

Board Meeting Procedures

Policy No. 101.5

The business of the Board of Education will be conducted in accordance with the procedures outlined in this policy in an open and transparent manner, with the exception of issues that are to be discussed in a Closed meeting as outlined in this policy. The Board recognizes that recording and streaming of Board meetings may be intimidating to others in the meeting, including members of the public, students, delegations and trustees. As such, recording board meetings by audio or video while attending a meeting in-person is not permitted without the Board of Education authorization.

1. Rules of Order

- 1.1 Robert's Rules of Order shall be the rules used by School District No. 91 (Nechako Lakes), but shall not override a Board policy or the School Act. Rules should be used to facilitate process, ensure that members are treated fairly, and protect majority, minority, and absentee rights. Informal methods may be used for routine and non-controversial issues and decisions.
- 1.2 Committees of the Board will work to reach consensus in order to make recommendations to the Board of Education as a whole. Quorum is not required for a committee to hold a meeting and forward recommendations to the Board, given that the Board of Education has the authority to make decisions during a Regular or In-camera meeting where quorum is required.

2. Special Meetings of the Board

A special meeting of the Board may be called by the Chairperson or, upon written request of the majority of the Trustees, may be called by the Secretary-Treasurer. No business other than that listed on the agenda for which the meeting was called shall be conducted at the meeting, unless of emergent and immediate concern and waived unanimously by all Trustees present.

3. Closed Sessions and In-Camera Meetings

- 3.1 All matters coming before the Board shall be considered in public unless the public interest requires otherwise. Accordingly, the following matters shall be considered in closed meetings unless the Board determines otherwise:
 - a) Legal matters;
 - b) Personnel and collective bargaining matters;
 - c) Matters pertaining to individual students including medical matters and the conduct, discipline, suspension or expulsion of students;
 - d) Acquisition and disposition of real property prior to finalization;
 - e) Matters pertaining to the safety, security, or protection of Board property; and,
 - f) Other matters where the Board decides that the public interest so requires.
- 3.2 Notwithstanding any rule limiting reconsideration of the agenda, a Trustee may make a motion to move a matter from the agenda of a closed meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable, and requires a simple majority to pass.

- 3.3 If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting or from part of a meeting. The Secretary-Treasurer or other employee designated under Section 69(4) of the School Act, must be present at the time that a decision of the Board is rendered and must record any decision. [School Act, Section 69(3)]
- 3.4 No Trustee shall disclose to the public the proceedings of a Closed Session or In-Camera meeting unless a resolution has been passed at the closed meeting to allow such disclosure, except such as might be necessary to enforce the conflict-of-interest provisions of the School Act.
- 3.5 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at an in-camera meeting, and the record shall be presented at the next meeting of the Board open to the public and shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board. [School Act Section 72(2)]

4. **Participation of Trustees in Meetings**
 - 4.1 Trustees, by prior arrangement, may participate in or attend a meeting of the Board by phone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. In the instance of attending a meeting via videoconference, the Trustee will make all reasonable efforts to ensure their camera is turned on. If the meeting is an In-camera session, any Trustee participating remotely will ensure a private and confidential setting.
 - 4.2 If a Trustee participates in or attends a meeting of the Board by phone or other means of communication as provided under 4.1, the Trustee is to be counted for the purposes of establishing a quorum.
 - 4.3 All other rules and procedures will continue to apply.

5. **Public Participation in Meetings**

- 5.1 **Delegations**
 - 5.1.1 The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the Agenda.
 - 5.1.2 Requests to present will be made in writing to the Secretary Treasurer or designate 14 days in advance of the meeting and a written summary or presentation must be submitted 10 days prior to a Board meeting. The Secretary Treasurer will review the delegation request at the agenda review meeting and, upon approval, will then make the appropriate arrangements for the delegation to appear. In order to assist presentations, presenters will be made aware of the delegation guidelines available on the district website. Delegations may be referred to an In-camera meeting if necessary.
 - 5.1.3 The delegation must identify a contact and spokesperson to present the information to the Board.
 - 5.1.4 Meeting delegations and presentations will be limited to ten (10) minutes. Additional time may be granted to allow presenters to respond to clarifying questions from Trustees.
 - 5.1.5 Any presentations will be taken under advisement. The Board may take action after due deliberation, refer the item to a committee or to staff for review or action.

- 5.1.6 The Board or Committee reserves the right to limit the number of delegations appearing at a particular meeting. The number of presentations is limited on each agenda. If the agenda is full, any presentation may be deferred to a future meeting.
- 5.1.7 The Board expects all persons granted delegation status to provide a reasoned, meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.

5.2 Public Questions

- 5.2.1 The Board shall allow a Public Question Period at each Regular Public Meeting.
- 5.2.2 Those directing questions to the Board shall identify themselves by giving their names and community of residence. Each individual shall be limited to one question, as well as one follow-up question on the same topic, if clarification is necessary.
- 5.2.3 Complaints about District Personnel shall not be heard at a public meeting. These must be dealt with under Board Policy dealing with complaints about personnel, those being *Policy 201.2R* and *Policy 405.2R*.
- 5.2.4 Only questions that relate to the current Regular Meeting Agenda items may be asked by members of the public and the media. This does not include Information Only agenda items, unless carried by Board motion to be placed on the Regular Meeting Agenda. Motions debated and voted on at a meeting will not be the subject of Public Questions. The public, however, is welcome to correspond with the Board of Education or the Superintendent.
- 5.2.5 Public Question Period will be restricted to questions only - statements and debate will not be permitted.
- 5.2.6 At the discretion of the Board Chair, questions will be limited to one (1) minute per person.
- 5.2.7 Public Question Period shall be no longer than one half hour at the end of the regular meeting. At the discretion of the Chair, Public Question Period can be shortened due to operational constraints.
- 5.2.8 At the discretion of the Board Chair, questions may be answered verbally during the meeting, responded to in writing in a timely manner, or referred to staff for review and response. This allows the Board and Staff an opportunity to research and reflect as required, in order to provide the most accurate response.

6. Conduct of Board Meeting Attendees

- 6.1 The Board expects all persons attending meetings of the School Board to conduct themselves in a respectful manner.
- 6.2 The Board supports and endorses the values and objectives of the *BC Human Rights Code* and specifically section 7 of the Code which prohibits persons from making or publishing statements which indicate an intention to discriminate against another person or group or which are likely to expose a person or group of persons to hatred or contempt, because of the protected group to which they belong.

- 6.3 The Board supports and endorses the values expressed in the *Canadian Charter of Rights and Freedoms*, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by section 2 of the Charter. These rights and freedoms, however, must be balanced with the Board's commitment to Section 7 of the *BC Human Rights Code*.
- 6.4 A majority of Trustees present at a meeting may expel a Trustee from the meeting for improper conduct.
- 6.5 A person, other than a Trustee, who engages in improper conduct at a Board meeting (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board) may be expelled from the meeting by the Board Chairperson or other member presiding at the meeting, as per the *School Act*. Public statements which are contrary to Section 7 of the *BC Human Rights Code* will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include both oral statements made in public at a Board meeting and written statements distributed to the public at a Board meeting).
- 6.6 A person in attendance at a Board meeting who has reason to believe there has been a contravention of subparagraph 6.5 above, may bring their concern to the attention of the Board Chairperson or other member presiding by passing a note to any District staff member in attendance at the meeting. The staff member will then promptly bring the concern to the attention of the Chairperson or the presiding Board member.

7. Board Meeting Agendas

- 7.1 Agendas for all Board meetings should be done in consultation with the Chairperson and senior administrative staff.
- 7.2 Board members may submit suggestions to the Chairperson in advance for items on the agenda.
- 7.3 An Order of Business should be followed for all meetings, as is feasible and practical.
- 7.4 The agenda for each meeting shall specify those items which, in accordance with Policy 101.5, shall be dealt with in-camera.
- 7.5 Agendas and supporting meeting materials should be made available to Trustees, staff and the public in a timely manner. Before actions by the Board are requested or recommended, the Board shall be provided with adequate information to assist the Board in reaching sound and objective decisions consistent with established goals. Board members are expected to read the information provided them, and to contact the Superintendent of Schools or the Secretary-Treasurer to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.
- 7.6 Whenever a matter involving policy consideration is placed on the agenda, the Superintendent or Secretary-Treasurer shall advise the Board of any policies previously adopted affecting such matter.
- 7.7 All Public and Special Meetings of the Board shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds vote to extend the hour of adjournment. Any unfinished business shall be carried forward to the next Public Meeting or to a Special Meeting at a date and time to be arranged by the Board.

8. Minutes

- 8.1 The minutes of the proceedings of all meetings of the School Board shall be recorded, shall be certified as correct by the Secretary-Treasurer and shall be signed by the Chairperson or other member presiding at the meeting or at the next meeting at which they are adopted.
- 8.2 Excepting minutes of a special meeting from which persons other than its members or officers, or both, were excluded, the minutes shall be published and available to the public via the School District's website.
- 8.3 Minutes will primarily focus on the actions taken. A brief summary of important discussions may be included in the minutes.
- 8.4 Names of movers and seconds will not be recorded.