

**POLICY #2400**  
**SCHOOL BOARD MEETINGS & TRUSTEE IN-SERVICE SESSIONS**

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**1. MEETINGS OF THE BOARD**

- 1.1. Regular board meetings shall be held in the board room of the District Education Centre at 7:00pm at least once per month, with the exception of July and August. Additional meetings may be scheduled as needed (see Section 2).

In a year when there is a general school election, an inaugural meeting shall be held as per the school act.

- 1.2. In-Camera board meetings for the purpose of dealing with personnel, property and other confidential matters shall be held at the call of the chairperson, and will normally commence at 6:00 p.m., preceding the regular board meetings listed in 1.1 above. Board members and officers will be only attendees at in-camera meetings.
- 1.3. Special board meetings may be called by the chairperson as required and an agenda will be provided in advance, when possible. Preference shall be given to evenings on which regular board meetings are not held and such meetings may, or may not, be “closed” meetings.
- 1.4. Trustee in-service sessions will be held as needed. The superintendent of the schools will set the dates and agenda in consultation with the board. The purpose of these sessions is to provide an opportunity for the executive committee to update the board and to facilitate informal discussion.

**2. NOTICE**

- 2.1. Regular board meetings are open to staff, students and the public. To encourage the public to attend board meetings, notice of regular and special regular board meetings will be posted on the district website and through social media.
- 2.2. Notice of all special, public meetings shall be given at least 48 hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting.

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**3. LENGTH OF MEETINGS**

All regular board meetings and in-camera meetings described in 1.1 and 1.2 shall adjourn by 10:00 p.m. unless, in either case, the time limit is extended to 10:30 p.m. by a two-thirds majority vote, and beyond 11:00 p.m. by unanimous consent of all trustees present. Adjournment time for special board meetings, referred to in 1.3 above, shall be as determined by those members present.

**4. AGENDA**

- 4.1. The agenda for both regular and in-camera board meetings shall be prepared by the secretary-treasurer and reviewed by the board chairperson or vice-chairperson.
- 4.2. The agendas for regular and in-camera board meetings shall be delivered to all trustees not later than the Monday preceding the meeting date. The agendas for special board meetings shall be targeted to be delivered by the preceding Monday and in all other cases, as soon as is possible prior to the meeting.
- 4.3. Items to be considered for the agenda of regular board meetings must be submitted to the secretary-treasurer by 8:00 a.m. on the Friday preceding the meeting.
- 4.4. Only those items included on the agenda shall be considered by the board unless two-thirds of the number of trustees present agree to consider additional items.
- 4.5. Written reports submitted by trustees shall be attached to the board meeting agenda packages.
- 4.6. Under the “Board Report” agenda section, the chairperson or vice-chairperson will report at public board meetings on highlights of the board work. A summary of the Board Report will be posted on the district website following each public board meeting.
- 4.7. Newly hired senior district administrative personnel who have significant and regular contact with trustees, will be formally introduced to trustees at a regular board meeting.

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**5. PROCEDURE**

- 5.1. Robert's Rules of Order shall be used in conducting all board meetings. Where a board member abstains from voting, reasons for such abstention must be given if requested by other trustees.
- 5.2. All regular board meetings will commence with the singing of the Canadian national anthem, O Canada.

**6. MINUTES**

- 6.1. The minutes shall record the names of trustees voting in a minority and/or the names of trustees abstaining from a vote on any motion.
- 6.2. Verbal reports made by trustees shall not be recorded in the minutes of board meetings unless the board takes special action as a result of such reports.

**7. CONDUCT OF BOARD MEETING ATTENDEES**

- 7.1. The school board expects all persons attending meetings of the school board to conduct themselves in a respectful manner.
- 7.2. The school board supports and endorses the values and objectives of the Human Rights Code and specifically section 7 of the code which prohibits persons from making or publishing statements which indicate an intention to discriminate against another person or group or which are likely to expose a person or group of persons to hatred or contempt, because of race, colour, ancestry, place or origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or group.
- 7.3. The school board supports and endorses the values expressed in the Canadian Charter of Rights and Freedoms, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by section 2 of the charter. These rights and freedoms, however, must be balanced with the school board's commitment to Section 7 of the Human Rights Code.

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- 7.4. Pursuant to those values and objectives, the school board expects all persons granted delegation status to provide a reasoned, meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.
- 7.5. A person who engages in improper conduct at a board meeting (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the board) may be expelled from the meeting by the board chairperson or other member presiding at the meeting. Public statements which are contrary to Section 7 of the Human Rights Code will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include both oral statements made in public at a board meeting and written statements distributed to the public at a board meeting).
- 7.6. A person in attendance at a board meeting who has reason to believe there has been a contravention of subparagraph 7.5 above, may bring their concern to the attention of the board chairperson or other member presiding by passing a note to any district staff member in attendance at the meeting. The staff member will then promptly bring the concern to the attention of the chairperson or the presiding board member.

**8. RECOGNITIONS**

The board will provide an opportunity, to have individuals, groups and/or organizations recognized for their efforts and work in supporting students or educational programs within the school district. The recognition will be presented by the chairperson following a brief introduction and background to the recognition.

**9. PRESENTATIONS**

This part of the meeting agenda will provide an opportunity for the trustees to receive information and updates from district staff regarding the important work being done in schools and throughout the school district.

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**10. DELEGATIONS**

- 10.1. Under normal circumstances, a group or individual wishing to speak to the board shall submit a request addressed to the secretary-treasurer so that it is received at least two weeks before the board meeting at which the party wishes to appear. This request will be in writing and will contain an outline of the matter(s) to be presented and the name(s) of the spokesperson(s).
- 10.2. The chairperson, or in the absence of the chairperson, the vice-chairperson, after consultation with the superintendent and/or the secretary-treasurer, shall decide whether the request will be granted. In the case of a refusal, the applicant may appeal to the board in writing.
- 10.3. If a written brief is to be presented, the board would prefer to have it included with the agenda material and delivered to the secretary-treasurer's department one week before the board meeting.
- 10.4. Persons addressing the board shall limit their presentation and follow-up questions to fifteen (15) minutes inclusive.
- 10.5. All remarks and questions, whether from delegates or board members, shall be directed through the board chairperson. Such remarks and questions shall be pertinent to the topic described in the initial request to appear.
- 10.6. The board chairperson shall determine when sufficient information has been provided by the delegation.
- 10.7. The board will generally reserve decision on a response to the matter raised by a delegation, until the next board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the board.

**11. QUESTION PERIOD**

- 11.1. Informal question periods of up to thirty (30) minutes duration will be provided after adjournment of the regular board meeting.
- 11.2. The question period is intended to enable members of the community to obtain information from the board that cannot be provided by staff.

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Individuals in their role as employees of the school district shall channel their questions through an executive member of the employee group to which they belong.

- 11.3. The question period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels such as liaison committees.
- 11.4. Persons directing questions to the board shall do so in writing on the form provided. Written questions may be read by the initiator before being presented to the board chairperson. Those directing questions to the board, shall identify themselves by giving their names and addresses. Each individual shall be limited to one question, as well as one follow up question on the same topic, if clarification is necessary.
- 11.5. All questions posed at a regular meeting of the board will receive a written response as soon as practicable.

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