

School District No. 22 (Vernon)

BYLAW

Please file in By-Laws, Policy & Procedure Manual

No. 13

Adopted: May 18, 2010
Amended: January 25, 2012

RULES OF PROCEDURE BYLAW

1. REGULAR MEETINGS OF THE BOARD

- 1.1 The Board will publish a calendar of regular meeting dates at the beginning of each school year in non election years and within sixty (60) days following the election date in election years. Regular meetings of the Board shall be held not less than once each month while district schools are in session.
The Regular meeting of the Board shall be held in the Board Room of the Board Offices, except where the Chairperson has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time.
- 1.2 A regular meeting of the Board shall start at 7:00 pm and adjourn not later than 9:30 p.m. unless a resolution to proceed beyond that time is passed.

2. CLOSED MEETINGS OF THE BOARD

- 2.1 In-Camera (Closed) meetings of the Board may be held with the public and others excluded as provided for in the School Act. As part of the motion for adoption of the agenda of the closed meeting, the minutes will specifically acknowledge that the Board is of the opinion that the items on the agenda are of such a confidential nature that they require to be addressed in the absence of the public. Only the following matters may be considered at such meetings:

Personnel matters

- a) Salary claims and negotiations
- b) Efficiency, discipline or retirement of employees
- c) Employee transfer, promotion, appointment, demotion and termination;

Legal matters

- a) Accident claims
- b) Legal actions brought by or against the Board
- c) Legal opinions respecting any matters which are to be considered in private session

Student matters

- a) Matters pertaining to individual pupils including the conduct, discipline, transfers, resignations, promotions and demotions;

Property matters

- a) Regarding purchase, exchange, lease or sale of real property prior to finalization thereof;
- b) Future site planning and designation;
- c) Matters pertaining to the safety, security of protection of Board property;

Investigations regarding possible school closures

Auditors' management letter

Medical matters respecting individual students or employees

Such other matters where the Board, by motion, decides that the public interest so requires.

- 2.2 The Board will publish a calendar of regular closed meeting dates at the beginning of each school year in non election years and within sixty (60) days following the election date in election years. Regular closed meetings of the Board shall be held not less than once each month while district schools are in session.

The Regular closed meeting of the Board shall be held in the Board Room of the Board Offices, except where the Chairperson has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time.

Regular closed meetings of the Board shall be scheduled on not less than once each month. Closed meetings may be called at other times by following the notice of procedures set out in this Bylaw.

- 2.3 As the first item of business the question is asked if any items on the agenda should be moved to the public meeting. If there is consensus the item would then be moved to the public meeting. If there is a difference of opinion then it should be governed by a majority vote to determine whether it should be moved to the public meeting or remain in the closed meeting.

3. SPECIAL MEETINGS OF THE BOARD

- 3.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
- 3.2 A special meeting of the Board may be called by the Chairperson or, where the Chairperson is not available, by the Vice-Chairperson, the Secretary-Treasurer, upon written request of a majority of the trustees holding office, a majority of the Board at a meeting of the Board.
- 3.3 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting

Trustees.

- 3.4 No special meeting shall continue for longer than two and one half hours unless a resolution is passed by the majority of Trustees present to continue longer.

4. NOTICE AND AGENDA

- 4.1 Forty-eight hours notice in writing shall be given of any meeting of the Board.
- 4.2 Written notice of any meeting shall be waived provided that reasonable steps have been taken to notify all Trustees of the meeting and that two-thirds of the sitting Trustees agree to the waiving of the written notice.
- 4.3 Prior to each meeting, Administration, in consultation with the Chairperson and Vice - Chairperson, shall prepare an agenda for all business to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 4.4 Every effort shall be made to deliver the agenda and all supporting material to Trustees at least three working days prior to the time of the Board Meeting.
- 4.5 Where material is introduced at a Board meeting which has not been made available to Trustees in accordance with section 4.4, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered prior to the next Board meeting.
- 4.6 The agenda and supporting material for each open Board meeting will be available for public inspection at the Board Office and the school district web site on the next working day following delivery of the material to the Trustees. Every effort will be made to make complete packages available to interested news media at that time.

5. BOARD PROCEEDINGS

- 5.1 As soon after the time set for a meeting as there is a quorum present, the Chairperson shall, if present, call the meeting to order.
- 5.2 Where the chairperson is absent, the Vice-Chairperson shall take the chair and call the meeting to order.
- 5.3 Where both the Chairperson and the Vice-Chairperson are absent and a quorum is present, the Secretary-Treasurer shall call the Trustees to order and the Trustees shall choose a Trustee to chair the meeting until the arrival of the Chairperson or Vice-Chairperson.
- 5.4 If a quorum is not present within thirty minutes of the time appointed for the meeting, then the meeting shall stand adjourned.
- 5.5 No question shall be determined by the Board unless upon a motion of a Trustee seconded by another Trustee.
- 5.6 A Trustee shall not speak other than on the motion under debate; a Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks which may have been misunderstood or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate.
- 5.7 The Chairperson may enter into debate and vote as any other trustee.

In all meetings of the Board of Trustees, procedures shall be guided by Robert's Rules of Order, except where provisions of the bylaws of the Board or the *School Act* may conflict, in which case the latter shall prevail.

6. DELEGATIONS AND CORRESPONDENCE

- 6.1 The Board welcomes and encourages delegations from students, parents, teachers, support staff and others at Board meetings.
- 6.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall:
 - Provide a written request and an outline of the presentation to the Secretary-Treasurer at least fourteen days prior to the time of the meeting
 - Consideration of the request is subject to clause 4.3 of this bylaw for placement on the agenda of the regular or "closed" meeting
 - A request to present at a regular Board meeting will require a brief written submission, including the purpose (information, request for action, etc.) of the presentation seven days in advance of the scheduled Regular Board Meeting for distribution to trustees as part of their agenda package
 - The presentation will be listed as a "Delegation" on the agenda of the Regular or "Closed" Board meeting
 - Trustees, by majority vote, may place on the agenda any presentation dealing with an urgent issue
 - Each presenter or delegation will usually be limited to ten minutes, followed by questions or comments from trustees
 - The Board will not respond to any presentation requiring Board action at the meeting in which it is presented. A response will be deferred to a later date in order to allow trustees an opportunity to review, consult and prepare a response
- 6.3 During the "Question" period, persons may ask questions of the Board or individual Trustees about items on the agenda only.
- 6.4 The Chair shall rule on the propriety of all presentations and questions and may terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 6.5 Any questions asked during the question period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.
- 6.6 District and School Presentations shall not be subject to time restrictions, but attempts should be made to keep such presentations to approximately 10 minutes.
- 6.7 The Board may hold Town Hall meetings where there are no restrictions on the number of speakers, the number of times someone can speak or the length of time someone may speak. Such Town Hall Meetings are to be on a specific topic or issue as determined by the Board.

- 6.8 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following delegations concerning that item shall be in order.
- 6.9 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular Board meeting together with whatever recommendation for Board action Administration deem appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".
- 6.10 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by Administration, shall be circulated to the Trustees. This correspondence will be noted on the agenda as "Correspondence for Information".

7. STANDING COMMITTEES AND SPECIAL COMMITTEES

- 7.1 At the first regular meeting after the Inaugural meeting of the Board or at such other meeting as may be deemed appropriate, the Chairperson shall establish, with the consent of a majority of Trustees, standing committees or special committees of the Board, and shall appoint members thereto.
- 7.2 The Chairperson shall be an ex-officio member of all committees and in the absence of the Chairperson; the Vice-Chairperson shall have the same ex-officio privileges.
- 7.3 A quorum of a committee shall be the majority of the members of that committee.
- 7.4 Only Trustees may serve on a standing committee, but special committees may have members who are not Trustees.
- 7.5 The mandate of each committee shall be established by the Board as it deems appropriate.
- 7.6 Unless reappointed, all committees shall be deemed to have terminated their mandate at the first meeting after the Inaugural meeting following their establishment.
- 7.7 Except as provided herein or by the Board in establishing a committee mandate, the meeting schedule and operating procedure of a committee shall be determined by the Chairperson of that committee, subject to the consent of the majority of the members of that committee.

8. MISCELLANEOUS PROVISIONS

- 8.1 All points of procedure not provided for in this Bylaw shall be decided in accordance with Robert's Rules of Order.
- 8.2 If any part of this Bylaw is held to be invalid by the decision of a court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.
- 8.3 Any provision of this Bylaw may be waived by a two-thirds vote of the Trustees holding office.
- 8.4 This Bylaw may be cited as the "School District No. 22 (Vernon) Procedure Bylaw" and all previous procedure Bylaw and resolutions, and amendments

thereto, are hereby repealed.

8.5 Minutes shall be kept of all Board meetings and shall be ratified at the next meeting of the Board.

8.6 The Board shall indemnify a Trustee

a) against a claim for damages arising out of performance of his/her duties;
or

b) where an inquiry or other proceedings involves the administration and conduct of the business of the School District; and, in addition, shall pay legal costs incurred in proceedings arising out of the claim or inquiry or other proceeding.