

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

BY-LAW NO. 19

"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 Chair 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 the trustees-elect have completed the declaration required by the *School Act*.
3. **Election of Chair**
The presiding official shall then conduct the election of Chair according to the rules provided herein.
 - a) The election of Chair and Vice-Chair 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 Chair and Vice-Chair 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-Chair**
Upon election, the Chair shall assume the chair and shall immediately conduct the election of the Vice-Chair following the same process as for the election of the Chair.
5. **Trustee Appointments to Committees and Organizations**
Returning trustees will continue, on an interim basis, in existing positions on committees and organizations. The Chair shall then appoint, on an interim basis, Trustees to open 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

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 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 adjourned to a date to be set by the Chair or to 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 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) Adoption of Agenda
 - iv) Adoption of the Minutes
 - v) Presentations
 - vi) Superintendent's Report
 - vii) Trustee Committee and Organization Reports
 - viii) Financial Report
 - ix) Unfinished Business
 - x) New Business
 - xi) Questions from the Public
 - xii) Next Meeting Dates
 - 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.
5. **Regular Meetings of the Board Closed to the Public**
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:

- i) Call to Order
 - ii) Additions and/or Deletions to the Agenda
 - iii) Adoption of Agenda
 - iv) Adoption of Minutes
 - v) Personnel Matters
 - vi) Legal Matters
 - vii) Student Matters
 - viii) Property Matters
 - ix) Other
 - x) Adjournment
- b) All matters coming before the Board shall be considered at a meeting open to the public except the following:
- i) Personnel Matters
 - a. Salary and negotiations
 - b. Performance, discipline, leaves, or retirement of employees
 - c. Employee promotion, termination, or hiring
 - d. Medical matters
 - 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. Bargaining & negotiations
 - e. Other confidential legal matters
 - iii) Student Matters
 - a. Student discipline
 - b. Other confidential student matters
 - iv) Property Matters
 - a. The purchase, lease, development or sale of property
 - b. Safety or liability issues
 - c. Other confidential property matters
 - 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.
- c) 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.

6. Special Meetings of the Board

- a) A special meeting of the Board may be called by:
 - i) The Chair
 - 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
 - ii) Adoption of Agenda
 - iii) New or Old Business Item
 - iv) Adjournment
- c) Special meetings may be open or closed to the public.
- 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

1. The following shall govern Board Committees:

- a) There are three types of Committees:
 - a. Standing Committees
A standing committee is one that is appointed by the Board for a definite time, such as a session or a year.
 - b. Special Committee
A special committee is a committee that the Board appoints for a special purpose.
 - c. Committee of the Whole
A committee of the whole is a committee consisting of the entire Board.
- b) To schedule or call a committee meeting:
 - a. The committee will determine the schedule of a committee's meetings, subject to any requirements of the Board.

b. A special committee meeting may be called by:

- i) The Board Chair;
- ii) The Committee Chair; or
- ii) The Secretary-Treasurer, upon written request by a majority of the members of Committee.

c) Quorum

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

d) Convening of Committee Meetings

A meeting of any committee shall be convened by the committee's Chair or, in the absence of the committee chair, an alternative member appointed by the Committee for that meeting.

e) Committee Reporting to the Board

- a. Minutes shall be kept of the meetings, and adopted committee meeting minutes will be appended to the agenda for the next meeting of the Board held in public.
- b. Committees may make recommendations to the Board, however, only the Board is authorized to take action arising from the committee's proceedings.

f) Committee Meetings will be open to the public, unless the business is required to be kept confidential pursuant to Part 2, Section 5b herein, in which case the committee meeting will be closed to the public.

g) Termination of Committees

Special committees of the Board shall be automatically discharged upon the work of the committee being completed or by resolution of the Board.

h) Terms of Reference

A Committee shall be formed and shall operate pursuant to the mandate of the Board, and on terms created and adopted by the Committee.

2. Appointments to Board Committees, District Committees and Organizations

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), and the British Columbia Provincial Employers' Association (BCPSEA).

For Standing Committees and for organizations, appointments shall be made each November for

one year until the regular meeting the following November. When a new committee is formed or when there is a vacancy, an appointment shall be made until the regular meeting the following November.

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

PART 4 – GENERAL

- 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.
- 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.
- 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 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 made at a meeting closed to the public.

PART 5 – 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.
2. **Method of Voting**
Voting shall be by a show of hands and only the result of the vote shall be recorded in the minutes from the meeting. Further, the minutes for the meeting shall not include the name of the mover and seconder; only the number of votes positive or negative, or abstentions, shall be recorded.
3. **Voting Rights of Chairperson**
The Chair 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.
4. **Deciding the Question**
All questions shall be decided by a majority of the votes of the trustees present and voting .

PART 6 – BYLAWS AND RESOLUTIONS

1. **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 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) Other matters as required by the *School Act*.

PART 7 – RESCINDING OF BYLAW NO. 16

1. Bylaw No.16 is hereby rescinded.

This Bylaw may be cited for all purposes as School District No. 10 (Arrow Lakes) Bylaw No. 19, “a Bylaw to provide for the organization and operation of the Board” and replaces School District No. 10 (Arrow Lakes) Bylaw No. 16.

Read a first time the 16th of April 2024.

Read a second time the 16th of April 2024.

Read a third time the 16th of April 2024.

Secretary-Treasurer

Chair