

BOARD MEETING PROCEEDINGS

No act or proceeding shall be valid or binding on the Board of Education ("Board") unless such act or proceeding shall have been adopted at a meeting called and held as provided by the [School Act](#) or by Board policy.

1. AGENDA PREPARATION

The Board delegates responsibility for establishing the order of business ("Agenda") for meetings of the Board to the Agenda Preparation Committee. The Agenda Preparation Committee shall be comprised of the Board Chairperson and Vice-Chairperson, the Secretary Treasurer, and the Superintendent. The Secretary Treasurer, in collaboration with the Superintendent shall prepare and submit to the Board the Agenda for each regular, closed, and special meeting.

The Agenda Preparation Committee will consider adding to a Board meeting agenda, items received in one of the following ways:

- Notification provided to the Secretary Treasurer or designate at least 14 days prior to the Board meeting. Notification provided with less than 14 days may be considered in extenuating circumstances.
- Notice of motion at the previous meeting of the Board.
- Request or recommendation from a committee of the Board.
- Written request to present provided to the Secretary Treasurer or designate at least 14 days prior to a regular Board meeting.

2. PROCEEDINGS

In all cases where the School Act and this Policy are silent, the current edition of Robert's Rules of Order Newly Revised shall apply to procedures at meetings of the Board and its committees.

3. REGULAR BOARD MEETING AGENDAS

Except as otherwise indicated, the Agenda of each public and closed meeting, unless varied by motion, shall be presented as follows:

Opening Procedures

- 1. Territory Acknowledgement**
- 2. Call to Order**
- 3. Motion of Exclusion** (for closed meetings)
- 4. Correspondence**
- 5. Approval of Agenda**
- 6. Invitation for Public Input on Decision Items** – Members of the public can provide input on decision items on the public meeting Agenda in writing by no later than 30 minutes before the start of the meeting. All public input received will be shared with trustees electronically.
- 7. Approval of Minutes**

Presentations – Individuals and groups invited by the Board to make presentations on any subject pertinent to Board business. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda

item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.

Delegations – The Board will receive delegations on subjects pertinent to Board business if approved by the Agenda Preparation Committee. Each delegation is allotted time within a 20-minute total limit, including questions. Extensions are at the Board’s discretion. Delegations are typically received for information, and the Board may take action after due deliberation.

Decision Items

- 1. Chairperson**
- 2. Superintendent**
- 3. Secretary Treasurer**
- 4. Board Committees**
- 5. Indigenous Education Council**
- 6. Trustee Motions and Notices of Motion** – Trustee motions introduced during a meeting shall require a two-thirds vote to be considered at that meeting.

Information Items

- 1. Chairperson**
- 2. Superintendent**
- 3. Secretary Treasurer**
- 4. Committee Business**
- 5. Indigenous Education Council**
- 6. Trustee Reports** – Includes reports on trustee appointments to external committees and community liaison groups.

Question Period (for public meetings)

Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of trustee questions, will be limited to one question per person. Members of the public can submit questions for the Board in writing by no later than 30 minutes before the start of the meeting. Questions will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.

Other Business

Public Disclosure of Closed Meeting Business

Adjournment

4. SPECIAL BOARD MEETINGS

The Board may hold Special Board Meetings (i.e., meetings that are additional to regular board meetings) on such days and at such hours as the Board may decide by majority vote.

A Special Board Meeting, either public or closed, may be called by the Chairperson, on special written request of the majority of the Trustees, or at the request by the Secretary Treasurer or Superintendent. No business other than that for which the meeting was called upon shall be conducted at that special meeting.

5. SPECIAL BOARD MEETING AGENDAS

Except as otherwise indicated, the Agenda for each Special Public and each Special Closed meeting, unless varied by motion, shall be as follows:

1. Opening Procedures
 - a. Territory Acknowledgement
 - b. Call to Order
 - c. Motion of Exclusion (for closed meetings)

- d. Approval of Agenda
- 2. Business Item(s)
- 3. Adjournment

6. NOTICE OF MEETINGS

No less than 48 hours' written notice is required to reschedule a Regular Board Meeting or to call a Special Board Meeting. Notice must be provided electronically to each Trustee followed by verbal confirmation of receipt via phone, facilitated by the Board Chairperson or Executive Coordinator, delivered to the designated notice location.

Notice may be waived if reasonable efforts have been made to notify all Trustees and a quorum of Trustees agrees to the waiver.

7. DISTRIBUTION OF AGENDAS

The proposed Agenda must be electronically delivered to Trustees, and made available to the general public (for public meetings), by the Friday preceding a Regular Board Meeting. For Board Committee or Special Board Meetings, agendas must be provided to each Trustee, the Superintendent, and the Secretary Treasurer at least 48 hours in advance.

Changes or additions to the Agenda, including Trustee motions without prior notice, may be introduced by a Trustee and shall require a two-thirds vote to be considered.

8. MINUTES OF MEETINGS

Minutes shall be kept by the Secretary Treasurer of the Board of all proceedings passed at each Board meeting. Such minutes are to record decisions of the Board but not the contents of speeches. Movers and seconders of motions shall not be recorded in minutes.

Verbal reports made by Trustees shall not be recorded in the minutes of Board meetings unless the Board acts as a result of such reports.

A copy of the Public Board meeting minutes shall be made available on the School District website. All board meeting minutes shall be made available to the Board appointed auditors for review.

9. TRUSTEE PARTICIPATION IN MEETINGS THROUGH VIRTUAL MEANS

The Board values discussion and debate as essential to its work and, therefore, prioritizes in-person participation at all Board meetings. However, it recognizes that extenuating circumstances may occasionally prevent a trustee from attending in person. In such cases, the Board is committed to facilitating full participation through virtual means, where feasible.

- a) Trustees are expected to prioritize in-person attendance at Board meetings but may attend through virtual means if required for extenuating circumstances such as illness that require Trustee participation from another location. Approval from the Chairperson is required for virtual participation.
- b) Trustees may participate in Board meetings through virtual means provided the technological capability is available for both audio and visual communication with the rest of the Board and they must ensure that their location provides appropriate privacy, particularly when confidentiality matters are being discussed.
- c) Trustees participating through virtual means are considered present for the meeting and count towards quorum.

10. ELECTRONIC MEETINGS

The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means. Accordingly, at the call of the Chairperson, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:

- a) It is practical to hold a meeting of the Board and its Officers using electronic means for matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, situations that are more efficiently handled using electronic means.
- b) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where it is practical to do so and where all Trustees and Officers of the Board attending or participating in the meeting are able to communicate effectively with each other.

Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically, and in which manner the electronic meeting was held.

11. REGULAR BOARD MEETINGS – DAY, TIME AND LENGTH

A schedule of regular public and closed board meeting dates for the next fiscal year will be approved by the board and published on the school district website prior to the start of the fiscal year. Such board meetings will typically be held from September to June.

Regular closed meetings will typically commence no earlier than 1:00pm and end no later than 4:00pm unless determined to be required by the Agenda Preparation Committee. Regular closed meetings held on the same day as a public board meeting shall conclude no later than 4:30pm, unless there is a majority vote of the members to extend the meeting by no longer than 15 minutes. A second extension requires unanimous approval.

Regular public meetings will commence at 6:00pm unless the Board decides to vary the start time.

All regular public Board meetings shall be adjourned three hours after their commencement at 9:00pm; however, adjournment may be extended by 15 minutes with majority vote. With a unanimous vote of all Board members present, the normal adjournment time may be extended by a maximum of one hour or until 10:00pm, whichever comes first.

12. STAFF ATTENDANCE AT MEETINGS

The Superintendent and Secretary Treasurer shall have the right to be present at all Board meetings where decisions are made. With a two-thirds vote, the Board may request that any one of the Board’s officers not be present at a Board meeting. However, at least the Superintendent or Secretary Treasurer must be present at all Board meetings where decisions are made.

13. BOARD QUORUM

A quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

Should a quorum not be present within 30 minutes after the time appointed for the meeting of the Board, the meeting shall stand adjourned to a date to be fixed by the Chairperson or, in default of the Chairperson fixing a meeting date, until the next regular meeting.

After a meeting has commenced, if there ceases to be a quorum, the presiding officer shall adjourn the meeting to a certain time or the next regular meeting date, at the Chairperson's discretion.

14. PUBLIC AND CLOSED SESSIONS

Except as provided in this policy, all meetings of the Board shall be open to the public. If in the Board's opinion the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees and officers as provided for in this policy.

The Board may occasionally live-stream public meetings at its discretion, limited to Board proceedings. Individuals invited to speak or present at a live-streamed meeting do so with the understanding that they may be recorded. Unauthorized recording of any part of the meeting by individuals, other than those authorized by the Board, is strictly prohibited. The Board reserves the right to stop any recording that disrupts its proceedings, contravenes Board policy, or violates this prohibition, and to edit any recorded portion of a meeting.

Unless otherwise determined by a two-thirds majority vote, the following matters shall be considered by the Board in closed session:

- a) Labour matters dealing with personnel or collective bargaining matters.
- b) Law matters dealing with any litigious items involving the Board, staff, or the community.
- c) Land dealings of purchase, swap, or disposals.
- d) Such other matters where the Board decides that the public interest so requires, including matters of a confidential, sensitive, or preliminary nature.

No Trustee or Board employee shall disclose to the public, the proceedings of a closed meeting or any materials or information pertaining thereto, unless a Resolution has been passed at a closed meeting to allow disclosure.

15. INAUGURAL AND ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

In the year of a general election of Trustees, the inaugural and organizational meeting shall be held on the first Wednesday in November commencing at 4:00pm and held exclusively for that purpose. Thereafter, annual organizational meetings of the Board shall be held in November concurrent with the regular open meeting of the Board commencing at 6:00pm.

Items of Business

The business of the inaugural (I) and annual (A) meeting shall be comprised of:

- a) The installation of any newly elected Trustees. (I)
- b) At the direction of the Chairperson Pro Tem, the Secretary Treasurer, who shall be Chairperson, will report upon the returns of the election of school Trustees, as certified by the returning officers of the two municipalities. (I)
- c) The Secretary Treasurer then shall administer to each Trustee, or have administered by another person duly qualified for this task, the Declaration and Oath of Allegiance required by the School Act. (I)
- d) The annual report of the immediate past Board Chairperson under policy 2918. (I)(A)
- e) The election of Board Chairperson and Vice-Chairperson as per Board policy 2915. (I)(A)
- f) Such items of ordinary business as the Board otherwise may approve as being in order for the annual meeting. (I)(A)

APPROVED: June 15, 2022

UPDATED: June 18, 2025