

2.6 – Meetings and Board Operations

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Purpose

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy shall be decided in accordance with Robert's Rules of Order.

Guidelines/Objectives

The Board values accountability and is committed to conducting its business in public. Regular and Special Meetings of the Board and Meetings of Standing Committees of the Board shall be open to the public and representatives of the press. In addition, the Board shall provide for public presentation of parent and community interests at Regular Board meetings.

Notwithstanding this commitment, certain matters are of a confidential nature and should be handled with due and appropriate sensitivity to protect individual privacy, the Board's contractual interests or negotiating positions, and the public interests. The Board may meet in a Closed Meeting to address issues dealing with individuals, land, labour relations, litigation or negotiations.

The Board shall hold meetings as often as is necessary in order to fulfill its duties. No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting.

Process

1.0 Annual Meetings

The Secretary Treasurer shall call the Inaugural Annual Meeting of the Board no earlier than the first Monday after the 1st of November of an election year to:

- 1.1 Make a prescribed oath of office;
- 1.2 Elect the Chair and Vice-Chair of the Board;
- 1.3 Elect the Chairs of Standing Committees; and
- 1.4 Elect the Board Representative and Alternate Representative to the Provincial Council of the BCSTA.

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In years other than those in which an election is held, the Annual Meeting of the Board shall be held at the first meeting of December of each year to elect the above-named Officers and Representatives.

2.0 Regular Meetings

Regular Meetings of the Board shall be held at 6:00 p.m. the fourth Wednesday of every month to conduct the business of the Board.

3.0 Special Meetings

Special meetings of the Board may be held at the call of the Chair or a majority of Trustees to deal only with agenda items announced at the time the meeting is called.

Notice of such meetings shall be given in writing specifying the business to be transacted and shall be given 48 hours in advance except in the case of meetings called in emergencies. An emergency shall be defined as a matter requiring immediate attention.

Items will be dealt with as listed on the agenda unless a change is approved by motion of the Board at the beginning of the meeting. No further items shall be added to the agenda of a special meeting unless urgent or of major importance; other items shall be deferred to the next meeting.

The rules of order for special meetings shall be in accordance with Board Procedure 2.5.1P.

There shall be two types of Special Meetings:

- A. A Closed Special Meeting may be called pursuant to Policy 2.6
- B. An Open Special Meeting may be called pursuant Policy 2.6 to discuss any topic of special interest determined to be too lengthy or of an emergent nature that cannot wait to be included in a Regular Board Meeting agenda. The proceedings and minutes of such meetings shall be open to the public.

4.0 Meetings of Standing Committees

Meetings of the Education Committee of the Board shall normally be held at 6:00 p.m. the first Wednesday of every month. The Education Committee shall deal with items related to educational programs and services. Meetings of the Business Committee shall normally be held at 6:00 p.m. the second Wednesday of every month. The Business Committee shall deal with items related to support service functions.

5.0 Closed Meetings

The Board may hold a Closed Meeting or, by majority vote of the Board, meet in Closed Session for a portion of a Regular or Special Meeting to address a specific agenda item or business matter that the Board has determined shall be conducted in private. The Board shall name the

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Superintendent, Secretary-Treasurer, Legal Counsel and/or any other person who shall meet with the Board in a Closed Meeting or during another meeting.

6.0 Rules of Order

To provide for the fair, open, orderly and efficient conduct of the Board's business, Board Meetings shall be conducted according to *Robert's Rules of Order (Newly Revised)*. Procedures that supersede or that are not addressed by *Robert's Rules of Order* shall be established by the Board.

7.0 Trustee Conflict of Interest

7.1 Each Trustee is directly responsible to the electorate of the District and to the Board. Upon election to office, Trustees must accept a position of public trust and are expected to act in a manner which will enhance the trust accorded Trustees, and through Trustees, the trust accorded to the Board. Elected officials must not have financial interests, liabilities or appointments which place them in a position of conflict of interest or opportunity for personal gain while representing the District. The Board's ability to discharge its obligations is dependent upon the confidence the residents of the District place in the Board and in its Members.

7.2 Trustees are expected to be conversant with Sections 55 to 60 of the School Act.

7.3 A Trustee is responsible for declaring himself/herself to be in possible conflict of interest. The Trustee shall make such declaration in open meeting prior to Board or Committee discussion of the subject matter which may place the Trustee in conflict of interest.

7.4 It shall be the responsibility of the Trustee in conflict to absent him/herself from the Meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

7.5 The Financial Disclosure Act requires all Trustees and selected employees disclose personal financial information as required under the Act. In accordance with the Financial Disclosure Act, all Trustees shall file disclosure forms by January 15 each year.

7.6

Legal References:	Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 72 School Act; Financial Disclosure Act
Monitoring Method:	<i>Board of Education / Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
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