

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: BDD</b></p>
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## **BOARD MEETING PROCEDURES**

### General regulations for meetings

The rules of procedure governing all meetings shall be the most recent edition of Bourinot's Rules of Order [Fourth Revised Edition, 1995] where specific procedures are not already denoted in policy. Where these rules and policy are silent, the will of the majority shall prevail.

1. Each and every member of the Board has equal rights.
2. The first person recognized by the Chair as desiring to speak has the right to the floor.
3. No trustee shall be interrupted while speaking, unless out of order, or on point of privilege or for clarification.
4. When any matter is before the Board, the consideration of same cannot be interrupted except on a motion, for adjournment, to lay on the table, for postponement, for referral, or for amendment.
5. Exceptions to procedural rules within the jurisdiction of the Board can be made by unanimous consent of the Board.

### Duties of the Chair

1. The Chair should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present. If a quorum is present but the Chair is absent, the Vice Chair should call the meeting to order.
2. It shall be the duty of the Chair at all times, to preserve order and to endeavour to conduct all business before the Board with propriety and dispatch.
3. The Chair votes as a trustee; with the right to vote on every question by virtue of trustee membership. Any question on which there is an equality of votes shall be deemed to be negative.
4. If the Chair wishes to speak on a motion, the Chair should vacate the seat as Chair and speak just prior to the last speaker, who will be the mover of the motion. The mover of the motion has the right to close the debate.

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5. The Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any two members duly moved and seconded.
6. It shall be the duty of the Board to appoint all committees, except when the Board may decide otherwise.

#### Motions

1. To begin a motion, "I move that" is the correct phrase to use.
2. A motion made must be seconded and then repeated distinctly by the Chair or read aloud before it is debated, and every motion shall be reduced to writing if the Chair or any member requires it.
3. Any trustee who shall have made a motion shall have liberty to withdraw it with the consent of the seconder before any debate has taken place thereon, but not after debate, without leave being granted by the Board.
4. An amendment may be moved on any motion and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained. An amendment can only modify the motion, not change the intent of the motion.
5. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a trustee is addressing the Board.
6. A motion for postponement takes precedence over a motion to amend or a vote on the original subject.
7. A motion may be postponed to a specific date, referred to a committee, tabled indefinitely.
8. A Board of school trustees may pass by-laws consistent with this Act for the guidance of the Board. (1)

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#### Reading of By-Laws

1. Any by-law appearing in front of the Board shall not be read orally when receiving first, second, and third readings if the by-law has previously been distributed to all Board members.
2. By-laws for debentures, borrowing, and other such requirements will be distributed with the agenda unless emergency circumstances dictate otherwise. Should this occur, formal oral reading of the by-law will be required.

(2) P.S.A. Section 33

#### Committees

1. The Chair and other members of each standing committee shall be elected at the annual organizational meeting of the Board.
2. The Chair is an ex-officio member of all committees. The Chair may attend all meetings and contribute to debate, but the Chair shall not have the right to vote.
3. The number of trustees on any committee should be less than a quorum of the Board.
4. It is recommended procedure that at least one staff officer be assigned to each committee to provide background, do research, and record minutes.

#### In Camera Sessions

1. Topics to be discussed shall be recorded as a notation in the minutes of the regular meeting.
2. The only items that will be discussed in camera will be those dealing with personnel, negotiations, land acquisition, and/or litigation.
3. Only directives to administration arising from the in camera session will be recorded and retained by the Secretary Treasurer.

#### Committee of the Whole

1. The Board may move to Committee of the Whole to have open discussions.

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Electronic Board Meetings

1. In compliance with the regulations under The Public Schools Act, the school board may hold meetings by teleconferences or by other electronic means that permit a trustee not present to request the use of electronic means to communicate and participate in the voting of a meeting of the school board.
2. A trustee shall have equal access to the electronic technology and shall consent in advance to the specific means of communication to be used. The electronic means must:
  - a) permit the trustee to hear and be heard by all other participants in the meeting,
  - b) be provided in such a way that the meeting rules governing the conduct of members are complied with, and
  - c) ensure that only members participate in any meeting or portion of a meeting that is closed to the public in accordance with The Public Schools Act.
3. This type of meeting will be organized through reputable teleconferencing equipment and/or reliable conference calling firms guaranteeing safety and security through such features as conference locks, roll calls, security passwords and moderator-created PIN, before-call billing codes and disconnect options.
4. At every meeting of the school board, the following persons shall be physically present in the meeting room of the board:
  - a) the chair of the board or designate;
  - b) at least one other member of the board;
  - c) the Superintendent of the School Division and/or the Secretary-Treasurer, or designate.
5. A trustee who participates in a meeting of the school board through electronic means shall be deemed to be present at the meeting.