

Board of Education
School District 54 (*Bulkley Valley*)

RULES OF PROCEDURE

1.130

POLICY

The conduct of the Board and its disposition of business shall be subject to relevant provisions of the *School Act*, Robert's Rules of Order and the following procedural rules.

PROCEDURAL RULES

1. The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson, will preside over board meetings. In the absence of both the Chair and Vice-Chairperson, the Board members present should, if quorum has been achieved, elect a temporary Chairperson who will preside for that meeting only, or for that part of the meeting which the Chair and Vice-Chairperson are absent.
2. The presiding officer is responsible for the efficient disposition of board business, ensuring procedural fairness and maintaining decorum.
3. The Chairperson may expel an individual, other than a trustee, from the meeting for improper conduct. A majority of the trustees present at a meeting may expel a trustee from the meeting for improper conduct.
4. A majority of the Board may elect a new Chairperson or Vice Chairperson at any time.
5. A quorum of the Board is a majority of the trustees holding office at the time of the meeting.
6. The results of a vote (on a motion) are not normally recorded – the motion is alternately carried or defeated. However, prior to any vote, any trustee may request that the vote be 'recorded', meaning that the minutes will reflect the number of votes for and against the motion regardless of whether the motion is carried or defeated. The Chairperson shall instruct the Secretary Treasurer to record the vote.
7. The Board may adjourn a meeting by motion. The motion to adjourn requires a second and majority vote but is neither debatable nor amendable.
8. Under normal practice, and once the Chairperson is satisfied that there is no other business, the Board meeting may terminate without a motion in a manner such as the Chair saying, "If there is no other business, the meeting is adjourned."
9. A complete agenda, including supporting data, shall be prepared by the Secretary Treasurer and/or the Superintendent in consultation with the Chairperson, and distributed to each member of the Board prior to the meeting. The agenda shall follow a prescribed order of business but at a minimum, provide the following items.

Adoption of Agenda
Approval of Minutes
Reports (Officers, Committees, etc)
Unfinished Business
New Business

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10. Individual trustees wishing to add an item to the agenda not dealt with through committee and other reports, shall communicate the specifics of the item, along with any supporting materials, to the Chairperson and Secretary Treasurer prior to the agenda setting meeting normally held one (1) week prior to the meeting. The Chairperson and Secretary Treasurer shall decide on the appropriateness of the request and communicate the decision to the requesting trustee. Should the request not be supported, trustees may seek to add the agenda item to the agenda at the time of the meeting time itself with either the unanimous consent of the trustees present at the meeting, or, failing unanimous consent, a majority vote to add the item the agenda.
11. A separate agenda shall be developed for *in-camera* sessions. Agenda items are restricted to the following:
- ⇒ The security of the property of the district
 - ⇒ Personnel matters about an identifiable individual, including trustees and employees
 - ⇒ A proposed or pending acquisition or disposition of land or improvement
 - ⇒ Labour relations or employee negotiations
 - ⇒ Litigation or potential litigation, including arbitrations, tribunals, etc.
 - ⇒ The consideration, negotiation or evaluation of contracts and/or agreements
 - ⇒ Disciplinary reports, suspensions or expulsions
 - ⇒ Advice that is subject to solicitor / client privilege, including communications necessary for the purpose
 - ⇒ Other matters which, upon resolution, enjoy the majority support of 2/3 of trustees present
12. Reports from committees and trustees must be in written form unless the Board provides unanimous consent to receive a verbal report.
13. Prior to obtaining the floor, a trustee must first secure recognition from the Chairperson.
14. The basic duties of the Chairperson are as follows:
- call the meeting to order
 - present each agenda item for discussion soliciting elaboration from administration when, and if necessary
 - reads motions as they are put so that they may be formally debated, submits motions or other proposals for the final decision of the meeting by vote or other expression and announces the disposition of the motion
 - decide, subject to appeal, all questions of order and procedure
 - ensure procedural fairness and act as a good host to guests and delegates
 - ensure that trustees are provided with sufficient information to enable them to assess the matters before them
 - dispatch the meeting's business efficiently, having given due consideration to all questions and issues
 - vote on all motions
15. The duties of the Chairperson are limited to presiding at board meetings unless delegation has been provided by the board to conduct other duties.

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16. Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board.
17. Notwithstanding duties of trustees identified in Part 5 of the *School Act* (Conflict of Interest), all trustees shall vote on each motion placed before the board.
18. All decisions of the board are formalized through resolutions (motions). Most motions require a simple majority of those trustees present to be adopted while some require a 2/3 majority.
19. Where legislation requires a decision of the board in the form of a bylaw, not more than two readings may be given at any one meeting unless unanimous consent is given by those trustees present, to give all three readings at the same meeting.
20. Minutes of all meetings of the board shall be taken by the Secretary Treasurer reflecting a record of proceedings, consistent with the format below. Generally, this is understood to mean that decisions are recorded and not the discussion.

The type of meeting (special or regular)
Date, time and location
Who presided at the meeting
Approval of minutes of previous meeting
All main motions and disposition
Secondary motions that were not defeated or withdrawn
Notices of motion
Points of order
Time of adjournment

21. Minutes of regular and special meetings of the board are reviewed and approved by the Board at the next regular meeting.
22. Corrections to minutes are limited to those necessitated by clerical omissions or errors and are normally done by unanimous consent. A motion to approve minutes is not required but would not be ruled out of order. Corrections are noted and the Chairperson declares the minutes approved or approved as corrected.
23. A record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached while the board is in *in-camera*, must be kept.
24. Minutes must be certified as correct by the Secretary Treasurer.
25. Minutes must be signed by the Chairperson at the next meeting at which the minutes are approved.
26. Once approved by the Board, minutes of all regular meetings and a synopsis of *in-camera* meetings shall be made available to the public.
27. Motions for the receipt or approval of standing or special committees' reports are not required. Recommendations contained within the committee's report are put to the board as a motion which is subject to normal procedural rules.

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28. When the board resolves to go into “Committee of the Whole”, it does so in the form that Robert’s Rules of Order describes as ‘Informal Consideration’¹. That is, it wishes to consider a question with the restrictions of normal procedure temporarily suspended. Specifically, a Board considers moving into informal consideration while debating a separate question. The appropriate motion would be that, “I move that the question be considered informally.” The relevant rules of informal consideration also include:

- The only rule that is suspended is the rule limiting the number of times a trustee can speak in debate on the main question and any amendments to it.
- The Chairperson continues as the presiding officer
- The results of votes taken during informal consideration are decisions of the Board which are not voted on again
- Limits on debate, including the length of speeches or closing debate, are possible with a 2/3 majority.
- Informal consideration automatically ceases at the point that the main motion is temporarily or permanently disposed of.
- Informal consideration can be brought to an end by a majority vote that, “the regular rules of debate be in force” or some such similar motion.
- The minutes of the Board meeting reflect the proceedings only to the extent that they would any other committee’s report

Amended: January 19, 2010
Amended: January 21, 2003
Amended: June 15, 1999
Amended: February 17, 1998
Amended: March 23, 1993
Amended: February 20, 1990
Adopted: March 21, 1989

¹ RONR §51