

	Chinook's Edge School Division - Policy	
	PL 2 – 01.2.0 Board Meetings	
Related Policies:		Initial Approval: 2017 August 1
Related Procedures:		Last Amended: 2020 May 13
Exhibits:		Last Reviewed: 2020 May 13

FOUNDATIONAL PILLAR – Board Governance and Processes

EXPECTATION

The Board expects its business will be conducted efficiently and effectively, while following applicable laws and encouraging robust discussion.

DEFINITIONS

Board of Trustees Meetings – Board meetings are open to the public and dates and locations are publicly advertised. Only motions made and passed at Board of Trustees Meetings are deemed to be motions of the Board.

Delegation – for the purposes of this policy, a delegation is a body of delegates or representatives representing stakeholders.

Education Committee Meetings – Board meetings that are closed to the public but the content of the discussion may be disclosed following the meeting. These meetings are attended only by Trustees, the Superintendent and individuals specifically invited by the Board.

In-Camera Board Meeting – Meetings attended only by the Trustees and individuals specifically invited by the Board. Content of the discussion is to remain confidential until such time as the Board decides to make it public. An In-Camera Board Meeting may be called during any Board of Trustees Meeting, Education Committee Meeting, or Special meeting by carried motion.

Meetings – for the purposes of this policy, “meetings” include Board of Trustees Meetings, Education Committee Meetings, Special Meeting of the Board and In-Camera Board Meeting.

Special Meeting of the Board – a meeting called by the Chair or a majority of Trustees.

REQUIREMENTS AND LIMITS

1. The Board shall establish *Board of Trustees* and *Education Committee meeting* dates and times at the annual Organizational Meeting.
2. The Board may cancel a scheduled *meeting* by Board motion.
3. The Chair will only convene a *meeting* if quorum is present. Quorum for *meetings* is a majority of the Board.
4. The Chair shall ensure that minutes for *meetings* are recorded and provided to the Board for approval at the following *meeting*. The minutes shall include:

- a. a summary of the discussion
 - b. resolutions, including the Trustee who made the motion and the outcome of the vote
 - c. a note indicating the time and name of any Trustee who leaves the *meeting* and when they return
 - d. a note indicating when a Trustee declares a conflict of interest or if a Trustee recuses himself or herself.
5. The Chair shall develop a proposed agenda to be circulated to Trustees prior to the *meeting*. At the start of the *meeting*, the proposed agenda will reviewed, amended (if required) and approved by the Board.
 6. Trustees may submit agenda items to the Board for consideration at a *meeting*;
 - a. wherever possible, Trustees will submit those items to the Chair, prior to the development of the proposed agenda so they may be included in the proposed agenda
 - b. emergent items may be added to the proposed agenda at the start of the meeting by motion.
 7. Board decisions will be made by a majority of Trustees in attendance at the *meeting*.
 8. When necessary, the Board may conduct entire meetings with all Trustees attending by electronic means. If the Board holds an electronic meeting, the Superintendent will ensure that the public has access to the public portion of the meeting.
 9. The Board may permit Trustees to officially attend and participate in *meetings* by electronic means, if the Board is assured that the off-site Trustee:
 - a. can be identified to the satisfaction of a majority of Trustees in attendance (excluding the member in question)
 - b. can participate in the discussion and vote
 - c. commits to notifying the Chair of any temporary absences from the meeting prior to the departure and upon return
 - d. can assure confidentiality of the discussion.
 10. When a *delegation* appears before the Board at a meeting, the Chair shall advise:
 - a. the spokesperson of the total time allotted for the *delegation's* entire presentation
 - b. that decisions on matters raised by a *delegation* will be deferred until the next meeting of the Board, unless the Board has determined otherwise
 - c. How the *delegation* will be informed of the Board's decision.
 11. The Board will consider an item at an *In-Camera Board Meeting* if the item is of a confidential nature and disclosure of the Board's discussion might reasonably be expected to be harmful to:
 - a. personal privacy of staff and students
 - b. individual or public safety
 - c. business interests of a third party
 - d. confidences of a public institution
 - e. financial or economic interests of the Board
 - f. the security of the property of the Board.
 12. The Board will consider an item at an *In-Camera Board Meeting* if the item:
 - a. may compromise the Board's interests in labour negotiations
 - b. is under litigation or that may be litigated
 - c. concerns acquiring or disposing of property

- d. is exploratory discussions of sensitive matters regarding external relationships.
13. The Board may convene to discuss items at a *Special Meeting of the Board* if one of the following conditions have been met:
- a. each Trustee is provided with written notice of the meeting by registered mail at least seven (7) calendar days prior to the meeting
 - b. each Trustee is provided with written notice of the meeting delivered to the Trustee or a responsible person at the Trustee's residence at least two (2) days before the meeting
 - c. each Trustee is provided with written notice of the meeting sent to their Division email account at least seven (7) days before the meeting
 - d. if every Trustee agrees to waive notice and signs a document consenting to the meeting.

HISTORY

2017 Aug 1 Approved
2019 Apr Reviewed
2019 Nov 29 Reviewed
2020 May 13 Amended