

BOARD MEETING PROCEDURES

Policy A-8 compliments these procedures

RULES OF ORDER

1. The Chairperson shall preside at the meetings of the School Board and may vote with other members on all questions, and any questions on which there is an equality of votes shall be deemed to be negative. If the Chairperson wishes to speak on a motion, he/she should vacate his/her seat as Chairperson and ask the Vice- Chairperson to preside until the pending motion is disposed of.
2. When the Chairperson or other presiding officer is called upon to decide a point of order or practice, he/she shall state the rule applicable to the case, and the decision of the Chairperson shall be final unless appealed. In case of an appeal a tie vote sustains the chair, upon the principle that the decision of the chair can be reversed by a majority.
3. When two or more members speak at once, the Chairperson or other presiding officer shall name the member who is the first to speak.
4. If any member transgresses the rules, the Chairperson shall, and any member may, call him/her to order, in which case the member so called shall immediately be silent, but shall afterwards be permitted to explain, and the Board, if appealed to shall decide on the case, but without debate.
5. To amend or suspend policies or procedures of the Board a two-thirds majority vote of the Board present is required. The reason for suspending the policy should be noted with a recorded vote.
6. To pass a Motion a majority vote of the Board present is required. A tie vote will be considered a defeat of the motion.
7. Roberts Rules of Order will be applied in the absence of policy and procedure. A copy will be available for Trustees in the Division Board Office.
8. If a member has a concern, it must be submitted in writing and signed by the Trustee submitting the concern. Trustee concerns requiring action/information and not distributed with the agenda will be dealt with at the next regularly scheduled meeting.

MOTIONS

1. All motions except regular housekeeping motions, to receive and file, etc. must be put in writing and seconded before being stated by the Chairperson, after which they shall only be disposed of by vote of the Board, unless the mover by unanimous permission of the Board members present, withdraws same. Proposed motions that have not been moved or seconded will go out as attachments to the agenda.
2. Trustees shall be required to vote on every question unless excused by the Chairperson for some particular reason. If a trustee abstains from voting without permission of the chair, his/her absentia shall be considered as a negative vote.

3. All motions brought forward to the Board will be stated by the Chairperson as open for debate and voted on as a regular motion.

Notice shall be given from at least one meeting to another for Budget, Bylaws and any other motion that the Board feels they need more time in order to make an informed decision.

4. A tabled motion may be lifted at any time by majority vote when no other motion is before the Board. If the motion has not been lifted from the table by the last meeting in August the motion will be filed.
5. An amendment may be handled informally when there obviously is general approval on minor details.
6. Reversal of decision as per the Public Schools Act.

DEBATE

1. A motion “to recess, to adjourn or to lay on the table” shall be decided without debate.
2. Every member, previous to speaking shall address himself/herself to the Chairperson and shall confine himself/herself to the motion under debate.
3. No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The member so interrupting shall confine himself strictly to the point of order for explanation.
4. No member shall speak for more than five minutes and not more than twice (except in Committee) on the same question on the amendment, without permission of the meeting, except in explanation of something, which may have been misunderstood, or in reply to a question.
5. Any member of the Board may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
6. No member shall speak to any question after a vote on the question has been called for by the Chairperson.
7. When the motion is under debate, no motion shall be received unless it shall be:
 - a) to recess or to adjourn
 - b) to call for the question
 - c) to lay on the table
 - d) to refer to a committee
 - e) to amend
 - f) to postpone to a specific time or indefinitely
 - g) to propose a substitute motion

VOTING

1. The voting on each question put to the Board of Trustees shall be open except for the election of officers and standing committees which shall be by secret ballot.

2. The Chairperson shall put the previous question in this form – “Are you ready for the question”, and its adoption shall end debate and bring it to an immediate vote. Any amendment proposed must be disposed of before previous questions can be put.
3. The Chairperson shall declare the result of all votes, and when any members shall call for a polled vote, the names of those who voted “for” and “against” the question shall be entered upon the Minutes by the Secretary. A recorded vote shall indicate the number for and against the question and shall be entered upon the minutes by the Secretary.

APPROVAL OR AMENDMENT OF BY-LAWS

1. By-laws, or proposed amendments to by-laws must be given no fewer than two separate readings at two separate Board meetings and require a simple majority of the whole board.
2. The separate readings of any by-law shall be given at different meetings unless by a vote of the majority of the whole Board this rule will be suspended.
3. On the first reading of a by-law, the by-law shall be read, and on such first reading the by-law shall not be debated or amended.
4. When the second reading of a by-law shall be moved, the principle of the by-law may be discussed and it shall be in order for the Board to reject, defer or amend by the by-law and a motion may be made to that effect.
5. On the second reading of the by-law, the title only of such by-law need be read, unless a member of the Board shall request it to be read clause by clause.
6. On the third reading of a by-law, the title only need be read.

EDUCATION SPECIFIC BOARD MEETINGS

The meetings as scheduled below will assist Trustees with the provision of more in-depth information on education issues.

1. General Organizations:

Two education specific Board meetings will be held on the following schedule:

January: Large school – see Appendix C
April: Small school – see Appendix C

The principal of the school will be responsible for arranging for staff and student input into the presentation to the Trustees.

2. Meeting time: Education specific meetings will commence at 7:00 p.m. with the school presentations. When hosted by a colony school, Education Specific Meetings will begin at 7:30 p.m. with the school presentation scheduled from 7:30 p.m. - 8:45 p.m.

IN-CAMERA

Occasions may arise where it is in the best interest of Turtle Mountain School Division to discuss sensitive matters at closed meetings. The following procedures shall apply:

1. The Board may convene in-camera in matters pertaining to but not limited to the following:
 - a) students
 - b) division employees
 - c) collective bargaining with employees
 - d) acquisition/disposal of real property
 - e) litigation brought by or against the Board
 - f) school reviews
 - g) budget deliberations
2. The Board shall convene in-camera only by resolution of the Board. Such resolution:
 - a) shall be recorded in the minutes of the Board
 - b) shall indicate the reason for the in-camera meeting
 - c) shall indicate individuals in attendance other than the Board of Trustees.
3. The Board shall, during the in-camera meeting:
 - a) only discuss the matter which gave rise to the closed meeting
 - b) adopt only such resolution as is required to re-convene the Board in open, public meeting
4. Any information obtained in any in-camera meeting is to be considered confidential by all those in attendance.
5. The In-Camera can take no action on any matter and is only advisory to the Board. The Board must make all decisions in an open meeting. A motion on any in-camera matter that requires a board decision will be brought forward immediately following the in-camera session.

SPECIAL MEETINGS OF THE BOARD

1. Special meetings of the Board shall be called at any time, by the Chairperson or upon the written request of at least three (3) members of the Board, by giving 24 hours notice of such meetings to all the Members of the Board.
2. Notice of special meetings shall be given by the Secretary-Treasurer to each of the Trustees at least twenty-four hours before the meeting by notifying them personally, via telephone or email to their respective residence stating the place, date and hour of the meeting.
3. At a special meeting no subjects or matters other than those mentioned in the notice calling the meeting shall be considered, unless it shall be otherwise determined by a two-thirds vote of the whole Board.
4. A meeting of the Board may be held at any time and place provided all of the Trustees are present thereat and consent thereto.

REGULAR BOARD MEETING AGENDAS (PROCEDURE)

1. The Secretary-Treasurer will forward agendas and appropriate background information etc. to all Trustees on the Thursday preceding a Regular Board Meeting.
2. Any items received too late for distribution on the agenda shall be held until the following regularly scheduled meeting unless deemed to be of an emergent nature, as determined by the Secretary-Treasurer and the Chairperson.

GENERAL ORDER OF THE DAY

- 1:00 CALL TO ORDER:
- 1:01 ADOPTION OF THE AGENDA:
- 1:02 DELEGATIONS AND PETITIONS:
- 1:03 ADOPTION OF MINUTES FROM LAST REGULAR MEETING OR SPECIAL MEETING:
- 1:04 BUSINESS ARISING FROM THE MINUTES:
- 1:05 CORRESPONDENCE:
- a) For Action
 - b) For Information
- 1:06 ADMINISTRATIVE REPORTS:
- a) Superintendent ()
 - b) Secretary-Treasurer ()
 - c) Assistant Superintendent of Student Services ()
 - d) Other ()
- 1:07 STANDING COMMITTEE REPORTS:
- a) Operations ()
 - b) Education ()
 - c) Negotiations ()
 - d) Finance ()
- 1:08 SPECIAL COMMITTEE REPORTS:
- a) Ad Hoc ()
- 1:09 INFORMATION:
- a)

EDUCATION SPECIFIC AGENDA (PROCEDURE)

1:00 CALL TO ORDER:

1:01 ADOPTION OF THE AGENDA:

1:02 SCHOOL PRESENTATION MAY INCLUDE:

- a) Principals' Report
- b) Student Presentations
- c) Student Council Presentation
- d) Program Presentation/Tour
- e) Parent Council Presentation

1:03 ADJOURNMENT

EDUCATION SPECIFIC AGENDA (PROCEDURE)

| 2015-2016 | | 2016-2017 | |
|-----------|-----------|-----------|------------|
| January: | Killarney | January: | Boissevain |
| April: | Mayfair | April: | Minto |
| 2017-2018 | | 2018-2019 | |
| January: | Killarney | January: | Boissevain |
| April: | Holmfield | April: | Wellwood |
| 2019-2020 | | | |
| January: | Killarney | | |
| April: | Can Am | | |

**Turtle Mountain School Division
Schedule of Board/Regular Board Meeting Meetings
2015-2016 School Year**

| <u>Date</u> | <u>Meeting</u> |
|--------------------------------|---|
| September 9, 2015, 7:00 p.m. | Regular Board Meeting (Organizational) |
| September 23, 2015, 7:00 p.m. | *Regular Board Meeting |
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| October 3, 2015, 9:00-3:30 | Strategic Planning Consultation Forum |
| October 14, 2015, 7:00 p.m. | Regular Board meeting , financial statement review and approval |
| October 26, 2015, 8:30-4:30 | Region 1 Meeting, Brandon |
| October 28, 2015, 7:00 p.m. | *Regular Board Meeting |
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| Nov. 10, 2015, 8:30am-5:30pm | Strategic Planning session, with Janis Arnold |
| November 10, 2015, 6:30 p.m. | Budget Consultation and Regular Board meeting |
| November 25, 2015, 7:00 p.m. | *Regular Board Meeting |
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| December 9, 2015, 7:00 p.m. | Regular Board meeting |
| December 16, 2015, 7:00 p.m. | *Regular Board Meeting |
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| January 6, 2016, 7:00 p.m. | Budget meeting |
| January 13, 2016, 7:00 p.m. | Regular Board Meeting |
| January 27, 2016, 7:00 p.m. | Education Specific meeting, Killarney |
| January 25,2016,8:30-4:30 p.m. | Region 1 Meeting, Elkhorn Resort |
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| February 3, 2016, 7:00 p.m. | Budget meeting |
| February 10, 2016, 7:00 p.m. | Regular Board meeting, notice of motion |
| February 24, 2016, 7:00 p.m. | Public budget presentation and *Regular Board Meeting |
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| March 9, 2016, 7:00 p.m. | Regular Board meeting, budget vote |
| March 17-19, 2016 | MSBA Convention |
| March 23, 2016, 7:00 p.m. | *Regular Board Meeting |
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| April 13, 2016, 7:00 p.m. | Regular Board meeting |
| April 27, 2016, 7:30 p.m. | Education Specific Meeting, Mayfair |
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| May 11, 2016, 7:00 p.m. | Regular Board meeting |
| May 25, 2016, 7:00 p.m. | *Regular Board Meeting |
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| June 8, 2016, 7:00 p.m. | Regular Board meeting |
| June 15, 2016, 7:00 p.m. | *Regular Board Meeting |
| | |
| August 24, 2016, 7:00 p.m. | Regular Board meeting |
| August 31, 2016, 7:00 p.m. | *Regular Board Meeting |

*The intent for the second regular board meeting of each month will be to address the Committee of the Whole agenda as a single agenda item, with the exception of time-sensitive items which may be included as needed.