Living Sky School Division No. 202
BOARD POLICY

2060 – MEETINGS – REGULAR, SPECIAL, ORGANIZATIONAL, DELEGATIONS, MINUTES			
Policy Type:	GOVERNANCE & MANAGEMENT	**Last Revision Date:**	September 2026
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Legal Reference(s):	Education Act: Sections 80, 80.1, 85, 159 (1) & 367 School Division Administration Regulations E-0.2 Reg 26 Part 3, 4		

POLICY STATEMENT

This policy establishes the structure, expectations, and procedural requirements for all meetings of the Board of Education – including organizational, regular, and special meetings. It sets out the provisions regarding delegation, legal counsel, signing authority, attendance, agenda processes, decision-making, and record-keeping. The Board is committed to transparent governance, accountability, and full compliance with the Education Act, 1995, and the School Division Administration Regulations.

A. ORGANIZATIONAL MEETINGS

Policy

The Board of Education of Living Sky School Division No. 202 shall hold an organizational meeting within 30 days after the election of the board of education, and not later than November 30 in every year following an election.

Regulations

1. To convene the meeting:
   a) The director of education shall convene the meeting, call it to order, and receive the certificate of declaration of office from each of the members of the Board in accordance with *The School Division Administration Regulations, 2017*.
2. To elect the Chairperson:
   a) The director shall call for the election of a board chair by requesting nominations. If more than one person is nominated, a vote by ballot shall be held. The Board member receiving the majority of the votes of the members present shall be declared elected.
   b) If no member receives a majority of votes, successive secret ballots shall be taken until one member receives a majority vote. The nominee receiving the fewest number of votes shall be eliminated on each successive ballot.
   c) On being elected, the chairperson shall take the position of meeting chair.
3. The Board of Education shall elect a Vice-Chairperson to act in the absence of the Chairperson and who is to be elected by nomination and secret ballot in the same manners as for the chair.
4. The Board of Education shall proceed with the following items on the agenda:
   a) Shall appoint an auditor to audit the books and accounts of the Division for the upcoming year;
   b) May appoint the Division's official solicitor or legal counsel for the upcoming year;
   c) Shall appoint an attendance counsellor for the Division for the upcoming year; and

d) Shall confirm banking institutions and financial service providers for the upcoming year.

5. The Board of Education shall establish:
   a) the date, time, and place of regular meetings;
   b) a line of credit with the appointed financial institution;
   c) indemnity and vehicle rates as per *Policy 3070 Board Remuneration & Expenses*; and
   d) in an election year, the amount of indemnity to be paid to members of the Board of Education in an election year
      i. In other years, Board indemnity is established during the budget process.
6. The Board of Education shall confirm the signing authority for the Division, which shall consist exclusively of:
      i. Board Chairperson
      ii. Board Vice-Chairperson
      iii. Director of Education
      iv. Superintendent of Business
7. Legal Services and Solicitor Appointment
   a) The Board may annually appoint an official solicitor or approved law firm to provide general legal services to the Division and to advise the Board on governance, policy, statutory obligations, and corporate matters.
   b) Where specialized legal expertise is required, the Board or Administration may engage alternate or additional legal counsel.
   c) The Director of Education or the Superintendent of Business is authorized to retain additional legal counsel as necessary to protect the Division's interests, subject to reporting to the Board on such engagements.

B. REGULAR MEETINGS

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

Policy

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 quorum of the Board of Education is present. A quorum of the Board of Education shall be defined as six (6) members of the Board.
3. The Director of Education and the Superintendent of Business, 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 Regulations.

Regulations

1. The agenda for the regular meetings shall be set by the Chairperson and / or Vice Chairperson and be prepared by the Executive Assistant in consultation with the Director of Education. The agenda, along with supporting letters, reports, and background materials necessary for information decision-making, shall be delivered to all Board members at least two (2) days prior to the meeting.
2. The suggested order of business for regular meetings shall be:
   a) Call to order
   b) Adoption of agenda
   c) Approval of minutes of previous meeting(s)
   d) Delegations
   e) Business arising / unfinished business from previous meeting
   f) Business as Usual
   g) Action Items
   h) Administration Reports
      i. Director's Report
      ii. Superintendent of Business Report
   i) Board Reports
   j) Information Items
   k) Advocacy
   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 at least 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 Board Chairperson before the agenda is sent to Board members, or
   b) Securing approval from the Board of Education for inclusion of the item(s) on the agenda for the 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) A record of members present at regular meetings, special meetings, and at standing committee meetings of the Board of Education shall be kept by the Superintendent of Business.
b) A Board member who anticipates being absent from a meeting shall notify the Chairperson as early as possible and request authorization for the absence.
c) A Board member who is absent from three or more consecutive meetings of the Board of Education without authorization from the Board shall be deemed to have vacated their office in accordance with the Regulations. A motion of the Board is required to accept the member's resignation or to inform the member that his or her office has been vacated.

C. SPECIAL MEETING

Policy

A special meeting of the Board of Education may be called by the Chairperson or Vice Chairperson in the Chairperson's absence, or upon the written request of six (6) or more Board members, explicitly stating the purpose of the meeting.

Regulations

1. A special meeting may be called by giving at least six (6) days' notice to each member by registered mail, certified mail, or special delivery, or by delivering written notice to each member in person at least three (3) days before the meeting or by leaving the notice with an adult person at each member's place of residence at least three (3) days before the meeting.
2. 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.
3. 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 a unanimous agreement.
4. Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

D. CLOSED SESSIONS

The Board may adjourn into closed session at the conclusion of a regular or special meeting of the Board, or at other times as may be necessary on a motion of the Board.

Policy

1. Closed sessions are closed to the public.
2. Meeting minutes shall not be taken in closed sessions.
3. No act, proceedings, or policy of the Board of Education shall be adopted in closed sessions.

Regulations

1. Items which may be considered in closed session are:
   a. Personal or confidential matters relating to staff, students, or finance.

b. Legal opinions respecting the Board and its activities.
c. Negotiations with respect to the purchase, lease, or sale of property.
d. Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.
e. No decisions shall be reached during closed session.

E. DELEGATIONS

Policy

Public input is considered valuable to the Board of Education. The Board is prepared to receive delegations wishing to bring to the attend 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 Board Chairperson and Director of Education at least four (4) 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 members of the delegation and the organization if appearing on behalf of one.
      ii. The intent and purpose of the delegation.
      iii. The response or action expected from the Board.
2. The delegation will be requested to limit their oral presentation to ten (10) 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 regarding the 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 or excluded any person who is considered by the Board of Education to demonstrate improper conduct.
7. The names and email addresses of all Board of Education members and the Central Services phone number will be provided to the public.
8. The Board reserves the right to invite delegations to appear before the Board.

F. MEETING MINUTES

Policy

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

Regulations

1. The Superintendent of Business shall arrange that the complete and accurate record of each Board of Education meeting be recorded.
2. The Superintendent of Business 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.