



SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

Bylaw No. 20 – Organization and Operations of the Board

Part 1 – Inaugural & Organizational Meetings

1. Time of Board Meetings

- a. An “Inaugural Board Meeting” shall be held at a time, place and date determined by the Secretary-Treasurer within thirty (30) days from the date the new Board begins its term of office.
- b. An “Organizational Board Meeting” shall be held annually in November or when the position of Chair is vacated.

2. Quorum

The quorum at an Inaugural Board Meeting or Organizational Board Meeting is the majority of trustees holding office at the time of the meeting.

- a. If the quorum is not present thirty minutes after the time appointed for the Board meeting, the meeting shall be adjourned to a date set by the Secretary-Treasurer or the next regular meeting date.

3. Inaugural and Organizational Board Meetings Operations

- a. The Secretary-Treasurer or, in their absence, the Superintendent of Schools shall call the meeting to order and shall preside at such a meeting until a Chair has been elected.
- b. At an Inaugural Board Meeting, the presiding official shall announce the returns of the election as certified by an electoral officer designated by the Board and report whether the trustees-elect have completed the declaration required by the School Act.
- c. Order of Business:

The order of business at the Inaugural Board Meeting or Organizational Board Meeting shall be:

- i. Call to Order
- ii. Certified Election Returns (for Inaugural Board Meetings)
- iii. Election of Chair
- iv. Election of Vice-Chair
- v. Committee and Organization Appointments
- vi. Confirmation of existing and continuing appointments
- vii. Request for Trustees to express an interest in positions
- viii. Adjournment

4. Election of Chair and Vice-Chair

a. The election of Chair and Vice-Chair shall be held:

- i. At the Inaugural Board Meeting;
- ii. At the Organizational Board Meetings; and
- iii. At any other regular Board meeting 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 nominate 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 votes shall be dropped from the list of nominees for each succeeding ballot. If two trustees are tied for the least number of votes, a special ballot shall be taken to determine which name shall continue as a nominee.

5. Election of Vice-Chair

Upon election, the Chair shall assume the chair and immediately conduct the election of the Vice-Chair following the same process as for the Chair's election.

6. Trustee Appointments to Committees and Organizations

- a. On an interim basis, returning and continuing trustees will continue in existing positions on committees and organizations, and the Chair shall appoint Trustees to open positions on committees and organizations.

Appointments to committees and organizations at which the Board is represented will be changed and finalized under 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 Board meeting called and held as herein provided.

2. Setting of Agendas

The Chair and Vice Chair will meet with the Superintendent and Secretary-Treasurer one week before the scheduled meeting to determine the agenda for the Board's regular meetings 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.

3. Quorum

The quorum at a Board meeting is the majority of trustees holding office at the time of the meeting. If a quorum should not be present thirty minutes after the time appointed for the Board meeting, then the meeting shall be adjourned to a date set by the Chair or the next regular meeting date.

4. Regular Board Meetings Open to the Public

The Board may, by ordinary resolution, set regular meeting dates.

a. Order of Business:

The order of business at regular Board meetings 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 the questions must relate to items on the agenda for that meeting.

5. Regular Board Meetings Closed to the Public

Under Section 69 of the School Act, the Board may exclude persons other than Trustees from a meeting if the public interest requires it.

a. Order of Business:

The order of business at regular Board meetings 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
 - 1. Salary and negotiations
 - 2. Performance, discipline, leaves, or retirement of employees
 - 3. Employee promotion, termination, or hiring
 - 4. Medical matters
 - 5. Other confidential personnel matters

ii. Legal Matters

1. Accident claims
2. Legal action brought by or against the Board
3. Legal opinions respecting any matters to be considered in private session
4. Bargaining & negotiations
5. Other confidential legal matters

iii. Student Matters

1. Student discipline
2. Other confidential student matters

iv. Property Matters

1. The purchase, lease, development or sale of property
2. Safety or liability issues
3. Other confidential property matters

v. Other matters where the Board decides by majority that the public interest requires.

- c. Board members and other persons attending board meetings closed to the public are to maintain the confidentiality of any information, documents, plans and material disclosed or provided at the meeting unless authorized by the Board.
- d. Attendance at Board meetings closed to the public is expected to be in person. The Board may permit attendance at meetings closed to the public through virtual means, providing that anyone attending remotely can ensure privacy and confidentiality of the proceedings during their attendance.

6. Special Board Meetings

a. A "Special Board Meeting" 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 Board 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 Board Meetings may be open or closed to the public.
- d. Notice of Special Board Meeting

A notice of a Special Board 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 before the meeting.
- ii. Forty-eight (48) hours advance notice may be waived by a majority vote of the Board so long as the number of Trustees required to make a quorum agree to waive the written notice.

Part 3 – Board Committees, District Committees & Other Organizations

1. The following shall govern Board Committees:

a. There are three types of Committees:

i. Standing Committees

A standing committee is appointed by the Board for a definite time, such as a session or a year.

ii. Special Committees

A special committee is a committee that the Board appoints for a special purpose.

iii. 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:

- i. The committee will determine the schedule of a committee's meetings, subject to any requirements of the Board.
- ii. A special committee meeting may be called by:

1. The Board Chair;

2. The Committee Chair; or
3. The Secretary-Treasurer, upon written request by a majority of the members of the Committee.

c. Quorum

For all committees, a quorum shall be made up of the majority of the trustee members of the committee.

d. Convening of Committee Meetings

A committee meeting 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

- i. Minutes shall be kept of the meetings and adopted committee meeting minutes will be appended to the agenda for the next Board meeting held in public.
- ii. 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 must be kept confidential under 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 completion of their work or by resolution of the Board.

h. Terms of Reference

A Committee shall be formed and operate pursuant to the Board's mandate and on terms created and adopted by the Committee thereunder.

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).
- b. For Standing Committees and organizations, appointments shall be made yearly at the first regular meeting following the annual organizational meeting, at the time of formation of a committee, or when there is a vacancy. Appointments are for a term ending at the first regular meeting following the annual organization meeting.
- c. For Special Committees, an appointment shall be for the term or mandate of the committee, as determined by the Board, or when there is a vacancy.
- d. All appointments shall be made at a regular Board meeting.
- e. Before making any appointments to committees or organizations, Trustees shall be allowed to express their preferences, and they 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. It shall be reviewed at the next agenda-setting meeting with consideration for potential inclusion at a Board meeting 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 recipient's discretion.

3. Presentations from the Public

- a. Parties wishing to make a presentation to the Board can 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, 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 positive votes, negative votes or abstentions shall be recorded.

3. Deciding a Question

- a. A majority of the votes of the trustees present and voting shall decide all questions.

- b. The Chair shall vote at the same time as the other members of the Board, and if there are equal votes for and against a motion, the question is resolved in the negative.
- c. If there is a quorum and the other members abstain from voting, a question can be decided with only one positive vote.

Part 6 – Bylaws & 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 – Repeal of Bylaw No. 19

- 1. Bylaw No. 19 is hereby repealed.

Adoption

This Bylaw may be cited for all purposes as School District No. 10 (Arrow Lakes) Bylaw No. 20, “a Bylaw to provide for the organization and operation of the Board,” and replaces School District No. 10 (Arrow Lakes) Bylaw No. 19.

Read the first time on December 17, 2024.

Read a second time on December 17, 2024.

Read a third time on December 17, 2024.

Secretary-Treasurer

Chair