

## By-Law No. 3-18

By-Law to regulate the proceedings of the Board of Trustees of the Pine Creek School Division, and the Committees thereof. WHEREAS it is deemed expedient to pass a By-Law to regulate the proceedings of the Meetings of the said Board of Trustees and the Committees thereof.

THEREFORE be it and it is hereby enacted as a By-Law of the Pine Creek School Division that, unless they shall at any time be contrary to the overriding provisions of the Public Schools Act, the following Rules of Procedure shall regulate the operation of the Board.

### 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 Thursday of each month, except for the month of December, where the Board may meet only once during this month, and the months of July and August, where there will be no regularly scheduled meetings.
3. Location. Meetings of the Board shall be held in the boardroom or at other places as designated by the Board.
4. Time. Regular Meetings of the Board shall commence at five thirty (**5:30**) o'clock p.m. The Board shall not remain in session later than **ten (10:00)** 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 chair 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 emailed to their divisional email address. 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. If individual trustees have an item to be added to the agenda, they may notify the Secretary-Treasurer in writing.
8. Delegations. A request to appear as a delegation at a meeting of the Board must be in writing and signed by the delegates or their designate or emailed directly to the Secretary-Treasurer by the delegate 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 chair 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 chair, the vice-chair shall preside. If the chair and vice-chair are absent, a chair shall be appointed by the members present, and shall preside at said meeting, or until the arrival of the chair or the vice-chair.
2. When the chair 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 chair shall declare the result of all votes and when any member requests, before the vote is taken, that his/her vote be recorded; his/her vote shall be entered in the minutes by the Secretary.
4. Every member shall confine himself/herself to the question under debate.
5. When two or more members speak at once, the chair 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/herself to the point of order or explanation.
7. If any member transgresses the rules, the chair shall, and any member can, call him/her 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 chair.
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 chair. After being stated by the chair, a motion shall be disposed of only by a vote of the Board, unless the mover requests and the Board grants permission to withdraw the motion.
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 In Camera", shall be decided without debate.
16. By vote of the majority of those present, the Board may resolve itself into Committee of the Whole, or Committee of the Whole (in-camera). In Committee of the Whole (also sometimes called informal deliberation), the normal rules of procedure as to number of times and length of time a trustee may speak to an item may be relaxed, to allow for a thorough examination of a particular topic or topics. Committee of the Whole (in-camera) will be used only to deal with items of a confidential nature (e.g. personnel matters, student discipline, and property acquisition). Any motions arising out of either a Committee of the Whole or Committee of the Whole (in camera) meeting must be made and voted on at a public meeting of the board. 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".
17. The chair has the right to vote on every question by virtue of his/her 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 chair 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.

20. On motion in "In Camera" to rise and report, the question shall be decided without debate.

21. On motion in "In Camera" to rise without reporting shall always be in order, and shall be allowed and, on an affirmative vote, the chair or other presiding officer shall resume the chair and proceed with the next order of business.

DONE AND PASSED at a duly assembled and properly constituted meeting of the said Trustees of the Pine Creek School Division this 21<sup>st</sup> day of June 2018.

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Chair

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Secretary-Treasurer