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## BOARD MEETINGS

For further procedures for Board meetings refer to Procedure A-8.

If it cannot be determined whether a quorum is possible, and no quorum is present after the expiration of 30 minutes from the time appointed for the commencement of the meeting, the members shall be dismissed. The Secretary-Treasurer shall record the names of the members present.

Majority of Board Members (4) shall constitute a quorum.

### REGULAR MEETINGS OF THE BOARD

1. After the first or inaugural meeting of the Board, prescribed by "The Public Schools Act", the Board shall meet the second Wednesday of every month. Exceptions include: two meetings in January, February, and April (Education Specific and Budget). All Board meetings will commence at 5:00 p.m. unless arranged otherwise. Each regular board meeting will include a single agenda item, the Committee of the Whole agenda, with the exception of any matters deemed to be time-sensitive. The Board's Annual Calendar will be set by the Committee of the Whole at their first meeting each year, and will be subject to the approval of the Board.
2. The Committee of the Whole will develop the Board's Annual Calendar (Appendix C in Procedure 12-J) for the year and will consider the following:
  - i. Education specific meetings
  - ii. Budget meetings as per policy D-2
  - iii. Committee of the Whole
  - iv. Liaison meetings with CUPE

The annual calendar will be discussed and finalized during the October meeting each year.

3. The Chairperson may call an additional regular meeting when time-sensitive information requiring attention is placed before the Board.
4. The Board shall not remain in session later than ten (8:00) o'clock p.m. unless it shall be otherwise determined by a two-thirds vote of the members present.

### BYLAWS

By-laws may be amended by the Board provided notice of the proposed amendment is provided in writing to all trustees at least '6' days prior to the vote on the amendment. A favorable vote of a simple majority of **all** Board members shall be required to approve any bylaw or bylaw amendment.

### ATTENDANCE AT REGULAR/COMMITTEE MEETINGS OF THE WHOLE/BUDGET MEETINGS OF THE BOARD

At every regular/committee of the whole/budget meetings of the board the following persons must be physically present in the meeting room:

- (a) the chair of the board or designate;
- (b) at least one additional member of the board;
- (c) the superintendent of the division or designate;
- (d) the secretary-treasurer or designate.

Other Board members and administration may attend the meeting via electronic means or by telephone with prior notification to the Superintendent/CEO and/or Secretary-Treasurer. The Chairperson may delegate the responsibility of chairing the meeting to another trustee if the Chairperson is attending the meeting via electronic means.

A Board member cannot be absent for more than two consecutive regular/ budget meetings. A Board member may make the request of the Board to waive this requirement in extenuating circumstances, this would be determined by majority vote of the whole Board. Such requests will be made in writing to the Board Chair. A Trustee attending a meeting electronically or by phone is deemed to be present.

### EDUCATION SPECIFIC BOARD MEETINGS

The meetings as scheduled below will assist Trustees with the provision of more in-depth information on education issues.

1. General Organizations:

**Two** education specific Board meetings will be held on the following schedule:

January:                Large school – see Appendix A  
April:                    Small school – see Appendix A

The principal of the school will be responsible for arranging staff and student input into the presentation to the Trustees.

2. Meeting time: Education specific meetings will commence at 5:00 p.m. with the school presentations. When hosted by a colony school, Education Specific Meetings will begin at 7:30 p.m.

### IN-CAMERA

The Turtle Mountain School Division believes that its fundamental obligation is to enhance the public trust in education, generally, and in the affairs of its operations in particular.

The Board believes that the public trust is preserved through the conduct of the Board meetings, which are open to the public.

The Board recognizes, however, that occasions may arise where it is in the best interest of Turtle Mountain School Division to discuss sensitive matters at closed meetings. In accordance with the above statements, the following procedures shall apply:

1. The Board may convene in-camera in matters pertaining to but not limited to the following:

- a) students
- b) division employees
- c) collective bargaining with employees
- d) acquisition/disposal of real property
- e) litigation brought by or against the Board
- f) school reviews
- g) budget deliberations

2. The Board shall convene in-camera only by resolution of the Board. Such resolution:

- a) shall be recorded in the minutes of the Board
- b) shall indicate the reason for the in-camera meeting
- c) shall indicate individuals excused from the meeting.

3. The Board shall, during the in-camera meeting:
  - a) only discuss the matter which gave rise to the closed meeting
  - b) adopt only such resolution as is required to re-convene the Board in open, public meeting
4. Any information obtained in any in-camera meeting is to be considered confidential by all those in attendance.
5. The In-Camera can take no action on any matter and is only advisory to the Board. The Board must make all decisions in an open meeting. A motion on any in-camera matter that requires a board decision will be brought forward immediately following the in-camera session.
6. Board members and other person(s) attending the in-camera meeting are honour-bound not to disclose the details of the discussion.

### SPECIAL MEETINGS OF THE BOARD

1. Special meetings of the Board shall be called at any time, by the Chairperson or upon the written request of at least three (3) members of the Board, by giving 24 hours notice of such meetings to all the Members of the Board.
2. Notice of special meetings shall be given by the Secretary-Treasurer to each of the Trustees at least twenty-four hours before the meeting by notifying them personally, via telephone or email to their respective residence stating the place, date and hour of the meeting.
3. At a special meeting no subjects or matters other than those mentioned in the notice calling the meeting shall be considered, unless it shall be otherwise determined by a two-thirds vote of the whole Board.
4. A meeting of the Board may be held at any time and place provided all of the Trustees are present thereat and consent thereto.