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GOVERNANCE

Policy 201 BYLAW

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018
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2. Annual Organizational Meeting

2.1 An organizational meeting of the Board shall be held the ~~second~~ **fourth** 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 Council and to the BCPSEA for the ensuing year, as well as to invite trustee interest in membership on committees.

2.2 The current Chairperson shall call the meeting to order, and may give an annual report.

2.3 The Superintendent (or designate) shall take the chair and proceed with the election of a chairperson according to the procedure in 1.3

2.4 The Chairperson so elected shall assume the chair, and proceed with the election of a vice chairperson in the same manner as the election of the Chairperson.

2.5 The Chairperson shall call for a show of interest for the positions of BCSTA Provincial Council representative and alternate in the same manner as in 1.6 .

2.6 The positions of BCPSEA representative and alternate will be chosen in the same manner as for BCSTA.

2.7 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December .

2.8 The Board will authorize its signing authorities for the ensuing year as in 1.9.

2.9 The meeting will adjourn .

3. Regular Meetings

3.1 The Board of Education shall meet on the ~~second and~~ **fourth** Wednesday of each month unless otherwise determined by Board resolution. Regular meetings of the Board of Education shall be held not less than once in every three months. The first regular meeting in November will commence upon adjournment of the Inaugural or Organizational meeting. In-camera sessions will generally commence at 17:30 or at the call of the Chair. The public session will begin at 194 (e)1 (n)

3.3.2 Public notice of regular meetings and proposed agendas shall be posted on the district website, ~~emailed~~ provided electronically 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 Requests

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 The Questions from the Public portion of the agenda 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 trustee presiding at the meeting recorded.

Public and in-camera minutes will include:

- ¥ The nature of the meeting (regular, special, in-camera, inaugural, organizational); the date, time, place, Board members present and absent, staff members assisting, and the approval of the preceding meeting's or meetings' minutes.
- ¥ A record of all motions passed or defeated by the Board, together with the names of trustees making and seconding the motions, as well as the names of those abstaining due to conflict, and those voting against a motion if so requested.
- ¥ A record of the disposition of all matters on which the Board considered but did not take action, and a record of communications received by the Board.
- ¥ A summary of the general nature of remarks or concerns raised by trustees, guests and the public on agenda items.

3.6 In-camera minutes will be presented in the public minutes of the Board meeting in the form of a general statement as to the nature of the matters discussed and the general nature of the decisions reached. Public minutes shall be made available to open for inspection at all reasonable times by any person.

3.7 All meetings shall stand adjourned at four hours after their commencement unless a resolution has been passed by a two-thirds vote to extend the hour of adjournment.

3.8 The Secretary-Treasurer or designate must be present at all meetings of the Board. The Board may excuse its officials during discussion of any matter, but the Secretary-Treasurer or designate must record and be present at the time of each Board decision.

3.9 The Chairperson presiding at a meeting may expel any person except a trustee who is acting improperly and disrupts the meeting. A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

4. Special Meetings

4.1 A special meeting of the board may be called by the Chairperson or, upon written request by a majority of the trustees, shall be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

4.2 Where possible, written notice of a special meeting, an agenda and supporting documents will be delivered to each trustee at least 48 hours in advance of the meeting.

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6.2 The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community. The Chairperson shall act

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

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.

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- ¥ 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~~ they 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~~ they 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.

12.5.2 If legal advice confirms there is a high probability a trustee has a disqualifying conflict:

- ¥ the Board may resolve that the trustee be disqualified from voting with reasons given. In this case, the Chairperson will then ask the trustee whether ~~s/he~~ they intend to vote on the matter in conflict and if the trustee declares a continued intent to participate:
- ¥ the Board may resolve to take legal proceedings to obtain a court declaration regarding the trustee's disqualification and that the matter be postponed, or
- ¥ the Board may proceed to vote on the matter and then determine whether to censure the trustee for participation.

Such actions can be divisive and should be avoided in favour of more amicable resolution, provided liability to the district is minimized.

12.6 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public.

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- ¥ Financial reporting;
- ¥ Internal control, information systems and risk management;
- ¥ External audit; and
- ¥ Internal audit.

13.2.2 Education Committee may consider matters pertaining to:

- ¥ Provision of educational programs for students, including curriculum instruction and assessment;
- ¥ Teaching methodology;
- ¥ Student learning;
- ¥ Learning resources;
- ¥ Research on teaching and learning;
- ¥ Showcase district programs and effective teaching practices; and
- ¥ Other matters referred to it by the Board.

13.2.3 Facilities and Building Committee may consider matters pertaining to:

- ¥ Building purchase, construction and sale, maintenance and district facilities, transportation and custodial services;
- ¥ Develop and recommend to the Board long-term plans for accommodating the District's needs related to sites and buildings;
- ¥ Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- ¥ Community use of school facilities;
- ¥ Naming and renaming of board properties; and
- ¥ Other matters referred to it by the Board.

13.2.4 Finance and Legal Committee will:

- ¥ Consider and make recommendations to the Board on the district's operating, special purpose and capital budgets;
- ¥ Consider and make recommendations to the Board on the school district's business and accounting services;
- ¥ Provide advice and information to the Board to support the efficient and effective fiscal management and operations of the school district;
- ¥

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 -camera sessions. Where there are public sessions of a standing committee, the following groups will be invited to appoint a representative:

- ¥ Richmond Association of School Administrators
- ¥ Richmond District Parents' Association
- ¥ Richmond School Board Employees Union, CUPE Local 716

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15.8 A record will be kept of items discussed and recommendations made and will be available to working group members and the Board.

15.9 Upon completion of the task assigned and the presentation of a final report to the Board, the working group shall be disbanded.

16. School Liaison Trustees

In order to enhance communication between the Board of Education and local schools, trustees will be assigned to liaise with specific schools.

The Chairperson will assign each trustee a group of secondary and elementary schools at the first meeting in December each year. The assignment shall be one year's duration unless otherwise determined by the Board. Groups of schools will be rotated among trustees.

Assigning each trustee only a portion of the District's schools helps trustees manage their limited time and increases the likelihood that trustee visits will be effectively dispersed across the District's schools. The purpose of liaison assignments is to enable trustees to attend social functions at the schools, to experience in a focused manner educators and children working and learning together over the school year, to connect with Parent Advisory Committees and to become more familiar with schools and their operation. It is not intended that this bylaw will restrict trustees from participating in functions at any other schools in the District or from visiting any other schools in the District. It is also recognized that trustees will visit when they are able, they are not obligated to attend on any routine basis. In order to ensure that mutually agreeable arrangements can be made, trustees will contact the school principal in advance of all school visits.

Consistent with the corporate and policy-making role of the Board, the liaison trustee carries no administrative responsibility or Board-delegated authority. It is not intended that trustees become involved in the internal operation of the schools, nor is it intended that trustees use this contact as an avenue for bringing routine administrative matters directly to the Board.

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