



Living Sky School Division No. 202

Policy Type:	Governance and Management
Policy Title:	2060 Meetings - Regular, Special, Organizational, Delegations, Minutes
Legal Reference:	Education Act: Sections 81, 80.1 & 367

Policy – Regular Meetings

The Board of Education shall meet regularly in open session on days, at times and places as the Board of Education may determine at the organizational meeting each year.

When the regular board meeting falls on a statutory holiday the meeting shall be cancelled.

Regulations

1. All regular meetings of the Board of Education shall be open to the public.
2. No act, proceedings, or policy of the Board of Education shall be deemed valid unless adopted by a regular or special meeting at which a quorum of the Board of Education is present. A quorum of the Board of Education shall be defined as six members.
3. The Director of Education and the Chief Financial Officer, or designates, are expected to attend all meetings of the Board of Education.
4. The Director of Education may, from time to time, require other employees of the Board of Education to attend meetings.
5. Board meetings will be presided over by the Chairperson and will follow the voting procedures outlined in *The Education Act 1995* and determined by the Board of Education.

Policy

1. The agenda for the regular meetings shall be set by the Board Chair and/or Vice Chair and be prepared by the Executive Assistant in consultation with the Director of Education and shall be delivered to members of the Board of Education at least two days in advance of the regular Board meetings, together with such letters, reports and information as Board members may require to deal effectively with items therein.
2. The suggested order of business for regular meetings may be
 - a) Call to Order
 - b) Adoption of Agenda
 - c) Approval of Minutes of Previous Meeting(s)
 - d) Delegation(s)
 - e) Board Items
 - f) Director's Report
 - g) Chief Financial Officer's Report
 - h) Accounts
 - i) Reports From Committees and Members of the Board of Education



- j) Correspondence
- k) Other Matters
- l) Adjournment

NOTE: Reports from other administrative staff are part of the Director's report. Presentations should be purposeful and aligned with strategic priorities.

3. The Executive Assistant to the Board shall email Board members one week prior to meetings to determine if there are any additions to the agenda. In addition, a member of the Board of Education may have an item placed on the agenda by:
 - a) Making a request to the Director of Education or the Chief Financial Officer before the agenda is sent to Board members, or
 - b) Securing approval from the Board of Education for the inclusion of the item(s) on the agenda for that meeting, or
 - c) Presenting a Notice of Motion which will place the item on the agenda for the next regular meeting.
4. In all matters of procedure not covered in this section, the Rules of Parliamentary Procedure shall apply.
 - a) All questions shall be submitted to the Board of Education on the motion of the Chairperson or any other Board member and no seconder shall be required.
 - b) At all meetings of the Board of Education, questions shall be decided by a majority of votes and the Chairperson shall have the right to vote, but in the event of an equality of votes the question shall be decided in the negative.
 - c) All members, including the Chairperson, may vote on all questions and motions.
 - d) Unless otherwise requested by a member, all votes shall be counted by a show of hands.
 - e) Recorded votes – Individual trustees may request, before the vote is taken, that the vote be recorded.
 - f) A motion to lay a question on the table shall not be subject to debate, but the question may be debated when it is lifted from the table.
5. Board of Education members are expected to attend all Board meetings. A record of the members present at regular meetings, special meetings, and at standing committee meetings of the Board of Education shall be kept by the Chief Financial Officer. Board members may be granted exemption from attending Board meetings as per *The Education Act*.

Policy – Special Meeting

A special meeting of the Board of Education may be called by the Chairperson of the Board or the Vice-Chairperson in absence of the Chairperson, or upon the written request of six or more members of the Board, explicitly stating the reason.

1. A special meeting may be called:
 - a) By giving at least six (6) days' notice to each member by registered mail, certified mail or special delivery, or by delivering a written notice to each member in person at least three days before the meeting or by leaving the notice with an adult person at each member's place of residence at least three days before the meeting.
 - b) The Board may, by unanimous consent, waive notice and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the Board prior to the commencement of the meeting and shall be so recorded in the minutes of the meeting.



2. The notice shall set forth the business to be considered at the special meeting. The agenda as set in the notice shall not be changed unless all members of the Board of Education are present and then only if there is unanimous agreement.

Policy – Organizational Meetings

The Board of Education of Living Sky School Division No. 202 shall hold an organizational meeting not later than November 30 of each and every year, at which time a Chairperson and a Vice-Chairperson shall be elected.

Regulations

1. The Board of Education shall elect:
 - a) a Chairperson.
 - b) a Vice-Chairperson.
2. The Board of Education shall appoint:
 - a) one or more persons of an incorporated company or partnership to audit the books and accounts of the Division;
 - b) a solicitor or firm who will be available to give advice to the Board of Education and to the executive officers for matters pertaining to the affairs of the Division;
 - c) attendance counselor(s) for the Division;
 - d) a financial institution to provide banking services to the Division.
3. The Board of Education shall establish:
 - a) the date, time and place of regular meetings;
 - b) a line of credit with the appointed institution;
 - c) the amount of indemnity to be paid members of the Board of Education, as well as the taxable portion of the indemnity in an election year; in other years this will take place during the budget process, typically in March; and
 - d) the signing authority of the Division.

Policy - Delegations

Public input is considered valuable to the Board of Education. The Board is prepared to receive delegations wishing to bring to the attention of the board, matters or concerns related to schools, program and program delivery, and the well-being of students and the school community.

Regulations

1. All delegations wishing to appear before the board of education shall be required to submit a brief written overview of their concern or proposal to the Director of Education or the Chief Financial Officer at least four full days before the meeting to which they wish to be heard. The four-day notice can be waived with the approval of the Chairperson in emergency situations.
 - a) Participants shall indicate in writing,
 - i) the names of the members of the delegation and of the organization if appearing on behalf of one;
 - ii) the intent or purpose of the delegation; and
 - iii) the response or action expected from the Board.
2. The delegation will be requested to limit the oral presentation to ten minutes. This time limit may be extended at the discretion of the Chairperson. The delegation will be given the opportunity to use their allotted time on the agenda to make their presentation and respond to questions by the Board.



3. The delegation will be advised that a decision, if any, may not be made immediately but the Board will communicate its response to them at its earliest convenience.
4. If the Chairperson is approached with regard to a delegation requesting to meet with the Board, the Chairperson shall make the necessary arrangements with the Director of Education.
5. The Local Authority Freedom of Information and Protection of Privacy Act prevents the Board of Education from discussing in the regular public meeting, issues relating to specific students or personnel. Such written briefs would be presented in closed session.
6. The Chairperson presiding at any meeting may cause to be expelled and excluded any person who is considered by the Board of Education to demonstrate improper conduct.
7. The names and telephone numbers of all Board of Education members and the Central Office phone number will be provided to the public.

Policy - Minutes

A complete and accurate record of the proceedings of all meetings of the Board of Education shall be kept.

Regulations

1. The Chief Financial Officer shall arrange that a complete and accurate record of each Board of Education meeting be recorded.
2. The Chief Financial Officer shall arrange, prior to the next regular Board meeting, the distribution of the minutes to members of the Board of Education, and shall present the minutes for approval at the next meeting of the Board of Education. Once approved these minutes will be posted on the Living Sky School Division website.