not be contrary to the intent of the main motion.
 4. Trustees alert the Board Chair of any additions prior to the convening of the meeting. 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.
 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. The first reading will be read out loud in its entirety by the mover of the motion.
 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.
- 8.2. Meetings of the Board held in Public will be set for two hours and will not exceed three hours unless a motion to extend is passed by a majority vote.
- 8.3. A majority of votes cast will be sufficient to pass a motion and any abstention will be counted in the affirmative.
- 8.4. No question once decided by the Board will be reconsidered or rescinded within 12 months in which the said question was decided unless:
1. New and relevant information is received,
 2. That new information is provided to the Board at a Closed Meeting to determine whether or not it is suitable for reconsideration, and
 3. The motion for any such reconsideration or rescission is approved by the majority of the Board at a closed meeting.

9. Receiving Public Presentations

- 9.1. Individuals or delegations wishing to make a presentation at a Board or Committee meeting align to the public education mandate will make their request to the Superintendent, who will consult with the meeting Chair and schedule the presentation at the earliest practicable meeting. Approved presentations on behalf of delegations will be presented by a spokesperson or spokespersons of the delegation, who will be identified on the agenda.

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- 9.2. A maximum of 2 receiving presentations may be scheduled per meeting.
- 9.3. Individuals or delegations will be allocated 5 minutes to present, followed by a maximum of 5 minutes for discussion. In special circumstances, by request, the Board or Committee may schedule additional time for receiving presentations from the public.
- 9.4. Once a receiving presentation is scheduled, individuals or delegations will provide written and presentation materials to be circulated with the agenda at least eight days prior to the meeting / two days prior to the agenda package being sent out as per Section 6.5.
- 9.5. The Board or Committee will provide a response to any questions or requests from the individual or delegation at a future meeting; the Board or Committee will not respond to any such questions or requests at the meeting where the presentation is given.

10. Comments or Questions from the Public

- 10.1 All comments and questions will be directed to the Chair, who may call upon individual Trustees, the Superintendent, or the Secretary-Treasurer to answer the question.
- 10.2 Virtual attendees must provide their full name and affiliation, if appropriate. Comments or questions from a member of the public attending a meeting online will be read out loud by school district staff at the agenda section for questions and comments by the public.
- 10.3 No matter pertaining to complaints about district personnel, collective agreement issues or any other matters deemed confidential as per Section 3.5 will be heard at a public meeting; these matters will be dealt with by staff or in accordance with board policies governing the matter.
- 10.4 The Chair will determine when a comment or question has been given sufficient time.
- 10.5 The period allotted for public comments or questions will not exceed 20 minutes.

11. Working Sessions

- 11.1. The ongoing work of the board is supported by targeted regular in-service and professional development. Activities in working sessions are intended to support the governance activities of the Board. The Board will not decide or debate motions or confidential matters in the working sessions.

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