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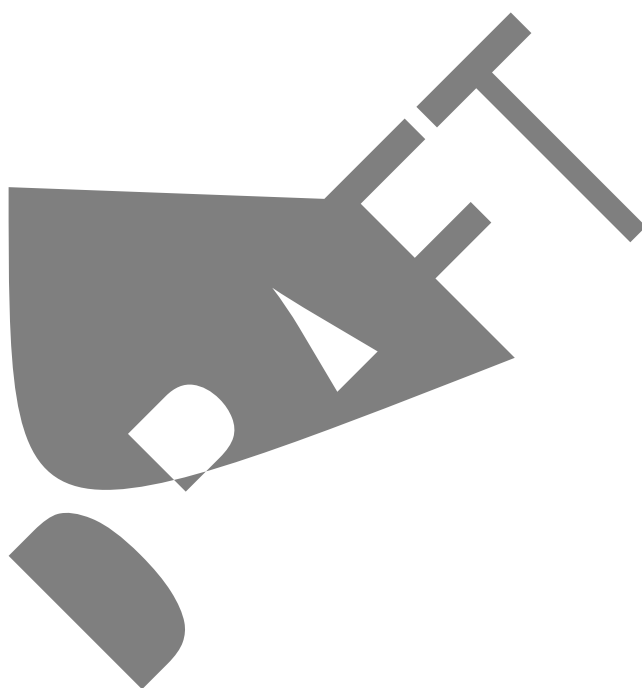
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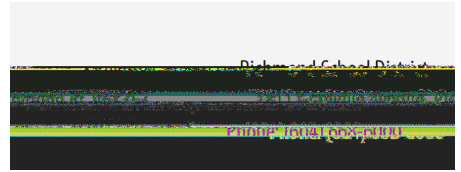
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Quarterly Reports:

In addition to the Annual Report to the Board in September, staff will provide progress updates to the Board three times each year. Each strategic priority will be reported on once during each school year. These reports will be provided in public.

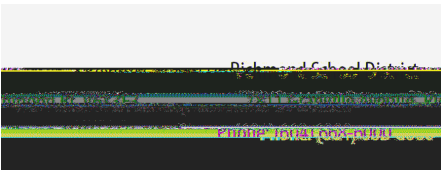
Standing Committee Updates:

As part of the usual workflow of standing committees, staff will provide reports and updates on a variety of topics. This will provide a venue for discussion and input amongst trustees, and where appropriate, stakeholders.

Annual Framework for Enhancing Student Learning (FESL) Report to the Minister of Education:

In accordance with requirements contained in the Enhancing Student Learning Reporting Order, districts are required to submit an annual report to the Minister of Education which outlines progress made in relation to a number of predetermined student outcomes. This report must be submitted by September 30 of each year. The report will be shared with the Board prior to submission, and trustees and stakeholders will have the opportunity to engage in discussion about the contents of the report at a public meeting of the Education Committee.

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### Bylaw: Board Operations

#### 1. Inaugural Post Election Meeting

1.1 The Secretary-Treasurer shall convene an inaugural meeting of the Board on the second Wednesday in November of a school

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

## 2. Annual Organizational Meeting

2.1 An organizational meeting of the Board shall be held the second Wednesday in November each year in which there is no municipal election. The purpose of this meeting is to elect a board chairperson and vice-chairperson, and representatives and alternates to the BCSTA Provincial

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Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

3.3.2 Public notice of regular meetings and proposed agendas shall be posted on the district website, emailed to trustees and to chairpersons of employee groups and the district parent association as soon as possible (and no later than 30 minutes prior to board office closing on the Friday prior to the regular Board meeting). Persons or groups known to have particular interest in an agenda item may be alerted by email or telephone if possible. Supporting documents for the meeting may be posted on the district website and available at the district office no later than 30 minutes prior to the Friday office closing.

3.3.3 Briefs and presentations by the public may be placed on the agenda by notifying the office of the Secretary-Treasurer in writing by 09:00 ( )-26 (p)7 (o)-5p(n)-16(e)8 ( )-(i)19 4 (a)9 (su)( )-1h(u)

3.4.1 Changes to the order of business may be proposed by any trustee and shall require unanimous consent or a two-thirds vote without debate.

3.4.2 Individuals or delegations presenting a brief will be allowed up to 10 minutes for their presentation.

3.4.3 Questions from the Public will be limited to 30 minutes.

3.4.4 The Board may agree by vote to extend the time allotted for a presentation or Questions from the Public.

3.5 Minutes of the proceedings of all meetings shall be recorded in a minute book and signed as correct by the Secretary-Treasurer and the Chairperson or trus(i)-9 (r)1 t ts(i)i(e)-9 ()17 (o)15 (n)-7

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

When it is likely that trustees might not be reading email routinely, as on a weekend or holiday, or if a meeting must be held within 48 hours, trustees will also be notified by telephone.

4.3 Notice of a special public meeting will be posted on the district web site and emailed to the chairpersons of employee groups and the district parent association and to persons or groups with particular interest in the item as soon as possible.

## **5. Addressing The Board**

The public is welcome to attend regular public Board meetings and to address the Board through the following processes.

5.1 Members of the public may ask a question or make a brief statement regarding an item on the agenda during either of the two Question Periods at the meeting.

5.2 An individual or a spokesperson for a delegation may present a brief to the Board.

5.2.1 To be allotted time on a meeting agenda, notify the office of the Secretary-Treasurer in

6.2 The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the



7.3 A rule, other than the requirement for notice of meetings, may be suspended or an additional rule adopted temporarily for one or more meetings by unanimous consent or by a two-thirds vote of the trustees present.

7.4 Notwithstanding 7.3, the rules in this bylaw shall be amended by bylaw only. A Notice of Motion stating the proposed amendment must be given at the previous meeting and in the notice of the meeting.

7.5 When a trustee raises a Point of Order or Point of Privilege, the Chair will give it precedence over all other items of business.

7.6 Any decision of the Chair is open to appeal by a trustee moving a motion to challenge the Chair and giving the reasons for the challenge. If the motion is seconded, the Vice-Chair will preside and the Chair, having stepped down, will then justify the decision. The Vice-Chair will ask the question "Shall the Chair be sustained?" and

## 9. Motions

9.1 The Board may only make decisions, give direction or determine policy by voting in the majority on a motion presented by a trustee and seconded by another trustee. A motion is a stated proposal for action.

The bulk of Board business will be conducted through the process of trustees posing a motion, debating the merits of the motion then voting to defeat or pass (carry) the motion. However, when a report, brief or presentation is presented to the Board at a meeting, trustees may first ask questions to clarify understanding or may make brief statements to correct facts or state opinions. If a motion on an issue is moved, trustees may ask questions of clarification of the mover and staff before debate begins or during the debate.

9.2 A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing. A motion once moved should be stated by the Chairperson to ensure it has been heard and understood. Once moved, seconded and repeated by the Chairperson a motion belongs to the Board and may only be altered, directed or withdrawn by vote of the Board.

9.3





Adopted: 02 June 2008  
Board Adoption with Amendments: 17 November 2008  
Board Adoption with Amendments: 10 October 2018

Therefore if a trustee is concerned s/he may have a personal conflict with a matter about to come before the Board, the trustee should:

- seek the advice of the Superintendent or Secretary-Treasurer,
- consult with the Chairperson, or
- seek advice from the BCSTA, or request that the Chairperson or Superintendent seek legal advice.

If a trustee is concerned that a fellow trustee is in conflict, s/he should speak with or ask the Chairperson to speak with the trustee believed to have a conflict.

12.5.1 If the question is not resolved prior to the meeting at which the matter in conflict arises, and the trustee thought to be in conflict does not declare a conflict:

- the trustee may declare for the record the reason s/he believes there is no conflict and the discussion may proceed to a vote; or
- the Board may resolve to postpone the discussion of the issue and seek legal advice.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

## 13.2 Terms of Reference



Adopted: 02 June 2008  
Board Adoption with Amendments: 17 November 2008  
Board Adoption with Amendments: 10 October 2018

### 13.3 Membership

In December of each year the Chairperson of the Board shall appoint up to three Trustees to each standing committee after consultation with Trustees. If an appointed Trustee is absent from a committee meeting, the Board Chairperson may act as an alternate committee member.

The Superintendent or designate shall be an ex officio member of all standing committees. In addition, members of the Board's staff may be invited to assist a committee with its business.

Only trustees, District staff and invitees may attend in





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