



Limestone District School Board

Procedural Bylaws

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PREAMBLE

The Limestone District School Board is a Board of education established under the *Education Act*, with power to perform all the duties conferred or imposed upon a public school Board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the *Education Act*, other applicable legislation, the pertinent regulations of the Ministry of Education, policy, and bylaws.

The Limestone District School Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. In order to discharge its responsibilities to the electorate of the district, the Board shall hold regular meetings. The Board has adopted policies and bylaws so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that a fundamental obligation is to preserve, if not enhance, the public trust in education generally, and in the affairs of Limestone District School Board 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. The Board believes its affairs should be conducted in public to the greatest extent possible.

The Board believes there are times when the public interest is best served by private discussion of specific issues during closed sessions. A meeting of a committee of the Board, including a Committee of the Whole Board, may be closed to the public when certain matters, as outlined in legislation, are discussed.

DEFINITIONS

“Board” means the elected and appointed members of the Limestone District School Board.

“Bylaws” means an organization’s document that contains its own basic rules that relate to itself as an organization, rather than the parliamentary procedure that it follows.

“Chair” means Chairperson of the Board.

“Committee Chair” means a Chairperson of a committee of the Board.

“Director” means Director of Education, Secretary of the Board and its Chief Executive Officer

“Education Act” means the Revised Statutes of Ontario as amended and revised from time to time.

“Electronic Meetings” means a meeting at which some or all the members communicate through electronic means such as the internet or telephone.

“Ex-Officio” refers to a member who is permitted to act by virtue of office, with the right, but not the obligation, to participate in the proceedings of the committee and is not counted in determining the number required for quorum or whether a quorum is present at a meeting. LDSB prescribes that an ex-officio member shall not have a vote.

“Majority” means more than half.

“Majority vote” means more than half of the votes cast.

“Meeting” means a single official gathering of members in one room or area to transact business for a length of time. Under the *Education Act* a member may attend a meeting electronically and is deemed to be present.

“Notice of Meeting” also referred to as the “Call” of the meeting, means the prescribes length of time required for advanced announcement of a meeting. LDSB prescribes that the agenda and all supporting materials are to be included with notice. Notice includes the day it is sent but excludes the day of the meeting.

“Notice of Motion” means previous announcement that a motion will be introduced at the following meeting. The exact content of the motion is provided in the notice.

“Quorum” means the minimum number of members who must be present in order that business can be validly transacted.

“Session” means a meeting, or a series of connected meetings, devoted to a single order of business, program, agenda, or announced purpose. When one meeting schedules another to continue business at the point where it was left off, these multiple meetings constitute a session.

“Special Committee (Ad Hoc)” means a committee established by the Board to consider a specific assigned matter and report back to the Board by a date fixed by the Board. Also referred to as an ad hoc committee.

“Standing Committee” means a committee established by the Board to perform a continuing function and remains in existence permanently or for the life of the assembly that establishes them.

“Statutory Committee” means a committee established by the Board as prescribed by the *Education Act* and regulations to perform a continuing function and remain in existence permanently or for the life of the assembly that established them.

“Time Sensitive” - Time sensitive, as it pertains to adding an item to the agenda, means that the item needs immediate attention and cannot wait to be dealt with at a later special or regular meeting of the board.

“Two-Thirds Vote” means at least 2/3 of the votes cast.

ARTICLE I – BOARD COMPOSITION

Section 1. Elected Trustee. The number of members shall be determined by a Regulation under the *Education Act*. The election is in accordance with the *Municipal Elections Act*.

1.1 Term of Office of Elected Trustees. The term of office is four (4) years beginning on November 15 in an election year ending November 14 of the fourth year of the term, and continuing for the term so long as the member remains qualified under section 219 of the *Education Act* and the *Municipal Election Act*.

Section 2. Indigenous Trustee. The Indigenous Trustee is designated as outlined in Regulation 462/97. Given the Education Agreement between the Limestone District School Board and the Mohawks of the Bay of Quinte (MBQ), Limestone DSB has exercised its right to request the appointment of an Indigenous Trustee by the MBQ.

2.1 Term of Office for the Indigenous Trustee. The term of office for the Indigenous Trustee appointed by the MBQ will be governed by the Mohawks of the Bay of Quinte.

Section 3. Student Trustee. Student Trustee(s) are not members under the *Education Act*. The Limestone District School Board has established three (3) positions for student trustee on the Board to include one urban, one rural, and one Indigenous Student Trustee. Policy No. 9, Student Trustees, outlines the selection/election process, filling of vacancies, the rights, duties, and responsibilities, and other pertinent information specific to Student Trustees and their role.

ARTICLE II - OFFICERS AND DUTIES

Section 1. Board Officers. There shall be a Chair and Vice-Chair of the Board.

Section 2. Administrative Officers.

2.1 Secretary. The Director of Education or supervisory officer acting in the capacity of Director of Education shall be the Secretary.

2.2 Treasurer. The Superintendent responsible for business shall be the Treasurer.

Section 3. Election. The election of the Chair and Vice-Chair shall take place at the Annual meeting in December of each year and at the first meeting after a vacancy occurs in the office of Chair or Vice-Chair in accordance with the *Education Act*.

Section 4. Term of office of Chair and Vice-Chair. The terms for the Chair and Vice-Chair shall be one (1) year, upon their election at the Inaugural Meeting and continuing until their successor is elected or in a municipal election year, continuing until end of day on November 14.

Section 5. Duties of the Chair. The Chair shall lead the actions of the governance of the Limestone District School Board. The Chair shall perform the duties as prescribed in the *Education Act*, the bylaws, special rules of order, the adopted parliamentary authority, and Policy No. 7 Role of the Board Chair. The Chair shall be ex-officio member of all committees to which they are not assigned barring those that are closed to the to the public due to the nature of their business.

Section 6. Duties of the Vice-Chair. The Vice-Chair shall preside in the absence of the Chair and shall have all other duties as outlined in Policy No. 8. Role of the Vice-Chair. The Vice-Chair shall be ex-officio

member of all committees to which they are not assigned barring those that are closed to the public due to the nature of their business.

Section 7. Duties of the Secretary. The Director of Education is the Secretary, Chief Education Officer, and the Chief Executive Officer. The Director of education is accountable to the Board of Trustees and, through Statute, to the Minister of Education for the organization and operation of the district. The Directors areas of responsibility are outlined in Policy No. 3 Director of Education Job Description.

Section 8. Duties of the Treasurer. The Treasurer shall have all those duties and powers as set forth in the statutes of Ontario.

Section 9. Death, Resignation, Incapacity, or Ineligibility of the Chair or Vice-Chair. Upon death, resignation, incapacity, or ineligibility of the Chair or Vice-Chair, the Board shall fill the vacancy for the balance of the term by electing one of their own to the position at the first meeting after the vacancy occurs.

ARTICLE III - BOARD OF TRUSTEES

Section 1. Composition. See Article I Board Composition, Section 1.

Section 2. Terms. See Article I Board Composition, Section 1 subsection 1.1.

Section 3. Vacancies on the Board. A vacancy in a position of an elected Trustee shall be filled by the Board in accordance with the provisions of the *Education Act* either by by-election or appointment as outlined in sections 3.0 to 3.3.4.

3.0 Guiding Considerations for Filling Trustee Vacancies on the Board:

- (a) Timing of the vacancy relative to the previous and subsequent elections;
- (b) Relative support of the second-place finisher in the previous election;
- (c) Financial cost associated with a by-election to fill the vacancy as outlined in 3.1;
- (d) Representation of a particular geographic area on the board; and
- (e) Diversity of representation on the board at the time of the vacancy.

3.1 A final decision on filling the vacancy rests with the Board and requires the approval of a formal motion.

3.2 By-election. If the Board chooses to fill a Trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the Board information regarding the implications of holding a by-election, including previous election results, and estimated costs.

3.3 Appointment. If the Board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within 90 days after the office becomes vacant but does not specify the method of appointment.

3.3.1 Qualification. The *Education Act* S. 219 (1) specifies the qualifications necessary to be elected as a member of a Board, and, therefore, to be appointed to a Board:

- a. qualified to vote for members of the Board;
- b. a resident in the area of jurisdiction of the Board; and
- c. not disqualified as outlined in S. 219(4), (5) and (7).

3.3.2 Unsuccessful Trustee Candidate. The Board may choose to appoint one of the unsuccessful Trustee candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.

3.3.3 Application and Interview Process: If the Board chooses to offer the position to a broader range of electors, the following actions will occur:

- a. the vacancy shall be advertised in the local media;
- b. persons interested in the position shall be required to submit an application in writing to the secretary of the Board;
- c. persons interested in the position shall also be required to submit a résumé or summary including past accomplishments and experience; persons shall also submit a letter of intent outlining the reasons for wishing to serve on the Board and ways in which the individual can contribute to its overall effectiveness;
- d. applicants will be informed that they should be prepared to make a short verbal presentation to a selection committee. The time for the presentation should not exceed five minutes;
- e. applicants must sign consent forms and declaration of qualifications forms;
- f. information packages including facts about Limestone District School Board, a copy of Policy No. 5 Trustee Code of Conduct, and a schedule of Board and committee meetings will be made available to the applicants;
- g. applicants may request a public forum to review the role of a Trustee; and
- h. the applications will be available for review by the public if requested.

3.3.4 Selection Committee & Interview Process. A Selection Committee consisting of all trustees shall be responsible for providing a recommendation to the Board. The Selection Committee shall select its Chair from among its members. Only candidates who have submitted written applications by the deadline date shall be interviewed. While applications will be public, interviews would not occur in public. Ideally the interviews will be face-to-face but under extenuating circumstances and to ensure maximum attendance, the interviews may be conducted electronically. The Selection Committee shall make its recommendation to the Board at the next meeting of the Board following the interviews. The Secretary of the Board shall be the administrative liaison to the Selection Committee. The Selection Committee shall establish its operating practices. The appointed candidate shall be advised promptly of the Board's decision and shall be sworn in at the next opportunity following the appointment.

3.3.5 Indigenous Trustee Vacancy. Any vacancy in the position of the Indigenous Trustee will be filled in accordance with processes determined by the Mohawks of the Bay of Quinte.

3.3.6 Student Trustee Vacancy. Any vacancy in the position of one or more of the student trustees will be filled as outlined in Policy 9 (Student Trustees)

Section 4. Duties of the Board. The Board shall have all duties as provided in the *Education Act*. It shall have the duties and powers to create and enforce Limestone District School Board policy. In addition, the Board shall have such further duties and powers as are set forth in the bylaws, special rules of order, the parliamentary authority.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings. The Board shall meet at the Education Centre every month excluding July and December. The meetings will normally be held the fourth Wednesday commencing at 5:30 p.m. moving directly into committee of the whole in-camera meeting if required. If a committee of the whole in-camera meeting is not required, the public meeting will commence at 6:00 p.m. Notwithstanding the above, the November meeting shall be held the first Wednesday after November 15. On the petition of the majority of the Trustees who will comprise the Board, the Director, or their designate, shall arrange for the calling of the Annual Meeting at some other specific time and date provided that the date is not later than the 21st of November. The May and June meetings are the third Wednesday, and other meetings may differ depending on the timing of March Break and/or OPSBA events.

- 1.1 Annual/Inaugural Meeting.** The regular meeting in the month of November shall be the annual meeting, including in years in which a municipal election is held where the annual meeting shall then be referred to as the inaugural meeting.
- 1.2 Change of date, time or location of Regular Meetings.** The Board may agree, by resolution no later than its previous regular meeting, to a change in the date, starting time or the location of Regular Meetings. In extraordinary circumstances, such as inclement weather or traumatic event, the Chair in consultation with the Vice-Chair and Director of Education may change the date, time or location of a regular meeting. Such changes shall be communicated to all members and the public in a reasonable and appropriate manner.
- 1.3 Notice of Regular/Annual/Inaugural Meetings.** Regular, annual, or inaugural Board meetings shall be noticed by electronic mail at least five (5) days before the meeting. All supporting documents, barring those determined by the Director of Education to be extremely sensitive and confidential, shall be provided with the notice.

Section 2. Special Meetings. Special Meetings may be called by the Chair and in such other manner as the Board may determine. The Chair shall call a Special Meeting upon receipt of a request addressed to the Chair that is signed by a majority of Board members. In the absence of the Chair or the refusal of the Chair to call such special meeting, such meeting shall be called by the Secretary of the Board upon receipt of a request addressed to the Secretary that is signed by a majority of Board members. Forty-eight (48) hours notice shall be required for special meetings. Notice shall be sent by electronic mail or telephone. Notice may be waived by any Board member before, during, or after the meeting.

Section 3. Method of Meeting. Meetings of the Board and its committees may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all members of the Board synchronously and, excepting private sessions, shall provide for attendance, but not participation, by any member of the public.

- 3.1 Student Trustee Participation.** Student Trustees may attend in person closed session meetings except when matters under consideration are of an intimate, personal or

financial nature with respect to a member of the Board or Committee, an employee or prospective employee of the Board, a pupil or their parent or guardian. The Chair in consultation with Director shall determine when the Student Trustee shall be excluded.

Section 4. Automatic Adjournment. All meetings of the Board shall have an order of the day scheduling the adjournment at 10:00 p.m., barring a majority vote of the Board to extend the time of adjournment. The extensions shall be thirty-minute increments. After the thirty minutes has elapsed another vote to extend shall be required to again extend the meeting.

Section 5. Attendance of members. In accordance with the *Education Act*, a member of a Board vacates his or her seat if they absent themselves without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board. A trustee absent from a meeting while acting on approved Board business or while serving as an officer of a Trustee Association will be excused from attendance at the meeting.

Section 6. Quorum. A majority of the members of Board of Trustees shall constitute a quorum.

Section 7. Addition to the Agenda. All items, with or without motions attached to them, shall be approved by the Agenda Setting Committee or require notice at the previous meeting. Barring the aforementioned provisions, the Board may add an item by a two-thirds (2/3) vote of the entire board when approving the agenda if an item is time-sensitive. Although this rule may be in the nature of a rule of order, it shall not be suspendible in any circumstance.

Section 8. Sensitive Meeting Materials. Reports, minutes, and all other documents in relation to a private session of the Board or a Board committee shall be confidential, and the Secretary shall have the ability to provide for an administrative procedure to ensure that all documents of a confidential nature are secure and accessible to trustees while maintaining the security of those documents. This shall apply to how documents are provided, disseminated, stored, and reviewed by Trustees. Trustees may be asked to turn in any written notes taken in private session.

ARTICLE V - ADMINISTRATIVE OPERATIONS

Section 1. Administrative Operations. The conduct of day-to-day administrative business at the Limestone District School Board shall be under the direction of the Executive Committee, composed of the Director of Education, Superintendent of Business Services, Superintendents of Education, Superintendent of Human Resources, and all other Superintendents. The Executive Committee may from time-to-time make recommendation to the Board. The Director of Education shall head the Executive Committee and can make any appropriate changes to the Executive Committee as they see fit, barring any rule, regulation, or law restricting said action.

ARTICLE VI - COMMITTEES

Section 1. Purpose of Committees. The purpose of committees is to support the work of the Limestone District School Board and to provide for a strong and effective governance system.

Section 2. Method of Meeting. Ideally, committee meetings will be held in person. Barring the

aforementioned, if necessary, committee meetings may be held telephonically, or electronically. Any meeting shall provide for communication among all committee members synchronously.

Section 3. Standing and Statutory Committees. The Board may establish standing committees as deemed necessary. Committees established by law are statutory committees. The membership, purpose, powers, and duties of committees are as prescribed in legislation or by the Board as necessary. Standing and statutory committees as established by the Board, are outlined in Policy No. 11 Committees of the Board and Policy 17 Student Suspension Appeals, Exclusion Appeals, Minutes of Settlement, Expulsion Hearings, Expulsion Appeals.

- 3.1 Statutory Committees.** The statutory committees of the Limestone District School Board shall be Special Education Advisory (SEAC), Student Suspension Appeals, Minutes of Settlement, Expulsions Hearing, the Supervised Alternative Learning (SAL), the Audit, and Parent Involvement (PIC).
- 3.2 Standing Committees.** The standing committees of the Limestone District School Board shall be the Education Policy and Operations (EPOC), Budget, Policy, Agenda Setting, Indigenous Education (IEC), Environmental sustainability Advisory (ESAC), Awards and Nominating Committee.

Section 4. Membership of Standing Committees. The membership, purpose, powers and duties of all standing committees shall be as per Policy No. 11 Committees of the Board. Each member, except the Chair and Vice-Chair, shall be required to sit on at least one committee of the Board. With the exception of SEAC and Audit Committee, selection for committees and representatives will occur at the Nomination Committee meeting, as outlined in Appendix G and Policies 11 and 12, in November of each year. The only exception to this selection timeline is for the OPSBA Board Representative who will be selected at the April Board meeting each year, starting in April 2024.

Section 5. Attendance at Committee Meetings. Trustees are expected to attend committee meeting for committees they have been appointed. If they cannot attend, they must inform the alternate (if one exists) and the Secretary of the Board in a timely manner. Meeting minutes shall note when Trustees are absent from the meeting. While Trustees not assigned to a committee may attend the committee meeting, they shall sit in the gallery.

Section 6. Special Committees (Ad Hoc)

- 6.1** Special committees may be created as necessary by the Board.
- 6.2** The Board by resolution shall create a Director’s Review Committee as prescribed in Policy 11 Committees of the Board and Policy 2 Board JobDescription.
- 6.3** The Board by resolution shall create a Board Review/Self-Evaluation Committee as prescribed in Policy 11 Committees of the Board and Policy 2 Board Job Description.

ARTICLE VII - PARLIAMENTARY AUTHORITY & SUSPENSION OF RULES

Section 1. Parliamentary Authority. The rules contained in the most current edition of Robert’s Rules of Order Newly Revised shall govern the Limestone District School Board in all cases to which they are applicable and in which they are not inconsistent with this bylaw and any special rules of order, or related policy that the Limestone District School Board may adopt.

Section 2. Suspension of Rules. Any rule in these Bylaws including those in the nature of a rule of order cannot be suspended, unless the particular rule specifically provides for its own suspension.

ARTICLE VIII - AMENDMENT

Section 1. Amendment by the Board of Trustees. These Bylaws may be amended at any regular or special meetings of the Board by a two-thirds vote provided notice and the specific proposed amendment have been submitted in writing at the previous regular meeting of the Board or through the Agenda Setting Committee.

- 1.1 Automatic Amendments.** The Director or designate may amend the Bylaws when such amendments are the result of a legislative or regulatory change or when such change is of a housekeeping nature related to re-numbering or spelling. Such changes will come to the Board as information.

Section 2. Revision. This Bylaw shall be revised only upon authorization of the Board.

- 2.1 Preparation of Revision.** Preparing and presenting an authorized revision shall be the duty of the Education, Policy and Operations Committee.
- 2.2 Notice of Proposed Revision.** The proposed revision shall be sent to the trustees at least five (5) business days prior to the meeting which the proposed revision is to be considered.
- 2.3 No Amendment to Existing Bylaw.** If a revision is authorized, there shall be no other amendments proposed to the existing bylaw during the revision process.

Section 3. Amendments to Appendices. The appendices may be amended at any regular or special meetings of the Board by a majority vote provided notice and the specific proposed amendment have been submitted in writing at the previous regular meeting of the Board or through the Agenda Setting Committee.

- 3.1 Suspension of Appendices.** Items in the appendices may be suspended by a two-thirds vote with such suspension in effect only for the intended purpose and for that meeting only. Items in the appendices cannot be suspended if such suspension would conflict with documents of higher authority.

PROVISO: Sections of these bylaws that are tied to the creation of new or amendments to existing policies shall take effect upon the adoption of the newly created or amended policies.

PROVISO: Changes in Board representation on committees shall not come into effect until the Nominations Committee is struck and brings a recommendation to the Board for approval.

APPENDIX A SPECIAL RULES OF ORDER

Special Rules of Order supplement or modify rules contained in the adopted parliamentary authority which for the Limestone District School Board is the most current edition of Robert's Rules of Order Newly Revised. Special Rules of Order supersede rules in the adopted parliamentary authority.

1. Speaking to a Motion

All members shall have two opportunities to speak on each question for no more than three (3) minutes each time.

1.1 The maker of a motion may choose to speak last as one of their two opportunities.

1.2 The limits of debate may be extended or limited by a majority vote.

2. Nominations for Chair and Vice-Chair require seconds.

3. On the demand of an individual trustee a roll call vote shall be taken on main motions.

APPENDIX B HANDLING MOTIONS

Based on *Robert's Rules of Order Newly Revised (Latest Edition)*

Normally the following six steps are essential for the handling of motions.

Note: The requirement for seconds to motions, may not apply in smaller boards or any size committee.

Bringing a Motion Before the Assembly

The member must first seek and be recognized by the Chair.

1. A member **makes the motion** (“I move that [or “to”]...”)
2. Another member **seconds the motion** (“Second”). (If the motion requires a second.)
 - Seconding lets the chair know that more than one person wishes the motion to be considered.
 - The motion still belongs to the maker who is free to withdraw or modify if they so wish.
 - The chair decides if the motion is in order and ensures the motion is in its best form prior to stating the question.
3. The chair **states the question** (“It is moved and seconded that [or “to”]...”)
 - The chair stating the question puts the question in the hands of the board.
 - At this point a request to withdraw or modify requires unanimous consent or a majority vote.

Considering the Motion

4. Members **debate the motion** (unless undebatable).
 - a. Maker of the motion may speak first in debate.
 - b. Members who have not spoken have preference over those who have.
 - c. LDSB allows the maker of the motion to choose to speak last, which closes debate.
 - d. Members must speak through the chair.
 - e. Members may raise other motions that are in order, including Request for Information.
5. Chair **puts the question** to a vote. (“The question is on the adoption of...”)
 - While a member of a board cannot be compelled to vote, as a elected trustee representing constituents, a trustee has an obligation to vote unless prohibited in doing so due to a conflict of interest.
 - An abstention is considered a non-vote and is therefore not counted in votes cast.
6. Chair **announces result** of vote.

APPENDIX C

Thirteen Ranking Motions

Based on Robert's Rules of Order Newly Revised (Latest Edition)

Any motion of a higher rank is in order when a lower ranking motion is pending. The lowest ranking motion is the Main Motion with Fix the Time to Which to Adjourn as the highest-ranking motion.

	Motion	What to Say	Interrupt	Second	Debatable	Amendable	Vote	Reconsider
Privileged	Fix the Time to Which to Adjourn	I move that when the meeting adjourns, it adjourns to meet at ...	No	Yes	No	Yes	Maj	Yes
	Adjourn	I move to adjourn	No	Yes	No	No	Mai	No
	Recess	I move to recess for ...	No	Yes	No	Yes	Maj	No
	Raise a Question of Privilege	I rise to a question of privilege	Yes	No	No	No	Chair	No
	Call for Orders of the Day	I call for the orders of the day	Yes	No	No	No	Chair	No
Subsidiary	Lay on the Table	I move to lay the question on the table	No	Yes	No	No	Maj	Neg only
	Previous Question	I move the previous question	No	Yes	No	No	2/3	Yes
	Limit or Extend Limits of Debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3	Yes
	Postpone to a Certain Time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Maj	Yes
	Commit (Refer)	I move to commit the motion to ...	No	Yes	Yes	Yes	Maj	Yes
	Amend	I move to amend the motion by ...	No	Yes	Yes*	Yes	Maj	Yes
	Postpone Indefinitely	I move that the motion be postponed indefinitely .	No	Yes	Yes	No	Maj	Affirm only
	Main Motion	I move that [or "to"] ...	No	Yes	Yes	Yes	Maj	Yes

- * The motion to amend is debatable if applied to a debatable motion. The motion to amend is NOT debatable when applied to a motion that is not debatable. Example: Recess. See RONR t47
- Privileged motions: Deal with matters of immediate importance. They do not relate to the pending business.
- Subsidiary motions: Assist the board in treating or disposing of a main motion. May be applied to another motion to modify, delay action, or handle its consideration.
- Main motion: Brings business before the board. Can be introduced only when no other business is pending.
- Neg only: A negative vote on the motion to Lay on the Table can be reconsidered but not an affirmative vote.
- Affirm only: An affirmative vote on a motion to postpone indefinitely can be reconsidered but not a negative vote.

Incidental and “Bring Back” Motions

Incidental and “Bring Back” motions have no rank. They are made as the need arises.

	Motion	What to Say	Interrupt	Second	Debatable	Amendable	Vote	Reconsider
Incidental	Point of Order	Point of Order¹	Yes	No	No	No	C	No
	Appeal from a Decision of the Chair	I appeal from the decision of the chair	Yes	Yes	Yes*	No	M-	Yes
	Suspend the Rules	I move to suspend the rule while ...	No	Yes	No	No	2/3	No
	Division of a Question	I move to divide the question	No	Yes	No	Yes	M	No
	Division of the Assembly	I call for a division	Yes	No	No	No	C	No
	Parliamentary Inquiry	Parliamentary inquiry	Yes	No	No	No	C	No
	Request for Information	Request for information	Yes	No	No	No	C	No
Motions that bring a question again before the assembly return a question to the assembly for further consideration and action. No order of precedence but rather introduced when nothing else is pending.								
Bring Back	Take from the Table	I move to take from the table ...	No	Yes	No	No	M	No
	Rescind/Amend Something Previously Adopted	I move to rescind/amend something previously adopted ...	No	Yes	Yes	Yes	2/3	Neg Only
	Reconsider	I move to reconsider the vote ...	±	Yes	Yes	No	M	No

- * Is usually debatable. Exceptions: Not debatable if relates to (a) decorum or transgression of the rules of speaking; (b) if related to priority of business; or (c) is made when an undebatable question is immediately pending or involved in the appeal.
- M- Majority in the negative is required to reverse the decision of the chair. A tie or majority sustains the decision of the chair.
- ± Is in order if another has been assigned the floor but has not begun to speak.
- C Chair handles
- 2/3 To rescind or amend something previously adopted without notice requires 2/3. With notice requires only a majority vote.
- Neg only A negative vote on rescind or amend something previously adopted can be reconsidered but not an affirmative vote.

APPENDIX D
Agenda Setting for Board Meetings
and
Education, Policy, and Operations Committee

The Board Agenda Setting Committee composed of the Chair, the Vice-chair, the Director, the Treasurer (Superintendent of Business), and the Superintendent of Human Resources or their designates, shall meet to review all items for both Private and Public Sessions.

ADDING ITEMS TO AN AGENDA

Advance Notice

A. Through Agenda Setting Committee

- a. Trustees may submit items they wish added to the agenda including any accompanying motion(s), in writing, to the Agenda Setting Committee.
- b. The Agenda Setting Committee will add the item if they determine it falls within the scope of responsibility of the Board of Trustees and cannot more appropriately be addressed through other means.
- c. If the item is deemed outside the scope of responsibility of the Board of Trustees, or it would be more appropriately addressed through the Director, or is within the mandate of a committee, it will not be placed on the board agenda and the Agenda Setting Committee will provide, in writing, to all the Trustees, the decision of the Agenda Setting Committee and the reasoning for the decision.
- d. If the Trustee disagrees with the decision of the Agenda Setting Committee, they may bring the item forward as a notice of motion or if time sensitive, during Approval of the Agenda. See B and C below.

B. At the Previous Meeting

- a. Written notices of motion or agenda item shall be presented to the Chair. The Chair shall read the presented Notice of Motion under Order of Business, Notices of Motion, or agenda item which shall be recorded in the minutes, but no discussion or voting relative to the motion or agenda item shall be permitted at the same meeting.
- b. The noticed motion(s) or agenda item shall be presented at the next Regular meeting of the Board under New Business. It shall, at that time, require a second and be stated by the Chair prior to any debate or discussion on the motion or agenda item. A noticed motion shall require a majority to adopt. The Chair may rule the motion or agenda item out of order subject to appeal.

C. Time Sensitive Items

- a. Items that are time sensitive and cannot wait for the 48hr requirement for a special meeting or the next regular board meeting may be placed on the agenda by unanimous consent or 2/3 vote of the entire board.

- D. Motions from Committees:** The committee will provide the Agenda Setting Committee with any motions which will be placed on the next Board Agenda or if appropriate first to the EPOC for consideration prior to being submitted to the Board for final approval. Note: Motions from committees do not first require the minutes of the committee to be approved.

**Agenda Setting for Committee Meetings
(Standing, Statutory, and Special Committee)**

The Chair and Vice-Chair (if applicable) of committees along with the Director or designate shall organize agendas for standing, statutory, or special committees.

APPENDIX E
Regular Meeting Order of Business

The Regular Meetings are normally held on the dates as outlined in the Bylaws.
If a Committee of the Whole – Private Session is required, the Call to Order will occur at the time specified in the call with the Board reconvening in public at 6:00 p.m.

The order of business for Regular Meetings shall be as follows:

A. Order of Business:

1. Call to Order
2. Resolve into Committee of the Whole – Private Session (in camera) (if applicable)
3. Rise and Report Committee of the Whole – Private Session (if applicable)
4. Land Acknowledgement
5. Adoption of the Agenda
6. Declaration of Conflict of Interest
7. Delegations/Presentations
8. Report from Committee of the Whole (as applicable)
9. Approval of Minutes
10. Report from Officers
 - 10.1 Chair's Report
 - 10.2 Directors Report
11. Reports
 - 11.1 Requiring Action
 - 11.2 For Information
 - 11.3 OPSBA Report
 - 11.4 Student Trustee Report
12. Unfinished Business
13. New Business
14. Correspondence
15. Notices of Motion
16. Announcements
17. Committee Minutes for Information
18. Future Meeting Schedule
19. Adjournment

B. The following shall apply to agenda items.

- 1) Call to Order – The chair ensures quorum is present and calls the meeting to order.
- 2) Resolve into Committee of the Whole – If a Committee of the Whole – Private Session is required, the Board will move immediately into Committee of the Whole – private session by Board resolution stating the fact of holding the Private Session and the general nature of the matter to be considered. Only matters which fall under the Education Act 207(2) may be discussed. Note: The Board may also move into Committee of the Whole – Private Session any time as required during a meeting. Scheduled private sessions will

normally begin no later than 5:30 p.m.

- 3) Rise and Report – The Committee of the Whole shall rise and report.
- 4) Land Acknowledgement – The chair or designate will read the Land Acknowledgement.
- 5) Adoption of the Agenda – The order of business may be amended by majority vote. Additions without notice shall require a 2/3 vote. The Chair may rule the addition out of order subject to appeal.
- 6) Declaration of Conflict of Interest – Members are bound by the Municipal Conflict of Interest Act and by the Trustee Code of Conduct. The chair will ask members to disclose any conflicts of interest which will be recorded in the minutes.
- 7) Delegations/Presentations – Delegations or Presentation approved by the Agenda Planning Committee shall present as prescribed in Policy No. 9, Section 17.0.0 Delegations and Submissions.
- 8) Report from Committee of the Whole – Reporting out from the Committee of the Whole In- Camera Session as necessary.
- 9) Approval of the Minutes – This item on the agenda shall be considered by Trustees only with reference to the accuracy of the minutes as recorded.
- 10) Reports from Officers
- 11) Reports
- 12) Unfinished Business and General Orders: Items that have come over from the previous meeting that were not reached, and items postponed from the previous meeting.
- 13) New Business: Items added to the agenda through agenda planning, notice, or a 2/3 vote of entire board.
- 14) Correspondence
- 15) Notices of Motion - Notices of motion presented in writing to the chair will be read into the minutes. No debate or discussion will be allowed.
- 16) Announcements
- 17) Committee Minutes – Approved Committee Minutes attached to agenda package for information.
- 18) Future Meeting Schedule
- 19) Adjournment

APPENDIX F
Special Meetings
Order of Business

Special Meetings are called by the Chair or upon a request addressed to the Chair and signed by at least five (5) Board members or if the chair does not accept the request, addressed to the Director of Education.

The order of business for Special Meetings shall be as follows:

Order of Business:

1. Call to Order
2. Land Acknowledgement
3. Declaration of Conflict of Interest
4. Resolve into Committee of the Whole – Private Session (as necessary)
5. Report of Committee of the Whole – Private Session (as necessary)
6. Public Session Item(s)
7. Adjournment

**APPENDIX
G
Annual
Meeting Order
of Business**

The Annual meeting in an election year shall be known as the Inaugural Meeting.

The procedures at the Inaugural Meeting and each succeeding Annual Organizational Meeting shall be as follows:

Order of Business:

1. Call to Order
2. Land Acknowledgement
3. Opening Greetings and Introductions
4. Student Performance
5. Declaration and Oath of Allegiance (at the Inaugural Meeting)
6. Election of the Chair
7. Election of the Vice-chair
8. Adjournment

The Secretary of the Board (Director of Education) shall:

- (a) assume the Chair until the election of the chair is concluded;
- (b) call the meeting or order;
- (c) give greetings and introduce notables;
- (d) preside over the declaration and oath of allegiance
- (e) in an election year, at the Inaugural Meeting, read the returns of the clerks of the municipalities, if available, certifying as to the election of the members;
- (f) declare the Board to be legally constituted when all members present, have taken the declaration and oath;
- (g) the Secretary of the Board shall preside over the election of the chair;
 - a. Individual may nominate themselves and requires a second.
 - b. The vote will be by secret ballot with a majority of votes cast to be elected.
 - c. In the event that no member receives a majority of votes cast, the name of the member receiving the fewest votes shall be dropped and another ballot vote taken until a Chair is elected.
 - d. In the event of a tie in for the fewest votes cast there will be a drawing of lots to determine which name will remain.
 - e. The actual count will not be announced.
- (h) upon the election of the Chair, the Chair shall assume the chair; (The same procedure as the Chair election will be used.)

The Chair of the Board:

- (i) may give brief remarks;
- (j) shall conduct the election of the Vice-chair;
- (k) the Vice-chair may give brief remarks; and,
- (l) the Chair shall adjourn the meeting.

The meeting is followed up 2-7 days later by a short Nomination Committee meeting to select different committee representatives; and a short Special Meeting of the Board to confirm those committee selections or deferred to the Board Meeting in January.

Order of Business:

1. Call to Order
2. Land Acknowledgement
3. Choice of Statutory Committee Responsibilities
4. Designation of Trustee to Present Report of the Nominations Committee Re: Trustee Committee Selection
5. Adjournment