

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

BYLAW

NO: 2

DATE: 96-12-02

REVISED: 2004-08-24

2006-11-14

2009-06-23

2016-01-19

2016-10-04

SUBJECT: REGULAR BOARD MEETINGS

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- 2.1 Regular Board meetings shall be held on Tuesdays, on a 3-week rotating schedule unless the Board otherwise orders, except the month of July when there shall be no meeting, and the month of August when the meeting, held at the discretion of the Chair, will be on the fourth Tuesday. When a meeting falls during Spring Break or Christmas Break, the Board will move the meeting to the next appropriate Tuesday to lessen the gap between meetings.
- 2.2 These meetings shall normally be held in the School Board Offices in Hope. Alternate Board meeting sites shall be selected. Notice will be given to the general public at least two weeks in advance of a meeting held at an alternate site. The hours of the meetings shall be as follows:
 - a) The meeting shall commence at 1900 hours.
 - b) The meeting shall end at 2200 hours unless extended by approval of the majority of the Board present.
- 2.3 A quorum of the Board is a majority of the Trustees holding office at the time of the meeting. [SA s.66]
- 2.4 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.
- 2.5 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.
- 2.6 Regular meetings of the Board shall be open to the public. Pursuant to section 69(2) of the *School Act*, the Board may exclude persons other than Trustees and officers, where in

the opinion of the Board the public interest requires.

2.7 The agenda for a Board meeting shall be prepared by the Superintendent of Schools and the Secretary-Treasurer, in consultation with the Board Chairperson prior to the meeting.

- a) Items for the agenda and supporting materials must be in the District Education Offices by 1600 hours on the Wednesday prior to the meeting. Urgent or emergent items will receive consideration as additions to the circulated agenda if they are presented to the Board Chairperson prior to 1800 hours on the day of the meeting.
- b) A Consent Agenda will be circulated with the regular package with any background information. These items may include:
 - Approval of minutes
 - Reports for information only (do we need an “ie:” to be clear?)
 - Routine items
 - Matters which do not appear to warrant a discussion
 - Correspondence?
 - 1st reading of policies and/or bylaws
 - Information materials
 - I. At the commencement of the board meeting members will be asked in any item needs to be withdrawn from the consent agenda.
 - II. Any item withdrawn from the consent agenda will be placed on the regular agenda by the Board Chair.
 - III. The Chair will then ask for a motion to accept the Consent Agenda. Once the motion is received the Chair will open the floor for any questions or discussion on the items remaining in on the Consent Agenda. It is expected that Trustees will be limit their remarks to a quick point or question about the remaining items or they will ask for the placement of the item on the regular agenda.
- c) Materials relevant to the agenda items shall, where practicable, be included with the agenda package, which will be delivered to Trustees’ email inboxes by 1600 hours on the Thursday prior to the meeting.
- d) Changes or additions to the agenda will only be considered with the approval of a majority of the Board.

2.8 Persons wishing to address the Board shall present their request in writing, with a brief outline of their topic included, to the Superintendent of Schools or Secretary-Treasurer by the Wednesday prior to a regularly scheduled Board meeting. Public Delegations and Educational Highlights will be given 10 minutes for their presentation and 5 minutes for questions, and this will be included on the agenda.

- 2.9 Persons addressing the Board shall present a written brief at the meeting.
- 2.10 Minutes of the proceedings of all meetings shall be legibly recorded in a minute book, certified as correct by the Secretary-Treasurer or other employee designated by the Board under section 69(4) of the *School Act*, and signed by the Chairperson or other member presiding at the next meeting at which the minutes are adopted. [SA s.72(1)]
- 2.11 Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes 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. [SA s.72(2)]
- 2.12 The Secretary-Treasurer, or another employee designated by the Board if the Secretary-Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary-Treasurer, must be present at the time a decision of the Board is rendered and must record any decision. [SA s.69(3)&(4)]
- 2.13 The Chairperson or other member presiding at a meeting may expel from the meeting a person, other than a Trustee, that the Chairperson or other member presiding at the meeting considers guilty of improper conduct. [SA s.70(1)] A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct. [SA s.70(2)]
- 2.14 Trustees may participate in or attend a meeting of the Board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 2.15 If a Trustee participates in or attends a meeting of the Board by telephone or other means of communication as provided under 2.14, the Trustee is to be counted for the purposes of establishing a quorum.
- 2.16 Correspondence items and emails will be received by motion, with emails being chosen at the discretion of the chair.
- 2.17 Committee reports will be supported by a motion to receive.
- 2.18 Conference reports made by Trustees will be delivered in written or verbal form.

3. PUBLIC PARTICIPATION

The Board of Education believes that communication with the public is extremely important. However, the public Board meeting is the formally designated means of transacting Board business and as such is not the appropriate setting for general discussion, questioning or comment by the public. The public participation period is

therefore provided solely as a means for ensuring that members of the public who are present in the audience have an opportunity to obtain clarification or make a statement concerning the Board meeting proceedings.

- 3.1 A public participation period shall be provided at regular public Board meetings, during which members of the public may address or question the Board regarding matters appearing on the regular agenda. Speakers must identify themselves before speaking. The public participation period will be a maximum duration of fifteen (15) minutes but may be extended by resolution of the Board. Questions will be taken in rotation from individual speakers and will be limited to five (5) minutes per speaker, returning to the first speaker to continue the rotation as time permits. The Chair will indicate another means of response, if questions cannot be answered at the time.
- 3.2 Members of the public shall limit their questions and discussion during the public participation portion of the meeting to only those matters appearing on the regular agenda. Persons who have other comments or questions are encouraged to contact Trustees or the Superintendent, or if desired, to arrange a formal presentation on the Board agenda.
- 3.3 Matters currently under negotiation or litigation, or related to personnel will not be discussed in the public participation session.
- 3.4 The Board Chairperson shall have the authority to terminate the remarks of any individual who does not adhere to the foregoing regulations.
- 3.5 Persons addressing the Board are reminded that although requests or questions may be directed to the Board, actions, or answers to many questions may be deferred pending Board consideration.