

THE BOARD OF SCHOOL TRUSTEES OF
SCHOOL DISTRICT NO. 10 (ARROW LAKES)

BY-LAW NO. 14

"A Bylaw to provide for the organization and operation of the Board"

PART 1 – INAUGURAL MEETING

1. Time of Meeting
The Inaugural Meeting of the Board shall be held at the time, place and date determined by the Secretary-Treasurer within thirty (30) days from the date that the new Board begins its term of office.
2. Call To Order
The Secretary-Treasurer or, in their absence, the Superintendent of Schools shall call the meeting to order and shall preside at such meeting until a Chairperson shall have been elected. The presiding official shall announce the returns of the election as certified by the Returning Officer or Village Clerk, and shall then report whether or not the trustees-elect have completed the declaration required by the *School Act*.
3. Election of Chairperson
The presiding official shall then conduct the election of Chairperson according to the rules provided herein.
 - a) The election of Chairperson and Vice-Chairperson shall be held:
 - i) At the inaugural meeting;
 - ii) At any other regular meeting during the year.
 - b) The procedure for election of Chairperson and Vice-Chairperson shall be as follows:
 - i) Any trustee may be nominated by any other trustee.
 - ii) Nominations shall be called three times unless a motion is passed that nominations cease.
 - iii) A motion that nominations cease shall be always in order and, upon being seconded, shall be voted on without debate.
 - iv) All voting shall be by ballots.
 - v) Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least number of votes, a special ballot shall be taken for the purpose of determining which name shall continue as a nominee.
4. Election of Vice-Chairperson
Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of the Vice-Chairperson.
5. Interim Appointments to Committees and Organizations
The Chairperson shall then appoint on an interim basis, trustees to committees and organizations as required until the committee structure is finalized.

6. Procedure for Appointing to Committees and Organizations
The Chairperson, in making appointments, shall use the following procedures:
 - a) At the November Meeting, the Secretary-Treasurer shall provide each trustee a list of all of the committees of the Board.
 - b) Each trustee shall indicate a first and second preference for committee appointments to the Chairperson at least two (2) weeks prior to the December Regular Meeting.
 - c) The Chairperson may make appointments of chairperson to committees at the December Regular Board Meeting. The appointments will be ratified at that time.
 - d) Should the Board of Education Chairperson not appoint a committee chairperson, then the committee shall elect a chairperson at its first meeting.
 - e) Should a vacancy occur on any committee of the Board, the Chairperson of the Board shall name a successor to fill the vacancy.

PART 2 – REGULAR, IN-CAMERA and SPECIAL MEETINGS

1. Scope of Meetings
No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a regular or special meeting called and held as herein provided.
2. Quorum
A quorum shall be a majority of trustees holding office at the time of the meeting.
 - a) If, thirty minutes after the time appointed for the meeting of the Board, there should not be a quorum present, then the meeting shall stand adjourned to a date to be set by the Chairperson.
 - b) The Secretary-Treasurer shall record the names of the members present at the expiration of such thirty minutes.
 - c) If an alternate meeting date is not set, the default is the next regular meeting date.
3. Regular Meetings
The Board may, by ordinary resolution, set Regular Meeting dates at the Inaugural Meeting and may vary such Regular Meeting dates from time to time.
 - a) Order of Business:
The order of business, at all regular meetings, unless varied by motion, shall be:
 - i) Call to Order
 - ii) Adoption of Agenda
 - iii) Adoption of the Minutes
 - iv) Financial Update
 - v) Questions from Public re: Financial
 - vi) Presentations
 - vii) Questions from Public: re: Presentations
 - viii) Disposition of Previous Presentation(s)
 - ix) Reports
 - x) Unfinished Business

- xi) New Business
- xii) Meeting Dates
- xiii) Questions from the Public
- xiv) Adjournment

4. Special Meetings

- a) A special meeting of the Board may be called by:
 - i) The Chairperson.
 - ii) The Secretary-Treasurer, upon written request by a majority of the trustees holding office.
- b) No business other than that for which the meeting was called shall be conducted at the special meeting.
- d) Notice of Special Meeting
 - i) Written notice of a special meeting and an agenda shall be distributed to each trustee at least forty-eight (48) hours in advance of the meeting.
 - ii) Forty-eight (48) hours advance notice may be waived by unanimous or majority vote of the Board.
 - iii) Not less than the number of Trustees required to make a quorum shall agree to the waiving of the written notice.

5. In-Camera Meetings

All matters coming before the Board shall be considered in public meetings except the following:

- a) Personnel Matters
 - i) Salary and negotiations
 - ii) Performance, discipline, leaves, or retirement of employees
 - iii) Employee promotion, termination, or hiring
 - iv) Medical matters
- b) Legal Matters
 - i) Accident claims
 - ii) Legal action brought by or against the Board
 - iii) Legal opinions respecting any matters which are to be considered in private session
 - iv) Bargaining & negotiations
- c) Student Matters
 - i) Confidential student issues
 - ii) Student discipline
- d) Property Matters
 - i) Planning or negotiations regarding purchase, lease, development or sale of property
 - ii) Safety or liability issues
- e) Other matters where the Board by motion decides that the public interest so requires.
- f) The Board shall, as the last item of business at each In-Camera meeting consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.

- g) Order of Business:
 - i) Call to Order
 - ii) Adoption of Agenda
 - iii) Adoption of Minutes (at Regular In-Camera Meeting)
 - iv) Personnel Matters
 - v) Legal Matters
 - vi) Student Matters
 - vii) Property Matters
 - viii) Other
 - ix) Items out of In-Camera (as in noted in item f)

- h) Trustee attendance at In-Camera meetings must be in-person to ensure privacy and confidentiality

PART 3 – COMMITTEES

The Board of Education has a committee structure that includes Standing Committees and Special Committees. Board Committees may be a Committee of the Whole, or have representative trustees serve on particular committees.

1. Standing Committees
A standing committee is a committee that is appointed for a definite time, as a session or a year.

2. Special Committee
A special committee is a committee that is appointed for a special purpose.

3. Committee of the Whole
A committee of the whole is a committee consisting of the entire Board.

4. Standing Committee Meetings
The schedule of the meetings will be determined by the Standing Committee.

5. Quorum
For all committees a quorum shall be a majority of the Trustee members of the committee.

6. Committee Meetings
A meeting of any committee shall be convened by the Chairperson of the committee.

7. Committee Reports
A Trustee or designated person shall give an update of the committee's proceedings at the next regular meeting of the Board.
 - a) Committees may make recommendations to the Board, however, the Board is the only body authorized to take action arising from the proceedings.

8. Termination of Committees
Special committees of the Board shall be automatically discharged the day the work of the committee has been completed or by order of the Board.

9. Education Partnership Committee
The Education Partnership Committee:
 - a) Meets once a month prior to the regular Board Meeting
 - b) Includes all trustees, Superintendent/Secretary Treasurer and representatives from CUPE, ALTA, ALELA, DPAC and student representatives
 - c) May grant requests from community members or groups to make presentations

PART 5 – CHAIRPERSON

1. Robert’s Rules of Order
Robert’s Rules of Order shall apply to the conduct of meetings. Where there is an inconsistency between these rules and the *School Act*, the *School Act* shall apply over the rule in question.

PART 6 – VOTING

1. Abstention
No member should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the district. A trustee may also abstain from voting if he states at the meeting his reasons therein.
2. Method of Voting
Voting shall be by a show of hands and only the results recorded unless a trustee requests recording of names. Where names are recorded both positive and negative votes shall be recorded.
3. Voting Rights of Chairperson
The chairperson shall vote at the same time as the other members of the board and in the case of equality of votes for and against a motion, the question is resolved in the negative and the chairperson shall so declare.
4. Deciding the Question
All questions shall be decided by a majority of the votes of the trustees present and voting shall be the same as otherwise provided by these bylaws or the *School Act*.

PART 7 – BYLAWS AND RESOLUTIONS

1. Deciding Resolutions and Bylaws
All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading but a bylaw shall have three readings.
2. Bylaws
The following matters shall only be resolved by bylaw:
 - a) Amendments to bylaws;
 - b) The rules of procedure of the board and rules relative to the organization of meetings of the board;

- c) Where required by the *School Act*.
- 3. Bylaw Process
A bylaw may be advanced two or more stages in accordance with the School Act.
- 4. Certification of Bylaw
The recording secretary shall certify on a copy of each bylaw the readings and dates thereof.

PART 8 – RESCINDING OF BYLAW NO. 11

- 1. Bylaw No.11 is hereby rescinded.

This Bylaw may be cited for all purposes as School District No. 10 (Arrow Lakes) Bylaw No. 14 “a Bylaw to provide for the organization and operation of the Board”, and replaces School District No. 10 (Arrow Lakes) Bylaw No. 11.

Read a first time the 24th day of November, 2015

Read a second time the 24th day of November, 2015

Read a third time the 24th day of November, 2015

Secretary-Treasurer

Chairperson