
BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. An Annual Board Meeting Calendar is adopted by the Board each year. These meetings are normally conducted in-person, however, in extenuating circumstances, with the approval of the Board, a Trustee may participate via video and/or teleconference.

A quorum for District meetings shall consist of a simple majority (School Act, Sec 66). For School District 47, this means there must be a minimum of three Trustees at Board meetings. A Trustee shall be counted as in attendance for the purpose of making a quorum via video and/or teleconference (School Act, Sec 67.7). If fifteen minutes after the appointed time a quorum is not present, the meeting shall stand adjourned to a date in the same month to be fixed by the Chair, or until the next regular meeting. In the event there must be a quorum-initiated adjournment, the Secretary-Treasurer shall record the names of the trustees present at the time of the adjournment.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when BC FIPPA legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "in-camera" (closed to public) sessions.

To carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, regular, or special meetings, or closed session.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections

- 1.1. Five trustees are elected at large for a four-year term.
- 1.2. Elections are held the third Saturday in October in election years.

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2. Inaugural and subsequent annual meetings of the Board
 - 2.1. An inaugural meeting of the Board shall be held in November of the year of the election of trustees. Such meeting shall be held at the time, place, and date as determined by the outgoing Board; and if the Board shall not so determine, then such meeting shall be held at the hour of 19:00 in the District office located at 4351 Ontario Avenue, Powell River, BC, V8A 1V3 on the first Monday in November.
 - 2.2. The Secretary-Treasurer, or, in their absence, the Acting Secretary-Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair is elected. The presiding official shall proceed to read to the Board the returns of the election, if any, as certified by the Returning Officer and shall then report whether the trustees-elect, if any, have completed the declarations required by the School Act.
 - 2.3. After the results of the trustee elections are officially announced, an inaugural meeting will be held prior to the first regular monthly meeting. The purpose of the inaugural meeting shall be to swear-in the new School Board (School Act Sec.50). The Secretary-Treasurer will give notice of the inaugural meeting and preside at it (School Act, Sec 67.1).
 - 2.4. In accordance with the School Act Section 50, a person elected or appointed as a trustee must make a prescribed oath of office, by oath or solemn affirmation, before taking their seat on the Board.
 - 2.5. The presiding officials shall then call for nominations by ballot for the office of Chair. Any trustee may be nominated for Chair. The presiding officials will then announce the names of trustees nominated by ballot and at that time any nominee may withdraw. If more than one nomination remains for the office of Chair, a vote by ballot shall be taken forthwith. All trustees present at the meeting shall vote. A clear majority of those present shall be required for election. If there is no clear majority on the first ballot, balloting shall continue until a clear majority is achieved.
 - 2.6. If for the election of Chair, more than two nominations are received, and if at the first ballot no trustee receives a clear majority, balloting shall continue until one trustee shall have received a clear majority. At each successive ballot the name of the trustee receiving the fewest votes at the previous ballot shall be dropped. If by reason of an equality of votes it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose.
 - 2.7. Once the election of Chair has been completed the individual will replace the Secretary Treasurer as Chair for the remainder of the meeting.
 - 2.8. At the first regular meeting following the inauguration, and again annually for the duration of the term, there will be an election of the Board's Officers. A Board Chair, Vice-Chair, Provincial Councilor to the BCSTA, and a BCPSEA Representative will be selected by a show of hands vote from the five trustees (School Act, Sec 67.2).

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- 2.9. The selection of Vice-Chair shall be conducted in the same manner as the selection of the Chair.
- 2.10. An annual meeting of the Board shall be held in November of the year in which there is no election of trustees. Regular meeting dates for the following year shall be established at that time.

3. Notification of Board Meetings

- 3.1. School Board Meetings are public meetings unless designated as "In Camera" (closed to the public). To encourage the public to attend Board meetings, all Regular meetings will be posted on the District website and such other means as may appear appropriate. The agenda will specify the date, time and place of all Regular and Special meetings, and the major topics to be discussed.

4. Regular Meetings

- 4.1. There will normally be two meetings of the Board per month; one public/closed, and one committee of the whole. Special meetings may also be called as required to do the business of the Board.
- 4.2. The Regular Public Meeting is open to everyone. This meeting is normally held on the third Wednesday of the month from September to June. Unless otherwise advertised it is held at 4:00 pm in the Board Room of the School District 47 Administration Building.
- 4.3. The business of this meeting shall be dealt with according to the prepared agenda in the following general order:
 - 4.3.1. Acknowledgement of the Traditional Territories of the Tla'amin Nation
 - 4.3.2. Presentations, if applicable
 - 4.3.3. Question Period
 - 4.3.4. Chairperson's Remarks
 - 4.3.5. Approval of Agenda with any additions or deletions
 - 4.3.6. Adoption of Minutes
 - 4.3.7. Correspondence
 - 4.3.8. Reports from:
 - 4.3.8.1. Superintendent
 - 4.3.8.2. Secretary-Treasurer
 - 4.3.8.3. Committees
 - 4.3.9. Other Business Items

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- 4.3.10. Question Period
- 4.3.11. Media Question Period
- 4.3.12. Adjournment
- 4.4. The agenda for regular meetings shall normally include those items noted in the Board annual work plan. In addition, within three business days, items may be placed on the agenda by notifying the Board Chair. Items may also be included by notice of motion at a previous meeting or a request from a committee of the Board within three business days of the meeting. Other items may be added at the Board Chair's discretion.
- 4.5. During the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. Normally this shall occur during consideration of the adoption of the agenda.
- 4.6. The agenda will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.
- 4.7. An agenda information package, containing the agenda and supporting information, shall be distributed to each trustee at least three days in advance of regular Board meetings.
- 4.8. The list of agenda items for the Open Meeting shall be posted in a place readily accessible to the general public one day prior to the meeting. Any elector may inspect the agenda and request a copy.
- 4.9. The Board believes recording its official Regular Public Board Meeting proceedings will assist in its communication with the public. Therefore, the Board, at its sole discretion, may video record all or any portion of Board Meetings held in public, subject to the following limitations:
 - 4.9.1. The video recording of any public meeting of the Board of Education or other video recorded Board meeting produced by the District is the exclusive property of the District to be used at the Board's discretion.
 - 4.9.2. Video recordings of Regular Public Board Meetings will be stored and available for viewing until the end of each school year.
 - 4.9.3. The Board approved written minutes will continue to be the official record of the Meeting.
- 4.10. The Superintendent and Secretary Treasurer shall be at all meetings of the board.
 - 4.10.1. The Superintendent and Secretary Treasurer will be excused from the meeting when the Board is meeting with the external auditor.
 - 4.10.2. The Superintendent will be excused from the meeting if their contract is being discussed or the Board is dealing with a Trustee or Superintendent disciplinary issue.

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5. Rules of Order

5.1. Development of Agenda

5.1.1. Items for Board agendas may originate from:

- 5.1.1.1. Business from previous meeting
- 5.1.1.2. Individual Trustees
- 5.1.1.3. Superintendent of Schools
- 5.1.1.4. Delegations
- 5.1.1.5. Correspondence
- 5.1.1.6. Committee Meetings

5.1.2. The Agenda Review Committee shall be responsible for setting the agenda.

5.1.3. The agenda will normally be reviewed by the Agenda Review Committee, which consists of the Board Chair, Vice-Chair (optional), Superintendent of Schools, and Secretary Treasurer, prior to the Regular meeting.

5.1.4. The order of the agenda shall be substantially as follows:

- 5.1.4.1. Opening Presentations
- 5.1.4.2. Audio Visual Recording (Webcasting) of Regular Board Meeting
- 5.1.4.3. Call to Order
- 5.1.4.4. Report From "In Camera" (closed to the public)
- 5.1.4.5. Consent Agenda
- 5.1.4.6. Consideration of Agenda
- 5.1.4.7. Superintendent's Reports
- 5.1.4.8. Secretary-Treasurer's Reports
- 5.1.4.9. New Business
- 5.1.4.10. Question Period
- 5.1.4.11. Adjournment

5.1.5. The Secretary Treasurer shall be responsible for preparation of the agenda. Items for the agenda are to be submitted to the Secretary Treasurer's office by noon on the Wednesday immediately preceding the Board Meeting.

- 5.1.6. The agenda and supporting documentation shall be published on the intranet on Friday afternoon for trustees. The partner groups and newspaper contacts will be advised by email on Monday morning that the agenda and supporting documentation is available for viewing on the District website.
- 5.1.7. Items may be added to the agenda at the Board meeting if each individual item is approved by a majority vote of the Board. If the additional item is in the form of a motion, the motion must be read in its entirety.
- 5.2. The Board Chair shall preside at all meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.
- 5.3. The Vice-Chair shall preside in the absence of the Board Chair or when the Board Chair vacates the chair.
- 5.4. If neither the Board Chair nor the Vice-Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting.
- 5.5. The presiding officer shall rule on all points of order and shall state reasons and the authority for a ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 5.6. Where District policy is silent, Robert's Rules of Order shall apply to the conduct of meetings. Where policy and Robert's Rules of Order are both silent, the decision of the presiding officer shall be the authoritative ruling.
- 5.7. Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.
- 5.8. The Secretary-Treasurer or Superintendent shall act as parliamentarian to the presiding officer and when requested, shall advise the Chair or the Board on Rules of Order.
- 5.9. The Board may adopt a procedural rule for one or more meetings by resolution of the Trustees present at the meeting.
- 5.10. A rule of order may be suspended by unanimous consent of the Trustees present.
- 5.11. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not set a precedent.
- 5.12. These rules may be amended by policy amendment only, at a meeting in which notice of intention to propose the amendment has been given at the previous meeting.
- 5.13. All questions shall be decided by a vote on motion.

6. In-camera (closed to the public) Board Meetings

- 6.1. The Board may convene a meeting without the public (School Act, Sec.69.2). Topics which require protecting individual privacy; negotiations of contracts; personnel issues; student welfare or discipline; issues dealing with security, land, labour, litigation, and other matters where the Board decides that the public interest so requires, including matters of a confidential, sensitive, or preliminary nature.
- 6.2. The Board may convene a meeting without the public and staff present. Matters of a confidential nature shall be discussed. However, these meetings shall be subject to the requirements of the School Act, with respect to the presence of a corporate officer when the meeting is called to order and if any motions are to be considered.
- 6.3. No trustee or staff shall disclose to the public the proceedings of an In Camera (closed to the public) meeting unless a resolution has been passed at the In Camera (closed to the public) meeting allowing disclosure of a particular motion or action.
- 6.4. Once considered in a closed meeting the Board may deem it appropriate and, in the public's, best interest to continue the discussion of any previously closed topic at a public meeting.
- 6.5. The closed meeting is normally held on the same day as the open public meeting.
- 6.6. The business of closed meetings shall be dealt with according to the prepared agenda in the following general order:
 - 6.6.1. Guests or Presentations (if applicable).
 - 6.6.2. Questions and/or discussion regarding the presentation (if applicable).
 - 6.6.3. Dismissal of guests (if applicable).
 - 6.6.4. Approval of in-camera (closed to the public) agenda with any additions or deletions.
 - 6.6.5. Adoption of Minutes.
 - 6.6.6. Correspondence.
 - 6.6.7. Reports from:
 - 6.6.7.1. Superintendent
 - 6.6.7.2. Secretary-Treasurer
 - 6.6.7.3. Committees
 - 6.6.8. Other Business.
 - 6.6.9. Adjournment.

- 6.7 Minutes of an In Camera (closed to the public) meeting shall be kept in the same manner as a Regular meeting but shall be approved by the Board only in an In Camera (closed to the public) meeting and shall not be filed with the minutes of Regular meetings.
- 6.8 Release Of In Camera (closed to the public) Items
 - 6.8.1 All motions to publicly release items dealt with In Camera (closed to the public) shall be made and dealt with In Camera (closed to the public).

7 Special Meetings

- 7.1 A special meeting is any meeting of the Board that was not scheduled during the inaugural or subsequent annual meeting.
- 7.2 Special meetings of the Board may be called by the Chair or, upon written request of a majority of the trustees.
- 7.3 No business other than that for which the meeting was called shall be conducted at the meeting.
- 7.4 When possible, written notice of a Special Meeting and an agenda shall be given to each trustee forty-eight hours in advance of the meeting.

8 Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1 The minutes shall record:
 - 8.1.1 Date, time, and place of meeting.
 - 8.1.2 Type of meeting (regular, special or committee).
 - 8.1.3 Name of presiding officer.
 - 8.1.4 Names of those trustees and administration in attendance.
 - 8.1.5 A brief summary of circumstances of the issue being debated.
 - 8.1.6 All resolutions, including their disposition, placed before the Board, and should be entered in full.
 - 8.1.7 Names of persons making and seconding the motion.
 - 8.1.8 Any points of order and/or appeals.
 - 8.1.9 Appointments.
 - 8.1.10 Summarized reports of committees.

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8.1.11 Trustee declarations pertaining to conflict of interest (sections 56, 57, or 58 of the School Act).

8.2 The Minutes shall:

8.2.1 Be prepared as directed by the Superintendent.

8.2.2 Be reviewed by the Superintendent prior to submission to the Board.

8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board.

8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

8.2.5 Upon acceptance by the Board and by way of the Secretary-Treasurer's assurance have the appropriate signatures affixed to the concluding page.

8.3 The Secretary-Treasurer shall:

8.3.1 Establish and maintain a file of all Board minutes.

8.3.2 Establish a codification system for resolutions determined by the Board, which will provide for ready identification as to the meeting at which they were considered.

8.3.3 Provide for cross-referencing with resolutions of a similar nature adopted by the Board at previous meetings.

8.4 Upon adoption by the Board, the Open Meeting minutes shall be available for public scrutiny online and at the Board office at all reasonable times.

8.5 The Open Meeting minutes adopted by the Board shall be added to the District website www.sd47.bc.ca and distributed to all trustees and other destinations as directed by the Board as soon as is practicable.

8.6 All committees of the Board, unless otherwise directed, shall prepare, and submit minutes or a report to the Board.

9 Board Motions and Resolutions

9.1 All matters requiring a Board decision or opinion relating to the formal Board meeting agenda shall be done by a motion, which has been moved and seconded for discussion or debate. An opportunity for questions and/or clarification will be provided before the motion is read to the assembly by the presiding officer.

9.2 Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a Resolution when passed.

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- 9.3 The presiding officer may divide a motion containing more than one subject if it is felt that it would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- 9.4 No motion other than to postpone consideration of a question, or a procedural motion, shall be reconsidered during the calendar year except by the reconsideration or rescinding process.
- 9.5 A motion to reconsider cannot be applied to an action that cannot be reversed; for example, entering into a contract.
- 9.6 A motion to reconsider can only be made at the same meeting where the original motion was voted upon and by a member who voted on the prevailing side. No question can be reconsidered twice.
- 9.7 A motion to rescind will be considered only if notice has been given at the previous meeting or if notice was given in the call for the present meeting. A motion to rescind may be moved by any Trustee, regardless of their original vote.
- 9.8 A motion to table is not debatable other than as to propriety. (There is no set time limit). A motion to postpone is debatable; (it can be postponed indefinitely or to a certain time).
- 9.9 A motion can be withdrawn or modified by the mover without the consent of anyone before the motion is stated by the Chair. Once the motion has been stated by the Chair, it belongs to the assembly and the mover must request its permission to withdraw or modify it. If there is an objection, the Chair shall ask the meeting if the request should be granted, and a majority vote is needed for withdrawal.
- 9.10 All motions to refer resolutions to the Canadian School Boards Association (CSBA), BC School Trustees Association (BCSTA), or branches thereof for endorsement or adoption, shall receive prior discussion to clarify intent and wording of the main resolution.
- 9.11 All motions to amend Board policy shall be submitted in writing to the Secretary-Treasurer and presented to the Board at a regular meeting immediately preceding the regular meeting at which they are to be discussed. (Notice of Motion). A written Notice of Motion to amend Board policy shall contain the proposed action and rationale.
- 9.12 All motions must be seconded except in Committee of the Whole or Board Committee meetings.

10 Amendments to a Motion

- 10.1 All motions shall be subject to amendment except the following:
 - 10.1.1 Motion that the question be now put.

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- 10.1.2 Motion for adjournment of debate or adjournment of a meeting.
- 10.1.3 Motion to table.
- 10.1.4 Motion to proceed to next business.
- 10.2 An amendment to a motion does not require notice.
- 10.3 Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided.
- 10.4 Amendments must be strictly relevant to the main motion and will not change the intent of the original motion.
- 10.5 Amendments may also be made by a "substitute" motion if the substitute is not contrary to the principle embodied in the main motion.

11 Debate

- 11.1 Debate shall be strictly relevant to the question and the presiding officer shall warn speakers who violate this rule.
- 11.2 No person shall speak until recognized by the Chair.
- 11.3 No trustee shall speak more than three times to a question unless a motion to extend debate is made, seconded, and carried except the mover of the motion who will have the right to make a reply when all trustees who wish to speak have spoken.
- 11.4 No trustee shall speak for a period in excess of three minutes at one time during debate. The presiding officer may caution the individual who persists in tedious and repetitious debate and may direct that trustee to discontinue if he/she persists. The presiding officer shall have sole discretion in applying this paragraph and may in her/his discretion ignore it.
- 11.5 A matter dealing with the rights or interests of the Board as a whole or of a Trustee personally (a point of privilege) may be raised at any time and shall be dealt with before resumption of business.
- 11.6 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.
- 11.7 A motion may be made by a member who has obtained the floor as long as a question is pending. The maker of the motion may speak first to the motion.
- 11.8 A trustee may require the motion under discussion to be read at any time during debate, except when a trustee is speaking.

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- 11.9 When a trustee believes debate should be closed and a vote taken, the Chair will respond by announcing that the "question has been called "and ask if there is further discussion. If there is, it must be allowed.
- 11.10 Debate can also be closed by a motion to end debate. This is not debatable, must have a seconder, and must be approved by the majority.
- 11.11 This policy shall govern points of order and procedures not provided for or specified by the School Act. Where there is an inconsistency, the School Act shall apply. Where situations arise which are not covered by the School Act or policy, the Chair will make reference to Robert's Rules.
- 11.12 An appeal may only be requested immediately after a ruling and before resumption of business. The appeal shall be decided without debate by a majority vote of trustees present. A successful appeal does not necessarily set a precedent.
- 11.13 All motions are debatable except the following:
 - 11.13.1 Motion for adjournment of debate or for adjournment of a meeting other than to set a time limit, in which case the motion shall be debatable as to time only;
 - 11.13.2 Motion to fix time to adjournment of a meeting;
 - 11.13.3 Motion to proceed to the next business;
 - 11.13.4 Motion to go into Committee of the Whole or Closed Session;
 - 11.13.5 Motion to refer shall be debatable as to time or referral only;
 - 11.13.6 Motion to table;
 - 11.13.7 Motion to postpone is debatable as to time only.

12 Voting

- 12.1 A quorum of the Board shall be three trustees.
- 12.2 All trustees present at a meeting are expected to vote, although, a trustee must abstain from voting in the event that they are in a conflict-of-interest position due to a direct pecuniary interest in the outcome of the vote (Section 58, School Act). A trustee may also abstain from voting if they state at the meeting their reasons thereon prior to a vote being taken.
- 12.3 Where an interpretation is required, the question at hand shall be deferred until the following meeting or, if emergent, to the end of the meeting to allow staff to research the appropriate interpretation based on Robert's Rules. The resulting interpretation may require a change to said policy and, if so, will be done by notice of motion. A notice of motion to update this policy will be made subsequent to the question at hand being dealt with.

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- 12.4 Voting shall be by a show of hands and under normal circumstances all negative votes and abstentions shall be recorded by name in every case. Upon request, where a conflict exists, the reason(s) for an abstention shall be recorded.
- 12.5 The Chair has the same right to vote and shall vote at the same time as the other members of the Board and, in the case of an equality of votes for and against a motion, (a tie), the question is resolved in the negative, and the Chair shall so declare.
- 12.6 All questions shall be decided by a majority of the votes of the Board quorum present and voting recorded as otherwise provided by these rules or the School Act.
- 12.7 The presiding officer may vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, a tie, the question will be declared 'not passed' by the presiding officer.

13 Public Participation

13.1 Delegations to Board Meetings

Input from individuals and groups within the school system or general public is encouraged and welcomed. The Board believes that it has the responsibility to provide members of the community the opportunity to voice any concerns or ideas relating to educational matters directly to the Board. The Board also believes it has a responsibility to conduct all its meetings in an orderly and efficient fashion. Hence the Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

- 13.1.1 Requests to present shall be made in writing to the Superintendent on or before 12:00 noon on the Tuesday preceding the regular Board meeting.
- 13.1.2 In order to assist delegations with their presentations, guidelines for delegations, will be made available at the time the request to present is made.
- 13.1.3 The Board Chair may refer delegation requests to a closed meeting. The Board Chair reserves the right to limit the number of delegations appearing at a particular Board meeting and may request they appear at an alternate date.
- 13.1.4 The delegation shall identify a spokesperson for all group appointments.
- 13.1.5 An individual or group may appear before the Board at a regular meeting and request placement on the agenda without prior notice. The Board will determine whether or not the delegation will be added to the agenda that that time.

- 13.1.6 A trustee may request that the topic be referred to a later Board Meeting, the trustee may request the topic be brought forward to the Board Chair to be included on the next meeting agenda.
- 13.1.7 The Board appreciates the time and effort students, staff members, and members of the general public take to present to the Board. In recognition, school delegations are acknowledged by sending a letter of thanks to the delegation.

13.2 Question Period

- 13.2.1 Question Periods will be held at all Open Regular Meetings. There will be one question period at the beginning of the meeting and another at the end. The public may raise any question except for those which are usually considered in Special Closed meetings. The purpose is to ensure that those present in the audience have an opportunity to obtain clarification concerning business conducted during that meeting. Priority will be given to responding to one question per person before considering further questions from any individual.
- 13.2.2 The following will help the public develop questions for Question Period at a Board meeting that is keeping with the goal of a respectful and focused meeting.
- 13.2.3 Questions.
 - 13.2.3.1 Need to be directed to the Chair and not to staff;
 - 13.2.3.2 Need to be succinct, focused and not be a statement;
 - 13.2.3.3 May not be asked that are related to personnel or directed at an individual trustee; and,
 - 13.2.3.4 May not be asked that are related to contract negotiations.

14 Trustee Remuneration

- 14.1 Section 71 of the School Act provides that a Board may authorize the payment of remuneration (indemnity) to trustees.
- 14.2 Trustee remuneration shall be reviewed annually by the Superintendent who will recommend to the Board, adjustments to the annual trustee, chair, and vice chair remuneration based on adjustments made to all employee groups and/or other comparative organizations. Any adjustment shall be approved by Board motion. Such adjustments normally will take effect on January 1st unless otherwise determined by the Board.
- 14.3 A trustee indemnity as described in the School Act regulations will be paid to trustees on a monthly basis. Payment shall be made by direct bank deposit.

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15 Trustee Expense Reimbursement

Trustees will incur travel expenses when representing the District provincially or regionally. Also, to enable trustees to gain greater knowledge and experience relative to their responsibilities, the Board supports their attendance at appropriate conventions, seminars, and courses. Trustees will be reimbursed for costs incurred in performing such duties or upgrading their trustee skills. Trustees shall use the most practical and reasonable means available to minimize expenses to the District.

15.1 In-District Board Business

- 15.1.1 The following in-district expenses shall be off-set by an additional monthly allowance to cover costs associated with additional vehicle insurance and communications related to internet and cell phone use.
- 15.1.2 Actual reasonable costs for travel for in-district Board business may be claimed at the current BC School Trustees Association's rate. The current per kilometer rate for vehicle use can be claimed for all Board approved business other than regularly scheduled Board and Committee meetings.
- 15.1.3 Trustees may request reimbursement for Board related long distance telephone calls and meals for other people, when on official Board business. Where applicable, receipts are to be provided.
- 15.1.4 The School District will only provide office supplies to assist trustees directly in their duties (ie: internet, School District e-mail account, paper, pens, notepads etc.)

15.2 Regional and Provincial Conferences and Meetings

- 15.2.1 Each year, a budget shall be set for the costs of trustees attending the BC School Trustees Association (BCSTA) Annual General Meeting, the BC Public School Employers' Association (BCPSEA) Annual General Meeting, the BCSTA Trustee Academies and the BCSTA Branch meetings, and/or the Annual CSBA Conference.

15.3 Trustee Travel

- 15.3.1 Trustees may automatically attend the following events: The BCSTA AGM; The BCSTA South Coast Branch Meeting, BCSTA Trustee Academy and CSBA Conference.
- 15.3.2 By prior resolution of the Board, in each instance, trustees may be authorized to travel to BCSTA seminars and workshops, and to various conventions, conferences and meetings within and outside of BC at the expense of the Board. Where practicable, trustees should present to the Board for review a statement of the objectives for the specific travel and how the trip relates to the business of the Board and District.

15.4 Out-of-District Travel Expenses

- 15.4.1 The automobile per kilometer reimbursement rate will be the same rate as determined by the BCSTA but shall not exceed the acceptable Canada Revenue Agency rate.
- 15.4.2 All out-of-district air travel to destinations other than Vancouver or Victoria will be reimbursed at the lowest airfare rate available at the time of travel when air transportation is available and practical.
- 15.4.3 Trustees may claim for taxis, parking fees, local mileage, airport improvement fees and other reasonable travel costs including but not limited to ferry fares. Receipts are to be provided (except for mileage).
- 15.4.4 Trustees may claim the District's per diem rate for meals for full or partial days as is appropriate for the duration of the trip, excluding meals that are provided as part of registration fees.
- 15.4.5 Accommodation may be claimed based on the 'single' rate of the convention hotel or on the standard government approved rate. Hotel charges such as valet service, personal telephone calls and in-room movies are the responsibility of the trustee.
- 15.4.6 If staying with a friend or relative \$50.00 per night may be claimed without a receipt.
- 15.4.7 The cost of extra nights for lodging is the responsibility of the trustee.

16 Trustee Conflict of Interest

- 16.1 All trustees present at a meeting must vote, although a trustee must abstain from voting in the event the trustee has a conflict of interest.
- 16.2 Conflict of Interest
 - 16.2.1 The Board of Education (the "Board") directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.
 - 16.2.2 If a trustee has any pecuniary interest in any matter and is present at a meeting of the Board at which the matter is considered, the trustee:
 - 16.2.2.1 Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest;

- 16.2.2.2 Shall not take part in the discussion of or vote on any question in respect of the matter; and
 - 16.2.2.3 Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
 - 16.2.2.4 If the meeting is not open to the public, in addition to complying with these requirements the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 16.2.3 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

17 Resolutions, Policies and By-laws

- 17.1 All matters shall be dealt with by resolution, policy statement or by-law.
- 17.2 A Resolution shall have only one reading.
- 17.3 Resolutions shall be assumed to be for the duration of the specific action referred to within a resolution or in any case not longer than one year, except for the following:
 - 17.3.1 Resolutions may specify certain dates for which actions are applicable.
 - 17.3.2 Resolutions which have policy implications or are intended to be for District guidance for periods greater than one year, shall be referred to the District Policy Development Process.
- 17.4 New policies, and significant changes to existing policy shall have two readings - the first for information; the second for recommendation. The readings shall be at two separate Regular Board meetings, unless a majority of trustees waive the rule in extraordinary circumstances.
- 17.5 A By-Law shall have three readings.
- 17.6 The following matters shall only be resolved by By-Laws:
 - 17.6.1 Amendments to By-Laws.
 - 17.6.2 Where required by the School Act.

18 Public Information Meetings

- 18.1 The Board may hold public information meetings on major issues to provide or obtain information on proposed changes to operational practices which will substantially affect instructional delivery, facility location, school closure, program relocation, and District funding. The Board Chair shall preside over the meeting accompanied by appropriate resource staff assigned by the Superintendent to assist with the proceedings.
- 18.2 Public Information meetings will be advertised using local media and/or the School District website www.sd47.bc.ca.

19 Working Sessions

- 19.1 The Board feels it is desirable to meet periodically in a working session environment. In this setting, Trustees discuss District goals and objectives, evaluate the Superintendent, receive professional development on District programs and review other matters pertaining to the operation of the District.
- 19.2 At these sessions the Board shall take no action that replaces debate or actions which should occur at public meetings.
- 19.3 The agenda will be prepared by the Superintendent under the direction of the Chair. The Superintendent is expected to attend the working session and determine if other senior administration staff are to attend and for how long they will attend.

20 Signatories for the Board

- 20.1 Any two of the Chair, Vice Chair, Superintendent, and the Secretary-Treasurer shall be the official signatories for legal documents and cheques.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act

Adopted: May 18, 2022
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