KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

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POLICY STATEMENT

Policy Name: Board and Committee Meetings **Policy Code: B-2.1**
Section: Board and Community

Established: January 22, 1998
Revised or Reviewed: September 10, 1998; November 5, 1998; May 27, 1998; November 11, 1999; April 27, 2000; June 14, 2000; April 11, 2001; June 20, 2002; November 25, 2004; November 24, 2005; October 26, 2006; April 26, 2007; April 24, 2008; February 26, 2009; May 27, 2010; April 18, 2013; February 23, 2017; January 28, 2020; February 22, 2022; April 25, 2023; November 28, 2023

1. POLICY STATEMENT

The Board and Committee Meetings policy was developed in support of the Board of Trustees' legislated duties and obligations under the Education Act section 207 which details the parameters for open and closed meetings whereby boards have flexibility to create their own policies and procedures that ensure orderly, productive meetings.

The policy advances democratic decision-making through fair and respectful dialogue and debate. The Board will ensure that fairness, non-discrimination, anti-oppression, anti-racism, equity, acceptance and inclusion are integrated into Board and Committee practices.

2. OBJECTIVE

This policy establishes how the Board of Trustees will conduct their business through Board and Committee meetings in the fulfillment of their governance and fiduciary responsibilities under the Education Act.

3. DEFINITIONS

Board
The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board Meeting
For the purposes of this policy, Board Meeting or Meeting of the Board indicates a meeting of the Board of Trustees.

Board of Trustees
The elected governance branch of the Board.

Committee of the Board
For the purposes of this policy, committee of the Board or Board committee indicates a duly recognized committee of the Board of Trustees where the membership of the committee is made up of trustees and/or non-trustees as set forth in Board Policy B-2.2, Annual Meetings and Committees of the Board.

Designate
A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairperson or Director, as appropriate.

Ex Officio
A member of a committee by virtue of holding the position of Chairperson or Vice-chairperson of the Board. An ex officio member is not a regular member but has the same voting rights and privileges as any other member of a committee, except those committees where membership is established by legislation, regulation or contract.

In-camera
A meeting or a portion of a meeting of the Board or a committee which is closed to the public pursuant to section 207(2) of the Education Act.

Policy
A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

Quorum
The minimum number of members necessary to conduct a meeting, which represents a simple majority of members. Ex officio members may count towards quorum.

Trustee
A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

4. APPLICATION

This policy applies to all trustees.

5. RESPONSIBILITY

The primary responsibility for this policy rests with the Board of Trustees and the Director of Education.

This policy is enacted and administered by the Board of Trustees with support of the Director of Education and designated staff.

6. POLICY

6.1 Open Meetings

Meetings of the Board and meetings of the committees of the Board shall be open to the public and to representatives of the media with an open session. No person shall be excluded from a meeting that is open to the public except for improper conduct. Nevertheless, as indicated in the Education Act, R.S.O. 1990 Section 207(2) a meeting of the Board, or a committee of the Board may be closed to the public when the subject-matter under consideration involves:

6.1.1 the security of the property of the Board;

6.1.2 the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or the pupil's parent and/or guardian;

6.1.3 the acquisition or disposal of a school site;

6.1.4 decisions in respect of negotiations with employees of a Board; or

6.1.5 litigation affecting the Board.

It shall be the policy of this Board to deal with all information of a personal nature in-camera and to protect its confidentiality unless it is determined that there is a specific exemption under the Municipal Freedom of Information and Protection of Privacy Act 1990.

The Director of Education and Secretary of the Board, or designate, may seek legal advice or appoint legal counsel when needed. At its discretion, the Board may seek independent legal advice.

6.2 Calling of Meetings

Meetings of the Board shall be classified as regular meetings, special meetings and/or emergent meetings.

6.2.1 The regular meetings of the Board shall normally be held on the fourth Tuesday of each month with an in-camera session, from 6:15-6:45 p.m. and with an open session at 7:00 p.m. If the in-camera session requires more time, it will be convened after the open session. Where circumstances warrant, as the result of a limited number of items on the in-camera agenda, the open session will commence at 7:00 p.m. with the in-camera session convened after the open session. When necessary, regular meetings of the Board shall also be held on the second Tuesday of every month or otherwise scheduled by the Board. Should a statutory or civic

holiday fall on the date scheduled for a regular meeting, the Board shall meet on the evening of the previous day. These meetings will be held in the Board Room of the Education Centre. (Exceptions shall be by resolution of the Board at a previous regular meeting.)

6.2.2 Special meetings of the Board may be convened by resolution of the Board at a previous meeting of the Board or may be called at the call of the Chairperson with a minimum of forty-eight hours' notice. A special meeting of the Board shall be called by the Secretary of the Board with a minimum of forty-eight hours' notice, on request, in writing, to the Secretary of the Board by the majority of trustees as provided in Section 198 (1)(d) of the Education Act. The notice for the special meeting shall state the business for which the meeting is called and no additions to the agenda will be entertained.

6.2.3 Emergent meetings of the Board may be called by the Chairperson with less than forty-eight hours' notice for the purpose of dealing with one or more matters deemed to be of an urgent nature. An emergent meeting of the Board shall be called by the Chairperson or Secretary of the Board with less than forty-eight hours' notice, on the request, in writing, to the Secretary of the Board by the majority of trustees. The notice for the emergent meeting shall state the business for which the meeting is called and no additions to the agenda will be entertained.

6.3 Publication of Notice

Notice of Board meetings shall normally be by receipt of an agenda, however, where time or circumstances does not permit or render this procedure impractical, other means such as telephone calls, electronic communications, announcements at Board or committee meetings, etc. may be employed. A limited number of hard copies as determined by the Director of Education, or designate, will be available at the meetings.

A list of all Board and committee meetings shall be posted on the Board's website as part of the electronic Board agenda designating the type of meeting, date, and place.

6.4 Delegations Appearing at Board and/or Committee Meetings

Delegations are invited to present to regular Board meetings and committee meetings to present a point of view, to submit recommendations or to request consideration of a matter of concern. The delegation process is not interactive or designed for two-way conversation, but rather an opportunity for delegates to present a position or information to the Board. In all cases the following procedures will apply:

6.4.1 Application

6.4.1.1 All delegations wishing to make presentations shall apply in writing to the Office of the Director of Education and Secretary of the Board, or in the case of committees to the appropriate administrative resource person, prior to a meeting giving advance notice of its intention to appear before the Board, or committee. Each delegation shall clearly indicate the matter on which the submission is to be made, the individual, or the organization, or interested parties to be represented and the authority of the spokesperson.

6.4.1.2 Delegates applying at least nine calendar days prior to a meeting will be provided up to 10 minutes for their presentation.

6.4.1.3 Delegates applying by the end of the business day (4:30 p.m.) on the day following publication of the Board or committee meeting agenda will be provided up to 3 minutes for their presentation.

6.4.1.4 The time allotted to delegations shall be limited to a one hour time period unless extended by a Board motion.

6.4.1.5 An individual may only speak once per item, regardless of the number of groups they represent.

6.4.1.6 Requests for a hearing will be received in accordance with Board policy, confirmed by the Office of the Director of Education and Secretary of the Board or designate, and delegates will be acknowledged advising the time of the hearing.

6.4.1.7 Delegations will be advised by the Office of the Director of Education or designate of the following requirements:

All requests to appear as a delegation before the Board of trustees, or a committee of the Board, must be submitted in writing and contain the following information

6.4.1.7.1 the full name and address of the individual, or the organization, or the interested parties to be represented;

6.4.1.7.2 the name(s) of those making the presentation (maximum two) and their position(s) within the organization;

6.4.1.7.3 the authority by which the presentation is being made if representing an organization;

6.4.1.7.4 a clear, specific and detailed outline of the matter which is to be addressed and the specific action requested of the Board or committee. Incomplete outlines may result in postponement or denial of the application request.

6.4.1.8 Delegates will be advised that an application, including a complete outline of the matter to be addressed, and the specific action requested of the Board or committee will be distributed prior to the meeting.

6.4.1.9 As part of the application process, and at the discretion of the Chairperson of the Board, delegates may be referred directly to appropriate committee.

6.4.1.10 Delegates will be advised that materials, in addition to the completed outline, being submitted to trustees will be the responsibility of the delegation. The Chairperson of the Board shall determine if the additional materials are required as part of the outline indicated above.

6.4.2 Hearing

6.4.2.1 As a condition of appearance and prior to making a delegation, all delegates must, through written consent, agree to respect the decorum, and meeting rules of order as established by the Board.

Failure to respect the authority of the Chairperson of the Board and/or Committee Chairperson, non-adherence to presentation time limits, and/or disrespectful behaviour may result in immediate suspension of the presentation; forfeiture of presentation privileges for a calendar year; and/or further limitations as deemed appropriate by the Board, including the possible issuance of a trespass notice.

6.4.2.2 Delegations shall be welcomed by the Chairperson who shall ensure that the delegate is aware of the process for receiving and dealing with presentations under this policy.

6.4.2.3 The Chairperson may recommend, and the Board or committee will determine, whether the delegation will be granted a hearing in open session or in-camera session and,

6.4.2.3.1 the Board, or committees, will not hear in open session presentations on personnel matters that may conflict with the rights of staff, student matters that may conflict with the rights of students under the Municipal Freedom of Information and Protection of Privacy Act 1990, or personnel, property and/or legal matters that may jeopardize negotiations and are considered in-camera matters under the Education Act;

6.4.2.3.2 if the delegation presentation violates the protection of privacy, protection of student records, or constitutes a complaint of specific employees, the Chairperson will interrupt and may direct that the presentation be heard in an in-camera session; and

6.4.2.3.3 if a presentation constitutes a complaint or criticism of specific employees, such employees shall have a right to be notified and attend the presentation.

6.4.2.4 Delegates are required to identify themselves before their presentations. Subject to the rules of the meeting, the delegate shall be permitted to make the presentation without interruption.

6.4.2.5 Presentation materials, in addition to the outline published in the agenda support materials, may be distributed during the presentation by the delegation.

6.4.2.6 Broad or significant departures from submitted, written outlines may result in the immediate suspension of a presentation.

6.4.2.7 Following the presentation, the Chairperson will ask the members of the Board or committee if there are any points which they wish to have clarified.

6.4.2.8 Following presentations, only questions clarifying presented information are in order.

6.4.2.9 To assist in clarifying points raised by trustees, the spokesperson of a delegation may, with the permission of the Chairperson, call upon any other members of their delegation to answer the question.

6.4.2.10 As soon as the Chairperson is satisfied that all points have been clarified, the Chairperson will close the presentation, thank the spokesperson, and inform the individual how the matter will be dealt with.

6.4.2.11 The Chairperson may, with the Board's or the committee's permission, alter the order of presentations to facilitate delegations on the same topic to be heard consecutively.

6.4.2.12 The Chairperson has the discretionary power to request delegations on the same topic to limit their presentation to new information on the same issue.

6.4.2.13 Where a number of delegations on a particular topic are anticipated, the Chairperson may call a meeting on that topic.

6.4.2.14 Certain joint Board/community committees (Accommodation Review Committees as an example) may provide for the hearing of non-preregistered delegations, who may be granted up to 3 minutes per hearing. Committee meetings of this nature, or meeting for public input/consultation, will be also exempted from the one hour time limit for delegations as established within this policy.

6.4.3 Disposition

6.4.3.1 Immediately following the presentations, the Board or committee will proceed to disposition of the concerns of the delegations and may combine multiple presentations on the same issue for action.

6.4.3.2 Delegation concerns will be considered immediately following all presentations. Action concerning matters raised by delegations will be decided by a majority of the trustees present at the meeting. The Board policy concerning notice of motion shall apply unless the motion is:

6.4.3.2.1 a deferral to a time when discussion will take place on the same matter at another point in the agenda,

6.4.3.2.2 bringing forward a report or recommendation from the current meeting,

6.4.3.2.3 a deferral to a later meeting,

6.4.3.2.4 a referral to a Board committee for further study,

6.4.3.2.5 a referral to administration, or

6.4.3.2.6 to receive for information.

6.4.3.3 Committees to whom the subject of a delegation to the Board has been referred shall place the item on the agenda of a regular committee meeting as soon as practicable.

6.4.3.4 The spokesperson for delegations will be notified of the date and time of the meeting at which an issue is to be considered after referral by the Board.

6.4.4 Limitations

6.4.4.1 The Board will receive complaints or information from parties that are in litigation against the Board only through written correspondence to the Chairperson who will distribute it to trustees.

6.4.4.2 As noted in Section 6.4.2.1 of this policy, the Chairperson reserves the right to immediately suspend presentations from delegates disrespectful of the decorum, and meeting rules of order as established by the Board. The Chairperson may request any delegation or person in attendance to leave the meeting if, after warning, their conduct disrupts the order of the meeting.

6.4.4.3 A single hearing will be granted on any particular issue at the Board level. In exceptional circumstances, a second hearing will be granted on special motion of the Board.

At the discretion of the Chairperson of the Board, a delegation who presented at a committee meeting may also present at the Board meeting in which the committee's report is being presented.

6.4.4.4 Once the Board has resolved an issue, it reserves the right to hear no further delegations on the issue for at least six months.

6.4.4.5 The Director of Education and Secretary of the Board, or in the case of committees the appropriate administrative resource person, may meet with declared delegations or their representatives, where appropriate, to resolve delegates' concerns or clarify Board position.

6.5 Educational Topics – For Discussion at Meetings

The Board wishes to be informed on the philosophy, methodology, and procedures most commonly accepted by modern educators and also of the degree to which these are being implemented in the jurisdiction.

6.5.1 From time-to-time, provisions shall be made on the agenda for such presentations.

6.5.2 The Director of Education and/or Board committees will be responsible for the selection of topics and the arrangements for the presentation of the same.

6.5.3 Up to a maximum of thirty minutes shall be allowed for the presentation (and questions) of an educational topic.

6.6 Rules of Order for Meetings

The following procedures apply at all Board and committee meetings.

6.6.1 Chair

6.6.1.1 At the hour of the meeting, the Chairperson or Vice-chairperson shall take the Chair. The Vice-chairperson will chair the in-camera portion of the meeting.

6.6.1.2 Where the Chairperson of the Board is unable to attend a session of a Board meeting, the Vice-chairperson of the Board will chair the open session and the Past Chairperson will chair the in-camera session of the meeting.

6.6.1.3 Where neither the Chairperson nor the Vice-chairperson is able to attend a Board meeting, the Chairperson will designate the Past Chairperson to act in the Chairperson's place. In the event that no member of the Board is the Past Chairperson, the Chairperson will designate another member of the Board to act in the Chairperson's place.

6.6.1.4 If the chairperson of a committee is unable to attend a committee meeting, the chairperson of the committee, where a committee has not selected a vice-chairperson, may designate another member of the committee to act in their place.

6.6.1.5 Should the Chairperson, Vice-chairperson, or member designated to act as chair not be in attendance within fifteen minutes after the hour appointed, they shall be considered absent and the Secretary of the Board shall call the meeting to order. A member of the Board shall be chosen as Acting Chairperson to preside for the one meeting or until the Chairperson, Vice-chairperson, or member designated to act as chair arrives.

6.6.2 Quorum

6.6.2.1 In accordance with Section 208 (11) of the Education Act the presence of a majority of all the members constituting the Board shall be necessary to form a quorum and the vote of a majority of such quorum shall be necessary to bind the Board. Those attending via electronic means shall be counted as present. Quorum, in accordance with the Education Act and with Robert's Rules of Order, shall be a simple majority of more than fifty percent of the members. For example, at a meeting of the Board or committee of the Board:

- if there are 12 members, a majority (more than 6) is 7;
- if there are 11 members, a majority (more than 5.5) is 6;
- if there are 5 members, a majority (more than 2.5) is 3;
- quorum required for committee meetings is to be calculated based on the number of members, not including the ex officio members (for example, a committee with 5 members plus ex officio, quorum is 3); and
- ex officio members contribute to reaching quorum (for example, a committee of 5 where one assigned member plus two ex officio are in attendance means quorum has been reached).

6.6.2.1.1 Unless there shall be a quorum present within thirty minutes after the time appointed for all meetings, the Board or committee shall stand adjourned, and the Secretary of the Board, or committee administrative resource person, shall record in the minutes the names of those both physically and electronically present, and the time of adjournment.

6.6.2.1.2 If a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the Board's rule requiring the meeting to be held was complied with and the meeting was convened even though it had to adjourn immediately.

6.6.2.1.3 The only action that can be legally taken in the absence of a quorum is to fix the time to adjourn, adjourn, recess, or take measures to obtain a quorum.

6.6.3 Call to Order

6.6.3.1 Each regular Board meeting shall begin with a call to order.

6.6.3.2 Each committee meeting shall begin with a call to order.

6.6.4 In-camera Sessions

In-camera session of the Board, will be held immediately following the Call to Order from 6:15-6:45 p.m. Where circumstances warrant, as the result of a limited number of items on the in-camera agenda, the open session will commence at 7:00 p.m. with the in-camera session convened after the open session. The agenda for the in-camera session will be adopted in the in-camera session, and a report of the committee will be presented in open session. If the in-camera session requires more time, it will be convened after the open session. The Board shall go into in-camera session, by duly moved motion on a majority vote. Subsection 55 (5) of the Education Statute Law Amendment Act (Student Performance) 2006 (effective July 7, 2006) provides that student trustees may attend all in-camera Board and Committee meetings with the following exception: when the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee of the Board or a pupil or his or her parent or guardian. The Board Vice-chairperson will take the chair for in-camera sessions.

6.6.4.1 Minutes will be maintained of in-camera sessions by the Secretary of the Board and of in-camera Board committee meetings by the resource person at committee meetings; and will be approved at the next regular Board or committee meeting. Information printed in minutes will be maintained on a strictly confidential basis by all trustees and staff.

6.6.4.2 The Board in-camera session shall consider whether each item is appropriately in-camera. Where it is proposed to remove an item from the in-camera to open session the matter of the agenda placement of the item shall be debated in-camera and may be moved into open session on a majority vote (note comments on freedom of information in Article 6.6.22).

6.6.4.3 Any item dealt with in-camera, by any committee of the Board, shall be dealt with during Board in-camera session, and Board or committee in-camera session shall decide if that report is properly in-camera within the policies set out herein and considering S. 207(2) of the Education Act R.S.O. 1990 as amended and the Municipal Freedom of Information and Protection of Privacy Act 1990 as amended.

6.6.4.4 Timed in-camera session agenda items, if deemed appropriate by the Board Chairperson, shall be an Order of the Day.

6.6.4.5 No item may be dealt with in open session once the Board has dealt with it in-camera unless by motion adopted by a majority vote in the in-camera session to move the item from the in-camera session to open session.

6.6.4.6 If a trustee, in an open session, wishes to have considered a matter previously dealt with in-camera dealt with in open session, the trustee shall put a motion to the Board to go into in-camera session.

6.6.4.7 The Board shall consider, and if it so determines, ratify all decisions of the in-camera session by adopting the report of the in-camera session by proper motions in open session. Each motion would be voted on individually in regular Board.

6.6.4.8 Any committee of the Board may consider a matter in-camera provided the matter falls within this policy.

6.6.4.9 Before the completion of the in-camera session and prior to moving into open Board, the Board will determine by proper motion those items to be reported out or released to the public.

6.6.5 Land Acknowledgement

At 7:00 p.m., following the in-camera session, the public open session of the Board shall begin with an acknowledgement that the Board is meeting on the traditional territory of the Mississauga First Nations. The Land Acknowledgement will be followed by the National Anthem and a moment of silence.

6.6.6 Adoption of the Agenda

6.6.6.1 The first order of business shall be revisions to and the adoption of the open session agenda. A revised agenda requires a vote of two-thirds majority of those present.

6.6.6.2 Items will normally be added to the agenda by general consent, without a majority vote if done at the opening of the meeting before adoption of the agenda.

6.6.6.3 At regular meetings, no item requiring decision shall be added to the agenda without proper notice. Items received without notice are for information only or are referred to a committee or to administration.

6.6.6.4 If an in-camera session agenda item is followed by a time, and if the Board Chairperson deems it appropriate, it shall be an Order of the Day.

6.6.7 Declarations of Conflicts of Interest

Trustees must make a Conflict of Interest Declaration, pursuant to the Municipal Conflict of Interest Act.

6.6.8 Minutes of the Previous Meeting

Minutes of the previous meeting are revised and/or adopted as printed immediately following the Adoption of the Agenda.

6.6.9 Educational Presentations

Presentation of educational topics to the Board will be heard upon request. A maximum of 30 minutes will be allotted per Board meeting.

6.6.10 Delegations and/or Presentations

Delegations and/or presentations will be heard following the Adoption of the Minutes.

6.6.11 Disposition of Delegation Concerns

The concerns of delegations will be dealt with following the hearings (note comments on disposition in Article 6.4.3).

6.6.12 Director's Update

The Director shall have the opportunity to share information and/or updates with the Board.

6.6.13 Business Arising from the Minutes

Business Arising from the previous minutes will be discussed following Adoption of the Minutes.

6.6.14 Student Trustee Report

The Student Trustee will provide a written report and be heard on matters they wish to report for information to the Board.

6.6.15 Decision Reports

Reports from Board committees and/or administration will be prepared with a covering report prepared using a standard format and published with the regular agenda. Emergent items may be presented on revised or new reports on the revised agenda.

With the Board's permission, the Chairperson may alter the order of reports to facilitate addressing concerns of delegations or communication. A vote of two-thirds of the members present is required to vary the order of business if objection is expressed.

6.6.15.1 Board committee reports will indicate the following:

6.6.15.1.1 the committee submitting the report;

6.6.15.1.2 the date and location of the committee's meeting;

6.6.15.1.3 a list of attendees, both physically and electronically, those that gave regrets, and those that were absent from the committee meeting;

6.6.15.1.4 all topics discussed at the open session of the committee's meeting will be listed together with a brief descriptive comment including formative reports;

6.6.15.1.5 recommendations which have been duly moved, seconded and carried with a quorum of committee members present;

6.6.15.1.6 items discussed at an in-camera session will be reported in a separate report at an in-camera session of the Board and will remain in-camera unless by majority vote during in-camera session, and only specified items will be moved to open session;

6.6.15.1.7 the committee chairperson is responsible for the report, however where the chairperson of a committee is a non-trustee member and therefore not an elected trustee, a trustee representative of the committee will report to the Board any reports or recommendations of that committee and initiate motions resulting from the meeting; and

6.6.15.1.8 potential budget impact for all decision items, both in open session and in-camera session, will be included in the report.

6.6.15.2 Administrative reports will indicate the following:

6.6.15.2.1 the topic for discussion,

6.6.15.2.2 the initiator of the report,

6.6.15.2.3 background information on the topic,

6.6.15.2.4 the status of the topic,

6.6.15.2.5 potential budget impact,

6.6.15.2.6 recommendation(s) from senior administration to the Board, and

6.6.15.2.7 the supervisory officer(s) responsible for the report.

6.6.16 Ontario Public School Boards' Association (OPSBA)

The Boards' Delegate Member may provide a report on OPSBA matters.

6.6.17 Correspondence

Correspondence to the Board requiring action and addressed to the Chairperson or Secretary of the Board will be dealt with following discussion of decision reports.

6.6.18 Information Items

6.6.18.1 Information items will follow discussion of decision items.

6.6.18.2 Information items, including correspondence to the Board for information only and addressed to the Chairperson or Secretary of the Board, may be considered as consent items.

6.6.18.3 Information reports presented to committee or Board will include budget impact and implications as necessary.

6.6.19 Board Member Additions

Board Member additions announced during the adoption of the agenda will be heard following information reports and/or correspondence at the

end of the open session and shall be limited to three minutes in length per Trustee.

6.6.20 Future Meeting Dates

Future meeting dates will be discussed following Board member additions.

6.6.21 Question Period

A question period in each regular Board meeting, not exceeding fifteen minutes, for the answering of questions of and by the Board, on issues addressed at the meeting, shall be provided.

6.6.22 Report of the In-camera Session

The report of the in-camera session shall be adopted by proper motions with each motion voted on individually.

6.6.23 Adjournment

At 11:00 p.m., a vote must be taken to determine whether to continue the Board meeting until the end or until a motion to adjourn has passed. Committee meetings should be less than two hours in length. At the end of two hours, a vote must be taken to determine whether to continue the committee meeting until the end or until a motion to adjourn has passed.

6.6.24 Provincial Legislation

In all cases, the Board will operate in accordance with provincial legislation and will at all times respect personal information when dealing with the rights of individuals to privacy as provided in the Municipal Freedom of Information and Protection of Privacy Act 1990 while at the same time recognizing the public right of access to public information.

In accordance with provincial legislation, the Board believes it to be the individual trustee's responsibility to adhere to Provincial Disclosure of Interest requirements.

6.6.25 Member Participation at Committee Meetings

All trustees may take part in the discussion or debate on any matter before a Board committee, and initiate motions but shall not have the right to vote at any committee meeting of which the trustee is not a member except the following:

6.6.25.1 Any trustee shall have the right to initiate motions and vote at

6.6.25.1.1 Budget Committee meetings open and in-camera session, and

6.6.25.1.2 any committee meetings where all trustees have been invited at the direction of the Board.

6.6.25.2 Non-trustees who are named by the Board to membership to any committees that are advisory in nature have full voting and motion initiation privileges on that committee.

6.6.25.3 The Chairperson of the Board and the Vice-chairperson of the Board are ex officio members of all Board committees except those of a statutory or contractual nature where membership is established by legislation, regulation, or contract.

6.7 Agendas

6.7.1 The Secretary of the Board, or delegate, in consultation with the Chairperson and Vice-chairperson, shall determine all matters to be placed on the Board agenda and also shall determine those matters which should be in-camera.

6.7.2 The administrative resource person to committees, in consultation with the committee chairperson, shall determine items to be placed on committee agendas and also shall determine those matters which should be in-camera.

6.7.3 In-camera items shall be on a separate agenda package with the agenda sheet printed on pink paper for both the Board and committees with all information, reports and recommendations attached. All materials will be maintained in a strictly confidential basis by all trustees and staff.

6.7.4 The cover pages of all committee agendas shall be sent to all trustees previous to the committee meeting.

6.8 Motions and Resolutions

6.8.1 Notices of Motion

Notices of motion on new matters are required from trustees to provide Board members and administration benefit of advance consideration of the proposed business or motion. No new decisions will be entertained unless notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary of the Board to include an item in the regular agenda,

communicated in writing at a previous meeting, or by notifying the Secretary or Chairperson of the Board prior to the distribution of the agenda.

Notice of motion is not required if a proposed motion(s) is directly related to an item of business included within the Board/committee meeting agenda.

6.8.2 Moving, Seconding, Voting

6.8.2.1 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member shall be considered and voted upon separately.

6.8.2.2 When a motion is under debate the only motion in order shall be:

6.8.2.2.1 to adjourn,

6.8.2.2.2 to lay on the table,

6.8.2.2.3 to put the previous question,

6.8.2.2.4 to postpone,

6.8.2.2.5 to refer,

6.8.2.2.6 to amend, and

6.8.2.2.7 to vote on the present motion.

Such motion shall have precedence in the order above named; and the first, second and third shall be decided without debate.

6.8.2.3 A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds vote in favour.

6.8.2.4 All motions require a seconder who is a committee member.

6.8.2.5 After a resolution is moved and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion shall be made until those have been decided.

6.8.2.5.1 The amendment shall be voted on first.

6.8.2.5.2 If the amendment carries, then the original motion, as amended, shall be voted on.

6.8.2.5.3 If the amendment does not carry, then the original motion may be amended further.

6.8.2.5.4 Only one amendment to the main motion will be allowed at any given time.

All questions shall be put in the order in which they are moved, except that amendments shall be put before the motion, the last amendment first, and so on.

6.8.2.6 Until the Chairperson states the question, the maker has the right to modify the motion or to withdraw it entirely. After the question has been stated by the Chairperson, the motion becomes the property of the assembly and then its maker can do neither of these things without the consent of the assembly. Such leave being granted by two-thirds of the members present.

6.8.2.7 Whenever the Chairperson is of the opinion that a motion offered to the Board is contrary to the rules and privileges the Chairperson shall so inform the members immediately before putting the question thereon and quote the rule of authority applicable to the case without comment.

6.8.2.8 After the Chairperson has put a question to vote there shall be no further debate and no member shall leave the room.

6.8.2.9 At the discretion of the Chairperson, a resolution moved at a meeting may be required in writing.

6.8.2.10 Any member may call for a recorded vote. The Secretary of the Board shall call for those in favour and those against. The names of those who vote for and against shall be entered into the minutes. The order of calling for the yeas and nays of a recorded vote shall be alphabetical with the first trustee named changing progressively by one for each successive calling during the current term of the Board.

6.8.2.11 Every member (including the Board or committee Chairperson) present, either physically or electronically, when a question is put, shall vote thereon unless the Board excuses the member.

6.8.2.12 Any question on which there is an equality of vote shall be deemed to be defeated.

6.8.3 Special Motions

6.8.3.1 A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken, or when the previous question has been called. A motion to adjourn only, shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated. After a motion to adjourn has been defeated, no second motion to the same effect shall be made until some intermediate question has been disposed of.

6.8.3.2 A motion to lay on the table, only, is not debatable; but a motion to lay on the table and publish, or with any other condition, is subject to debate and amendment. When a question has been laid on the table, it shall not be taken up at the same meeting except by agreement of two-thirds of the members present.

6.8.3.3 The motion for the previous question shall preclude all further amendment or debate, and shall be submitted to the Board by the Chairperson

"Are you ready for the previous question?"

If adopted, by a two-thirds majority, the Chairperson shall at once proceed to put the main question, first putting any amendments pending to the vote of the Board.

6.8.3.4 A motion to reconsider is entertained only when a matter is to be re-opened which has been dealt with at the same or immediately preceding meeting. The motion to re-open requires a two-thirds majority of the members present, both physically and electronically, and eligible to vote. The mover of the motion must be on the previously prevailing side. Following reopening of the matter a majority vote only is required for action.

6.8.3.5 A motion to rescind may succeed by a simple majority of those voting provided notice of motion has been given previously. A rescinding motion may also succeed by a two-thirds vote without notice or by a vote of a majority of the entire membership.

6.8.3.6 Motions to extend time past 11:00 p.m. can be moved while in in-camera session and require a simple majority. Failure to extend will automatically result in the committee rising and reporting.

6.8.4 Speaking to a Motion

6.8.4.1 Members, prior to speaking to any question or motion, shall address the Chairperson. Members shall confine themselves to

the question in debate and shall avoid all discourteous language and personal comments.

6.8.4.2 No member shall be interrupted while speaking except when called to order by a member for transgression of the rules of the Board, in which case the member shall wait until the point of order has been decided by the Chairperson.

6.8.4.3 The Chairperson, or any member through the Chairperson, may call a member to order while speaking whereupon the debate shall be suspended and the member shall not speak until the point of order shall be determined, unless to appeal from the decision of the Chairperson. All such appeals shall be decided without debate.

6.8.4.4 Members may require the question on the motion under discussion to be read for the member's information at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to the question.

6.8.4.5 Members may speak two times only on a given motion. Remarks by trustees shall be limited to two minutes at Board meetings and five minutes at meetings of committees of the Board. A member cannot make a second speech on the same question as long as any member who has not spoken desires recognition. If speaking a second time, members shall be allowed two minutes.

6.8.4.6 Trustees shall be required to stand to make their remarks only on special occasions.

6.8.4.7 The Chairperson may speak to a question for no more than thirty seconds without turning the Chair over to the Vice-chairperson.

6.8.5 Robert's Rules of Order

Any point of procedure not provided for by the Regulations shall be governed by the rules of parliamentary practice (Robert's Rules of Order).

6.9 Records of Meetings

Minutes of open sessions of Board and committee meetings, and in-camera sessions, shall be taken and the following procedures shall apply:

6.9.1 The Chairperson shall ensure that minutes of each meeting are recorded.

6.9.2 The Secretary of the Board shall maintain the Board minutes and the administrative resource person shall maintain Board committee minutes.

6.9.3 Draft copies of Board and committee in-camera minutes shall be on pink paper.

6.9.4 Draft copies of Board minutes of open session meetings will be posted on the Board's website. Draft copies of committee minutes of open session meetings will be distributed to all members of the Board and/or committee members and final copies will be distributed to everyone on the distribution lists following their approval at the next regular meeting.

6.9.5 Board and committee minutes shall be draft until approved at a subsequent meeting.

6.9.6 Minutes shall include a record of Board and/or committee members, other trustees and administrative staff present, both physically and electronically; a description of all topics discussed; and all resolutions moved, seconded and carried with a quorum of Board and/or committee members present.

6.10 Ad Hoc Committees of the Board

All ad hoc committees shall be dissolved by the fourth Tuesday in November each year unless the Board has established an alternative term.

6.11 Distribution of Board and Committee Materials

6.11.1 No material from in-camera meetings shall be distributed to individuals not specifically entitled to participate in the in-camera sessions.

6.11.2 The agendas and minutes for all open session Board meetings, together with supporting documents, will be given to:

6.11.2.1 members of the Board, and members of the administration as determined by the Secretary of the Board, prior to each meeting; and

6.11.2.2 on request, the presidents/unit chairpersons of all employee groups.

6.11.3 Copies of all open session documents relating to the Board, including minutes and reports, shall be posted on the Board's website.

6.11.4 Individual copies of Board materials may be requested for specific items on a cost-per-copy basis.

Individuals on agendas will be provided, free-of-charge, on a request basis, a copy of the relevant agenda and administrative report.

A limited number of open session Board and committee meeting agenda materials will be available, free-of-charge at the Board and committee meetings.

6.11.5 Complete agenda packages will be sent electronically to all trustees, the Secretary of the Board, and the administrative resource person to the committee. Complete hard copy agenda packages will be distributed to trustees and administration upon request.

6.12 Attendance at Meetings

To ensure access to public meetings, and in accordance with Ontario Regulation 463/97, Electronic Meetings, the Board shall provide for the use of electronic means for the holding of meetings.

6.12.1 At every meeting of the Board, both in-camera and open sessions, including every Budget Committee meeting, the following persons shall be physically present in the meeting room of the Board and so recorded in the minutes:

6.12.1.1 at least one additional member of the Board;

6.12.1.2 the Chairperson of the Board, or designate, or in the case of the Budget Committee, the Vice-chairperson of the Board or designate; and

6.12.1.3 the Director of Education of the Board, or designate.

6.12.2 At every meeting of a committee of the Board the following persons shall be physically present in the meeting room of the committee and so recorded in the minutes:

6.12.2.1 the chairperson of the committee, or designate; and

6.12.2.2 the Director of Education of the Board, or designate.

6.12.3 Under amended Ontario Regulation 463/97, the chairperson of a board or committee meeting may preside over the meeting electronically if any of the following applies:

6.12.3.1 the distance from the chairperson’s current residence to the meeting location is 200 kilometres or greater;

6.12.3.2 weather conditions do not allow the chairperson or designate to travel to the meeting location safely; or

6.12.3.3 the chairperson cannot be physically present at a meeting due to health-related issues.

No more than half of Board or committee meetings in a twelve month period can be chaired electronically.

6.12.4 At the request of any Board member, and/or student representative, the Board shall provide the member and/or representatives with electronic means of participating in one or more meetings of the Board or of a committee of the Board except where to do so would not comply with sections 6.12.1 or 6.12.2.

6.12.5 A member of the Board, and/or student representative of the Board, who participates in a meeting through electronic means shall be deemed to be present at the meeting and the minutes shall record the member's presence through electronic means.

6.12.6 The electronic means shall permit the Board member and/or student representative to hear and be heard by all other participants in the meeting.

6.12.7 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.

6.12.8 Where meetings of the Board or a committee of the Board are open to the public the following shall apply:

6.12.8.1 the Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public;

6.12.8.2 where such locations are provided, members of the public shall participate only in those parts of Board meetings where the public would normally participate, and the extent and manner of participation shall be determined by the Board Chairperson based on the electronic means available; and

6.12.8.3 members of the public participating through electronic means shall not participate in any proceedings that are closed to the public.

6.12.9 Should there be technical difficulties and the electronic portion of the meeting is interrupted, discontinued or unavailable:

6.12.9.1 Section 6.6.2 shall apply if there is no quorum;

6.12.9.2 the minutes of the meeting shall indicate the time of any electronic disruption, the name(s) of the member(s) absent for the disruption, and the time that electronic means are restored if there is a temporary disruption; and/or

6.12.9.3 the minutes shall record any member as absent if the member(s) is(are) unable to electronically connect with the meeting for its entirety.

6.12.10 Members of the Board and members of the public participating in Board meetings or meetings of a committee of the Board shall be governed by the rules of the Board related to the operation of Board or committee meetings.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:
B-1.2, Code of Conduct
B-2.2, Annual Meetings and Committees of the Board
B-3.2, Equity, Diversity and Inclusion

8. REFERENCE DOCUMENTS

Legislation:
Education Act
Education Statute Law Amendment Act (Student Performance), 2006
Municipal Conflict of Interest Act
Municipal Elections Act
Municipal Freedom of Information and Protection of Privacy Act
Ontario Regulation 463/97