

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

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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 has been elected. The presiding official shall announce the returns of the election as certified by an Electoral Officer designated by the Board, 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; and
 - ii) At any other regular meeting of the Board open to the public during the year as required.
 - 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; and
 - 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 following the same process as for the election of the Chairperson.
5. **Trustee Appointments to Committees and Organizations**
Returning trustees will continue, on an interim basis, in existing positions on committees and

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Bylaw ~~1644~~

Adopted: ~~June 21, 2022~~ ~~November 2015~~

~~History of Dates Amended: February 20, 2020 – Housekeeping changes only~~

~~November 20, 2015 – Housekeeping changes only~~

organizations. The Chairperson shall then appoint, on an interim basis, ~~Trustees~~ Trustees to open positions on committees and organizations. ~~Returning trustees will continue, on an interim basis, in existing positions on committees and organizations.~~ Appointments to committees and organizations at which the Board is represented will be finalized pursuant to Part 3 herein.

PART 2 – REGULAR OPEN, REGULAR CLOSED AND SPECIAL BOARD MEETINGS, 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 of the Board 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 ~~be stand~~ adjourned to a date to be set by the Chairperson or to the next regular meeting date.
 - ~~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. Setting of Agendas
The Chair and Vice Chair will meet with the Superintendent and Secretary-Treasurer to determine the agenda for regular meetings of the Board one week prior to the scheduled meeting, unless otherwise mutually agreed.
 - a) Trustees shall be given advance notice of agenda setting meetings so they can submit suggestions or requests for items to be placed on the agenda.
4. Regular Meetings of the Board Open to the Public
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 of the Board open to the public, unless varied by motion, shall be:
 - i) Call to Order
 - ii) Additions and/or Deletions to the Agenda
 - ~~iii)~~iii) Adoption of Agenda
 - ~~iv)~~iv) Adoption of the Minutes
 - ~~v)~~v) Presentations
 - ~~vi)~~vi) Superintendent's Report
 - ~~vii)~~vii) Trustee Committee and Organization Reports
 - ~~viii)~~viii) Financial Report
 - ~~ix)~~ix) Unfinished Business
 - ~~x)~~x) New Business
 - ~~xi)~~xi) Questions from the Public

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- ~~xii~~ xii Next Meeting Dates
- ~~xiii~~ xiii Adjournment

b) The time allotted to Questions from the Public shall not exceed ten (10) minutes and questions are to relate to items on the agenda for that meeting.

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5. Regular Meetings of the Board Closed to the Public~~In Camera Meetings~~
Pursuant to Section 69 of the School Act, if, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting.

a) Order of Business:
The order of business at regular meetings of the Board closed to the public, unless varied by motion, shall be:

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- i) Call to Order
- ~~ii~~ ii Additions and/or Deletions to the Agenda
- ~~iii~~ iii Adoption of Agenda
- ~~iv~~ iv Adoption of Minutes ~~(at Regular In Camera Meeting)~~
- ~~v~~ v Personnel Matters
- ~~vi~~ vi Legal Matters
- ~~vii~~ vii Student Matters
- ~~viii~~ viii Property Matters
- ~~ix~~ ix Other
- ~~x~~ x Adjournment

~~e~~ b All matters coming before the Board shall be considered at a public meeting open to the public except the following:

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- i) Personnel Matters
 - a. Salary and negotiations
 - b. Performance, discipline, leaves, or retirement of employees
 - c. Employee promotion, termination, or hiring
 - ~~d~~ d Medical matters
 - ~~e~~ e Other confidential personnel matters
- ii) Legal Matters
 - a. Accident claims
 - b. Legal action brought by or against the Board
 - c. Legal opinions respecting any matters which are to be considered in private session
 - ~~d~~ d Bargaining & negotiations
 - ~~e~~ e Other confidential legal matters
- iii) Student Matters
 - a. Student discipline
 - b. Other confidential student ~~matters~~ issues
- iv) Property Matters
 - a. ~~Planning or negotiations regarding~~ The purchase, lease, development or sale of property

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- b. Safety or liability issues
- c. Other confidential property matters

b-v) Other matters where the Board decides by majority that the public interest so requires.

c) Board members and other persons attending meetings of the board closed to the public are to maintain the confidentiality of any information, documents, plans and material of any nature disclosed or provided at the meeting, unless authorized by the Board.

d) Attendance at meetings of the Board closed to the public is expected to be in person. The Board may permit attendance at meetings of the Board closed to the public through virtual means, providing that any person attending remotely is able to ensure privacy and confidentiality of the proceedings during their attendance. ~~Trustee attendance at In Camera meetings must be in person to ensure privacy and confidentiality.~~

6. Special Meetings of the Board

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. The order of business shall be:

- i) Call to Order
Additions and/or Deletions to the Agenda
- ii) Adoption of Agenda
- iii) New or Old Business Item
- iv) Adjournment

c) Special meetings may be open or closed to the public.

e)d) Notice of Special Meeting
A notice of special meeting must be provided as follows:

- 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 majority vote of the Board so long as the number of Trustees required to make quorum agree to the waiving of the written notice.

PART 3 – BOARD COMMITTEES, DISTRICT COMMITTEES AND OTHER ORGANIZATIONS

~~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.~~

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1. The following shall govern Board Committees:

- a) Standing Committees
A standing committee is a committee that is appointed for a definite time, as a session or a year.
- b) Special Committee
A special committee is a committee that is appointed for a special purpose.
- c) Committee of the Whole
A committee of the whole is a committee consisting of the entire Board.
- d) Standing Committee Meetings
The schedule of ~~the standing committee's~~ meetings will be determined by the ~~S~~standing ~~C~~committee, subject to any requirements of the Board.
- e) Quorum
For all committees a quorum shall be a majority of the Trustee members of the committee.
- f) Convening of Committee Meetings
A meeting of any committee shall be convened by the ~~Chairperson of the committee's~~ Chair.
- g) Committee Reports
A Trustee or ~~designated another~~ person designated by the committee shall give an update of the committee's proceedings at the next regular meeting of the Board.
 - i. Committees may make recommendations to the Board, however, only the Board is ~~the only body~~ authorized to take action arising from the proceedings.
- h) Termination of Committees
Special committees of the Board shall be automatically discharged ~~the day upon~~ the work of the committee ~~has been being~~ completed or by ~~order~~resolution of the Board.

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2. Appointments to Board Committees, District Committees and Organizations~~Procedure for Appointing to Board Committees~~

- a) The Board Chair shall appoint:
 - i. Trustees to sit as a member of Board committees that are not a Committee of the Whole, and shall name the chair of such committees;
 - ii. Trustees to sit as a member of any District committees to which Trustee(s) have been invited; and
 - iii. Trustee representatives and alternate representatives to organizations at which the Board is represented, including the British Columbia School Trustees Association (BCSTA), the British Columbia Provincial Employers' Association (BCPSEA), and the Okanagan Labour Relations Council (OLRC).
- b) For Standing Committees and for organizations, an appointment shall be for one of two terms, which are as follows:
 - i. From the first regular meeting following the inaugural meeting of the Board to the first regular meeting of the Board in or after the second November into the term of the

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Board; or

ii. From the first regular meeting of the Board in or after the second November into the term of the Board to the end of the term of the Board.

c) For Special Committees, an appointment shall be for the term or mandate of the committee, as determined by the Board.

d) Should a vacancy occur on any committee of the Board during the term of the appointment, the Board Chair shall name a successor to fill the vacancy at the next regular meeting of the Board.

e) Prior to making any appointments to committees or organizations, Trustees shall be given an opportunity to express their appointment preferences, and Trustees may decline an appointment.

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.

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PART 45 – GENERAL 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~~.

2. Correspondence

a) Correspondence addressed to the Board of Education shall be forwarded to all Trustees, the Superintendent and the Secretary-Treasurer, and shall be reviewed at the next agenda setting meeting with consideration for potential inclusion at a meeting of the Board given for any items within the correspondence. (Written correspondence should be sent to boardofeducation@sd10.bc.ca or delivered to 98 6th Ave NW or mailed to PO Box 340, Nakusp, BC V0G 1R0).

b) Correspondence addressed to a Trustee or to a committee's chair may be forwarded to the Board or committee members at the discretion of the recipient.

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3. Presentations from the Public

- a) Parties wishing to make a presentation to the Board can make a request to the Board Chair, the Superintendent or Secretary-Treasurer, and the request will be considered at an agenda setting meeting.
- b) Guidelines or requirements for presentations to the Board will ~~may~~ be provided to the presenting party.
- c) Presentations to the Board shall be limited to ten (10) minutes.
- d) Presentation materials to be used during a presentation are to be provided to the Board in advance of the meeting.
- e) Any request made of the Board by a party making a presentation may be considered by the Board, but only at a subsequent meeting.
- f) The number of presentations at a particular Board meeting shall ordinarily be limited to two (2).
- g) Presentations may be ~~referred-made to~~ at a meeting closed to the public.

PART 6 – VOTING

- 1. **Abstention**
A Trustee should not vote on a question in which they are in a conflict of interest. If a Trustee abstains otherwise, they are expected to state their reasons. 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 of the vote shall be recorded in the minutes from the meeting unless a trustee requests recording of names. In the Further, the minutes for the meeting shall not include the names of the mover and seconder will not be recorded, nor will be the voting of the members; only the number of votes positive or negative, or abstentions, 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 existing bylaws;
- b) The rules of procedure of the board and rules relative to the organization of meetings of the board; and
- c) ~~Where~~ Other matters as 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. ~~1411~~

1. Bylaw No. ~~1411~~ is hereby rescinded.

This Bylaw may be cited for all purposes as School District No. 10 (Arrow Lakes) Bylaw No. ~~1614~~ “a Bylaw to provide for the organization and operation of the Board”, and replaces School District No. 10 (Arrow Lakes) Bylaw No. ~~1411~~.

Read a first time the 21st of June 2022

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Read a third time the 21st of June 2022

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Secretary-Treasurer

Chairperson