KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Board and Committee Meetings **Policy Code: B-2.1**
Section: Board and Community

Established: January 22, 1998
Revised or
Reviewed: September 10, 1998; November 5, 1998; May 27, 1998;

Committee of the Board
For the purposes of this policy, committee of the Board or Board committee indicates a duly recognized committee of the Board of Trustees where the membership of the committee is made up of trustees and/or non-trustees as set forth in Board Policy B-2.2, Annual Meetings and Committees of the Board.

Designate
A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairperson or Director, as appropriate.

Ex Officio
A member of a committee by virtue of holding the position of Chairperson or Vice-chairperson of the Board. An ex officio member is not a regular member but has the same voting rights and privileges as any other member of a committee, except those committees where membership is established by legislation, regulation or contract.

In-camera
A meeting or a portion of a meeting of the Board or a committee which is closed to the public pursuant to section 207(2) of the Education Act.

Policy
A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

Quorum
The minimum number of members necessary to conduct a meeting, which represents a simple majority of members. Ex officio members may count towards quorum.

Trustee
A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

4. APPLICATION

This policy applies to all trustees.

5. RESPONSIBILITY

The primary responsibility for this policy rests with the Board of Trustees and the Director of Education.

This policy is enacted and administered by the Board of Trustees with support of the Director of Education and designated staff.

6. POLICY

6.1 Open Meetings

Meetings of the Board and meetings of the committees of the Board shall be open to the public and to representatives of the media with an open session. No person shall be excluded from a meeting that is open to the public except for improper conduct. Nevertheless, as indicated in the Education Act, R.S.O. 1990 Section 207(2) a meeting of the Board, or a committee of the Board may be closed to the public when the subject-matter under consideration involves:

6.1.1 the security of the property of the Board;

6.1.2 the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or the pupil's parent and/or guardian;

6.1.3 the acquisition or disposal of a school site;

6.1.4 decisions in respect of negotiations with employees of a Board; or

6.1.5 litigation affecting the Board.

It shall be the policy of this Board to deal with all information of a personal nature in-camera and to protect its confidentiality unless it is determined that there is a specific exemption under the Municipal Freedom of Information and Protection of Privacy Act 1990.

The Director of Education and Secretary of the Board, or designate, may seek legal advice or appoint legal counsel when needed. At its discretion, the Board may seek independent legal advice.

6.2 Calling of Meetings

Meetings of the Board shall be

6.4.1 Application

6.4.1.1 All delegations wishing to make presentations shall apply in writing to the Office of the Director of Education and Secretary of the Board, or in the case of committees to the appropriate administrative resource person, prior to a meeting giving advance notice of its intention to appear before the Board, or committee. Each delegation shall clearly indicate the matter on which the submission is to be made, the individual, or the organization, or interested parties to be represented and the authority of the spokesperson.

6.4.1.2 Delegates applying at least nine calendar days prior to a meeting will be provided up to 10 minutes for their presentation.

6.4.1.3 Delegates applying by the end of the business day (4:30 p.m.) on the day following publication of the Board or committee meeting agenda will be provided up to 3 minutes for their presentation.

6.4.1.4 The time allotted to delegations shall be limited to a one hour time period unless extended by a Board motion.

6.4.1.5 An individual may only speak once per item, regardless of the number of groups they represent.

6.4.1.6 Requests for a hearing will be received in accordance with Board policy, confirmed by the Office of the Director of Education and Secretary of the Board or designate, and delegates will be acknowledged advising the time of the hearing.

6.4.1.7 Delegations will be advised by the Office of the Director of Education or designate of the following requirements:

All requests to appear as a delegation before the Board of trustees, or a committee of the Board, must be submitted in writing and contain the following information

6.4.1.7.1 the full name and address of the individual, or the organization, or the interested parties to be represented;

6.4.1.7.2 the name(s) of those making the presentation (maximum two) and their position(s) within the organization;

6.4.1.7.3 the authority by which the presentation is being made if representing an organization;

6.4.1.7.4 a clear, specific and detailed outline of the matter which is to be addressed and the specific action

6.6.2 Quorum

6.6.2.1 In accordance with Section 208 (11) of the Education Act the presence of a majority of all the members constituting the Board shall be necessary to form a quorum and the vote of a majority of such quorum shall be necessary to bind the Board. Those attending via electronic means shall be counted as present. Quorum, in accordance with the Education Act and with

6.6.15 Decision Reports

Reports from Board committees and/or administration will be prepared

6.6.15.1.8 potential budget impact for all decision items, both in open session and in-camera session, will be included in the report.

6.6.15.2 Administrative reports will indicate the following:

6.6.25.1 Any trustee shall have the right to initiate motions and vote at

6.6.25.1.1 Budget Committee meetings open and in-camera session, and

6.6.25.1.2 any committee meetings where all trustees have been invited at the direction of the Board.

6.6.25.2 Non-trustees who are named by the Board to membership to any committees that are advisory in nature have full voting and motion initiation privileges on that committee.

6.6.25.3 The Chairperson of the Board and the Vice-chairperson of the Board are ex officio members of all Board committees except those of a statutory or contractual nature where membership is established by legislation, regulation, or contract.

6.7 Agendas

6.7.1 The Secretary of the Board, or delegate, in consultation with the Chairperson and Vice-chairperson, shall determine all matters to be placed on the Board agenda and also shall determine those matters which should be in-camera.

6.7.2 The administrative resource person to committees, in consultation with the committee chairperson, shall determine items to be placed on committee agendas and also shall determine those matters which should be in-camera.

6.7.3 In-camera items shall be on a separate agenda package with the agenda sheet printed on pink paper for both the Board and committees with all information, reports and recommendations attached. All materials will be maintained in a strictly confidential basis by all trustees and staff.

6.7.4 The cover pages of all committee agendas shall be sent to all trustees previous to the committee meeting.

6.8 Motions and Resolutions

6.8.1 Notices of Motion

Notices of motion on new matters are required from trustees to provide Board members and administration benefit of advance consideration of the proposed business or motion. No new decisions will be entertained unless notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary of the Board to include an item in the regular agenda,

the question in debate and shall avoid all discourteous language and personal comments.

6.8.4.2 No member shall be interrupted while speaking except when called to order by a member for transgression of the rules of the Board, in which case the member shall wait until the point of order has been decided by the Chairperson.

6.8.4.3 The Chairperson, or any member through the Chairperson, may call a member to order while speaking whereupon the debate shall be suspended and the member shall not speak until the point of order shall be determined, unless to appeal from the decision of the Chairperson. All such appeals shall be decided without debate.

6.8.4.4 Members may require the question on the motion under discussion to be read for the member's information at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to the question.

6.8.4.5 Members may speak two times only on a given motion. Remarks by trustees shall be limited to two minutes at Board meetings and five minutes at meetings of committees of the Board. A member cannot make a second speech on the same question as long as any member who has not spoken desires recognition. If speaking a second time, members shall be allowed two minutes.

6.8.4.6 Trustees shall be required to stand to make their remarks only on special occasions.

6.8.4.7 The Chairperson may speak to a question for no more than thirty seconds without turning the Chair over to the Vice-chairperson.

6.8.5 Robert's Rules of Order

Any point of procedure not provided for by the Regulations shall be governed by the rules of parliamentary practice (Robert's Rules of Order).

6.9 Records of Meetings

Minutes of open sessions of Board and committee meetings, and in-camera sessions, shall be taken and the following procedures shall apply:

6.9.1 The Chairperson shall ensure that minutes of each meeting are recorded.

Individuals on agendas will be provided, free-of-charge, on a request basis, a copy of the relevant agenda and administrative report.

A limited number of open session Board and committee meeting agenda materials will be available, free-of-charge at the Board and committee meetings.

6.12.3.2 weather conditions do not allow the chairperson or designate to travel to the meeting location safely; or

6.12.3.3 the chairperson cannot be physically present at a meeting due to health-related issues.

No more than half of Board or committee meetings in a twelve month

6.12.9.1 Section 6.6.2 shall apply if there is no quorum;

6.12.9.2 the minutes of the meeting shall indicate the time of any electronic disruption, the name(s) of the member(s) absent for the disruption, and the time that electronic means are restored if there is a temporary disruption; and/or

6.12.9.3 the minutes shall record any member as absent if the member(s) is(are) unable to electronically connect with the meeting for its entirety.

6.12.10 Members of the Board and members of the public participating in Board meetings or meetings of a committee of the Board shall be governed by the rules of the Board related to the operation of Board or committee meetings.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:
B-1.2, Code of Conduct