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Meetings of the Board

1. The inaugural meeting of the Board shall be conducted as prescribed by “The Public Schools Act.”
2. Frequency. The Board will meet regularly on the second and fourth Tuesdays of each month, except for the months of August and December, where the Board may meet only once during those months, and the month of July, where there will be no regularly scheduled meeting.
3. Location. Meetings of the Board shall be held in the board room or at other places as designated by the Board.
4. Time. Committee of the Whole meetings of the Board shall commence at five-thirty (5:30) o'clock p.m.

Regular Meetings of the Board shall commence at seven-thirty (7:30) o'clock p.m. The Board shall not remain in session later than ten-thirty (10:30) o'clock p.m. unless it shall be otherwise determined by a two-thirds vote of the members present.

5. Quorum. A majority of the whole board shall constitute a quorum.
The number required for a quorum does not change if there is a vacancy. When, at any meeting of the Board, there is no quorum present at the expiration of one-half hour from the time appointed for the start of the meeting, the Board shall stand adjourned, and the Secretary-Treasurer shall enter in the minutes the names of the members present.
6. Special Meetings. Special meetings of the Board may be convened at any time, by the chairman or upon the written request of at least two (2) members of the Board, by giving twenty-four (24) hours notice of such meeting to all members of the Board.

Notice of a special meeting may be verbal, or by telephone direct to all Trustees, or mailed to their residence. Notice of a special meeting shall give notice of the subjects to be considered at the meeting. No subjects or matters other than those mentioned in the notice calling the meeting shall be considered.

7. Agenda. The Secretary-Treasurer shall provide to each trustee, for each meeting, the order of business in the form of a prepared agenda.
8. Delegations. A request to appear as a delegation at a meeting of the Board must be in writing and must be signed by the delegates or their designate.

A request to appear must reach the division office at least five (5) working days before the date of the meeting of the Board to be attended by the delegation. A request to appear must include the reason for attending. Delegations are limited to twenty (20) minutes to

make a presentation unless otherwise determined by the chair. A delegation making a written presentation shall provide a copy of same for each member of the Board. The Secretary-Treasurer will confirm the date and time delegations are to appear on the agenda. The number of delegations to a meeting of the Board shall be limited to two (2) unless otherwise determined by the chair.

Rules of Order

1. The chairman shall preside at all meetings, call the Board to order at the hour appointed, and cause the business of the meeting to proceed. In the absence of the chairman, the vice-chairman shall preside. If the chairman and vice-chairman are absent, a chairman shall be appointed by the members present, and shall preside at said meeting, or until the arrival of the chairman or the vice-chairman.
2. When the chairman 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, without argument or unnecessary comment, and without debate. The decision of the chair shall be final unless reversed by a vote of two-thirds of the members present.
3. The chairman shall declare the result of all votes and when any member requests that his vote be recorded; his vote shall be entered in the minutes by the Secretary.
4. Every member shall confine himself to the question under debate.
5. When two or more members speak at once, the chairman or other presiding officer shall name the member who is first to speak.
6. 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 to the point of order or explanation.
7. If any member transgresses the rules, the chairman shall, and any member can, call him to order, in which case the member so called shall immediately be silent, but shall afterwards be permitted to explain. The Board, if appealed to, shall decide on the case without debate.
8. No member shall speak for more than five minutes and not more than twice (except in committee) on the same question or amendment without permission of the meeting, except in explanation of something which may have been misunderstood, or in reply to a question.
9. 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.
10. No member shall speak to any question after a vote on the question has been called for by the chairman.
11. Reversal of decisions.
 - 33 (2) Subject to subsection (3), a question once decided by a school board shall not be reversed unless.
 - a) written notice of a proposal to reverse the decision has been given from at least one meeting to another; and

- b) a majority of the total number of trustees for the division votes in favour of the reversal.

Reversal by unanimous consent.

33 (3) A decision of a school board may,

- a) at the same meeting at which it is made; and
- b) by unanimous consent of all members present and voting thereon be reversed.

S.M. 1980 c. 33, 5. 33.

12. All resolutions shall be put in writing and seconded before being stated by the chairman, after which they shall only be disposed of by vote of the Board, unless the mover withdraws same.
13. When the question is under debate, no motion shall be received unless it shall be
 - a) to recess or to adjourn the debate
 - b) the previous question
 - c) to lay on the table
 - d) to refer
 - e) to amend
 - f) to postpone
15. A motion "to recess or to adjourn debate", "to lay on the table", or "to resolve into Committee of the Whole", shall be decided without debate.
16. By vote of the majority of those present, the Board may resolve itself into "Committee of the Whole" which may be specified as in camera as provided for in PSA Section 30(4) for consideration of reports of committees, reports from administration and matters dealing with personnel or property. Rev 11 May 93
17. The chairman has the right to vote on every question by virtue of his membership. No member of the Board shall have more than one vote on any question. In all cases where a vote is taken on any motion and the result is a tie, the motion shall be declared lost. Abstention from voting on any question by any Board member shall be counted as a negative vote. (Exception: The Chairman shall accept an abstention as neutral on questions that are personal of "deal at arm's length" with a Board Member).
18. A report from the "Committee of the Whole" may be amended by a majority of the Board before its adoption without going into Committee of the Whole for that purpose.
19. While the Board is in "Committee of the Whole", the number of times a member speaks or asks questions shall be governed by the chair. The rules of the Board shall be observed in "Committee of the Whole".
20. On motion in "Committee of the Whole" to rise and report, the question shall be decided without debate.
21. On motion in "Committee of the Whole to rise without reporting shall always be in order, and shall be allowed and, on an affirmative vote, the chairman or other presiding officer shall resume the chair and proceed with the next order of business.

DONE AND PASSED by the Trustees of the Pine Creek School Division this 26th of July A.D. 1976. 26 Jul 76 (4) Rev 9 Feb 81 Rev 15 Oct 85 Rev 22 Nov 11