



Wednesday, November 16, 2022  
Time: 4:30 p.m.

## INAUGURAL MEETING OF THE BOARD OF EDUCATION

District Education Office  
22225 Brown Avenue  
Maple Ridge BC V2X 8N6

---

*"Nothing great was ever achieved without enthusiasm" Ralph Waldo Emerson*

### **A G E N D A**

#### **A. OPENING PROCEDURES**

ITEM 1

1. Territory Acknowledgement
2. Call to Order
3. Approval of Agenda

#### **B. ANNUAL ORGANIZATIONAL MEETING MATTERS**

1. Election of Board Officers/Nomination and Election Procedure

ITEM 2

- Chairperson of the Board
- Vice-Chairperson of the Board

2. Remarks of Newly Elected Board Chairperson and Vice-Chairperson

#### **C. ADJOURNMENT**

**ITEM 1****To: Board of Education****From:** Secretary Treasurer  
Flavia Coughlan**Re: OPENING PROCEDURES****Date:** November 16, 2022  
(Inaugural Board Meeting)

---

**Decision****1. TERRITORY ACKNOWLEDGEMENT**

We would like to acknowledge that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. We welcome and recognize all First Nations, Métis, and Inuit students and families in our schools and community. We welcome and recognize the many different cultures that are represented in our schools and community.

**2. CALL TO ORDER****3. APPROVAL OF AGENDA****RECOMMENDATION:****THAT the Agenda be approved as circulated.**



**ITEM 2**

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **ANNUAL ORGANIZATIONAL MEETING  
MATTERS**

Date: November 16, 2022  
(Inaugural Board Meeting)

**Decision**

---

**1. ELECTION OF BOARD OFFICERS/NOMINATION AND ELECTION PROCEDURES**

**BACKGROUND/RATIONALE:**

In accordance with Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson, prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the Public Board meeting by Board Resolution (Attachment A).

**RECOMMENDATION:**

**THAT the Board approve the process for the election of the Board Chairperson and Vice-Chairperson as described in Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson.**

**RECOMMENDATION:**

**THAT the Board proceed to elect a Chairperson and Vice-Chairperson in accordance with the attached nomination and election procedure (2915.1).**

**2. REMARKS OF NEWLY ELECTED BOARD CHAIRPERSON AND VICE-CHAIRPERSON**

Attachment



## **SD 42 PROCEDURE: 2915.1**

### **TRUSTEE ELECTIONS - CHAIRPERSON and VICE-CHAIRPERSON**

---

#### **1. NOMINATION**

##### **(a) Process Approval**

Prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the public Board meeting by Board Resolution.

The Chairperson will call for the following motion:

THAT the Board proceed to elect a new Chairperson and Vice-Chairperson following the nomination and election procedure.

The Chairperson passes the gavel to the Secretary Treasurer who will chair the meeting during the election process.

##### **(b) Nomination Procedure**

- i. The Chairperson will call a first time for nominations, for Chairperson for a one-year term. A seconder will not be required for nominations.
- ii. Each nominee will be asked whether he/she agrees to stand for election and can speak to the nomination.
- iii. The Chairperson will call a second and third time for nominations for Chairperson for a one-year term.
- iv. If after three (3) calls, there is only one nominee for the office, and that nominee accepts, the Chairperson declares that person the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows), for a one (1) year period ended the next November.

#### **2. ELECTION PROCEDURE IN PERSON BOARD MEETING**

This procedure is used if all trustees are present in person.

- (a) If more than one person is nominated, the Chairperson will call for a motion to appoint scrutineers. The motion will read as follows:

THAT \_\_\_\_\_ and \_\_\_\_\_ be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.

- (b) The Chairperson will call on scrutineers to distribute, collect and count the ballots.
- (c) Trustees will vote by secret ballot.
- (d) Scrutineers will report the results of each ballot only to the Chairperson of the meeting, who shall announce the Trustee who has received the majority of the votes cast.
- (e) The Trustee receiving the majority of votes cast shall be declared elected. In accordance with *Robert's Rules of Order*, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees remaining on the ballots shall continue until a majority vote is obtained for a single candidate. Should no candidate receive such clear majority, the candidate receiving the lowest number of votes on the first ballot shall be dropped from the list and a second ballot, and, if necessary, subsequent ballots shall be held in like manner until one (1) candidate receives a clear majority of the votes cast and such candidate shall thereupon be declared to be elected.
- (f) The Chairperson will then call for nominations for Vice-Chairperson of the Board of Education for a one (1) year term and repeat the nomination process outlined above.
- (g) If ballots were required, the Chairperson will call for the following motion:  
  

THAT the scrutineers destroy the ballots for the election of either Chairperson or Vice-Chairperson, or both and that the scrutineers are discharged with gratitude.
- (h) The Chairperson will then pass the gavel to the newly elected Chairperson who will conduct the balance of the meeting.

### **3. ELECTION PROCEDURE IN ELECTRONIC BOARD MEETING**

This procedure is used if the board meeting has been convened by electronic means.

- (a) If more than one person is nominated, the Chairperson will call for a motion to appoint scrutineers. The motion will read as follows:  
  

THAT \_\_\_\_\_ and \_\_\_\_\_ be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.
- (b) The Chairperson will call on scrutineers to set-up and launch an online anonymous poll for the election of Chairperson or Vice-Chairperson and count the votes cast.
- (c) Trustees will vote by online anonymous poll.
- (d) Scrutineers will report the results of each vote only to the Chairperson of the meeting, who shall announce the Trustee who has received the majority of the votes cast.
- (e) The Trustee receiving the majority of votes cast shall be declared elected. In accordance with *Robert's Rules of Order*, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees

remaining on the ballots shall continue until a majority vote is obtained for a single candidate. Should no candidate receive such clear majority, the candidate receiving the lowest number of votes on the first ballot shall be dropped from the list and a second ballot and, if necessary, subsequent ballots shall be held in like manner until one (1) candidate receives a clear majority of the votes and such candidate shall thereupon be declared to be elected.

(f) The Chairperson will then call for nominations for Vice-Chairperson of the Board of Education for a one (1) year term and repeat the nomination process outlined above.

(g) If ballots were required, the Chairperson will call for the following motion:

THAT the scrutineers delete the online poll results for the election of either Chairperson or Vice-Chairperson, or both and that the scrutineers are discharged with gratitude.

(h) The Chairperson will then pass the gavel to the newly elected Chairperson who will conduct the balance of the meeting.

**REVIEWED: JANUARY 2021**