

BOARD MEETING PROCEDURES

If it can not 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 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 on the second and fourth Wednesday in each and every month or at such other times as the Board may from time to time designate, at the hour of seven thirty (7:30) o’clock p.m. At the discretion of the Board Chairperson it may be deemed expedient to call the board Meeting earlier than 7:30 p.m.
2. There will be no regular meetings of the Board in July and the only meeting in December will be the second Wednesday.
3. The Chairperson may call an additional regular meeting on the third Wednesday of the month when increased education information requiring attention is placed before the Board.
4. The Board shall not remain in session later than eleven (11:00) o’clock p.m. unless it shall be otherwise determined by a two-thirds vote of the members present.

ATTENDANCE AT REGULAR MEETINGS OF THE BOARD

At every regular meeting of the board the following persons must be physically present in the meeting room:

- a) at least three trustees
- b) the Superintendent or Assistant Superintendent
- c) the Secretary-Treasurer or designate

Other Board members and administration may attend the meeting via electronic means by telephone with prior notification to the Secretary-Treasurer. A member who participates in a meeting through electronic means shall be deemed to be present at the meeting. The Chairperson may delegate the responsibility of chairing the meeting to another trustee if the Chairperson is attending the meeting via electronic means.

Every Board member must be physically present at a regular meeting at least once every three months.

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:

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

October: 1st meeting – See Appendix C
 November: 2nd meeting – See Appendix C
 January: 2nd meeting – Boissevain School
 May: 1st meeting – Killarney School

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

2. Meeting time: Education specific meetings will commence at 7:00 p.m. with the school presentations. When hosted by a colony school, Education Specific Meetings will begin at 7:30 p.m. with the school presentation scheduled from 7:30 p.m. - 8:45 p.m.

COMMITTEE OF THE WHOLE 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 in attendance other than the Board of Trustees.

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
 - c) keep such records as required which are to remain confidential and appropriately filed in the Board office in a locked cabinet.
 - d) accept reports from the administration, which are to remain confidential and appropriately filed in the Board office in a locked cabinet.
4. Any information obtained in any in-camera meeting is to be considered confidential by all those in attendance.
5. The Committee of the Whole 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 by sending written notice 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.

RULES OF ORDER

1. The Chairperson shall preside at the meetings of the School Board and may vote with other members on all questions, and any questions on which there is an equality of votes shall be deemed to be negative. If the Chairperson wishes to speak on a motion, he/she should vacate his/her seat as Chairperson and ask the Vice- Chairperson to preside until the pending motion is disposed of.
2. When the Chairperson or other presiding officer is called upon to decide a point of order or practice, he/she shall state the rule applicable to the case, and the decision of the Chairperson shall be final unless appealed. In case of an appeal a tie vote sustains the chair, upon the principle that the decision of the chair can be reversed by a majority.
3. When two or more members speak at once, the Chairperson or other presiding officer shall name the member who is the first to speak.

4. If any member transgresses the rules, the Chairperson shall, and any member may, call him/her to order, in which case the member so called shall immediately be silent, but shall afterwards be permitted to explain, and the Board, if appealed to shall decide on the case, but without debate.
5. To suspend policies or procedures of the Board a two-thirds majority vote of the Board present is required. The reason for suspending the policy should be noted with a recorded vote.
6. To pass a Motion that has served notice, a majority vote of the Board present is required.
7. Roberts Rules of Order will be applied in the absence of policy. A copy will be available for Trustees in the Division Board Office.
8. If a member has a concern, it must be submitted in writing and signed by the Trustee submitting the concern. Trustee concerns requiring action/information and not distributed with the agenda will be dealt with at the next regularly scheduled meeting.

MOTIONS

1. All motions except regular housekeeping motions, to receive and file, etc. must be put in writing and seconded before being stated by the Chairperson, after which they shall only be disposed of by vote of the Board, unless the mover by unanimous permission of the Board members present, withdraws same. Proposed motions that have not been moved or seconded will go out as attachments to the agenda.
2. Trustees shall be required to vote on every question unless excused by the Chairperson for some particular reason. If a trustee abstains from voting without permission of the chair, his/her absentia shall be considered as a negative vote.
3. Notice of Motion:

Notice shall be given from at least one meeting to another, of all motions except motions on:

- the reading of by-laws
- tenders as per Policy D-10,
- letters that have gone out with the agenda,
- news releases,
- accounts for payment,
- trustee authority to attend seminars,
- excusing trustees absences,
- personnel matters and non union employment contracts
- student trips and attendance.

Any Notice of Motion, when first presented may be spoken to by the mover and seconder. A motion, presented previously by a notice of motion and stated by the Chairperson open for debate, shall be discussed and amended as a regular motion.

4. A tabled motion may be lifted at any time by majority vote when no other motion is before the Board. If the motion has not been lifted from the table by the last meeting in August the motion will be filed.
5. An amendment may be handled informally when there obviously is general approval on minor details.
6. Reversal of decision as per Section 33 (2) and (3) of the Public Schools Act states:

Reversal of decisions:

“Subject to subsection (3), a question once decided by a school board shall not be reversed unless

- a) written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
- b) a majority of the total number of trustees for the division votes in favour of the reversal.

Reversal by unanimous consent:

A decision of a school board may at the same meeting at which it is made by unanimous consent of all members present and voting thereon be reversed.”

DEBATE

1. A motion “to recess, to adjourn or to lay on the table” shall be decided without debate.
2. Every member, previous to speaking shall address himself/herself to the Chairperson and shall confine himself/herself to the motion under debate.
3. No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The member so interrupting shall confine himself strictly to the point of order for explanation.
4. No member shall speak for more than five minutes and not more than twice (except in Committee) on the same question on the amendment, without permission of the meeting, except in explanation of something, which may have been misunderstood, or in reply to a question.
5. Any member of the Board may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
6. No member shall speak to any question after a vote on the question has been called for by the Chairperson.
7. When the motion is under debate, no motion shall be received unless it shall be:
 - a) to recess or to adjourn
 - b) to call for the question
 - c) to lay on the table
 - d) to refer to a committee
 - e) to amend
 - f) to postpone to a specific time or indefinitely
 - g) to propose a substitute motion

VOTING

1. The voting on each question put to the Board of Trustees shall be open except for the election of officers and standing committees which shall be by secret ballot.
2. The Chairperson shall put the previous question in this form – “Are you ready for the question”, and its adoption shall end debate and bring it to an immediate vote. Any amendment proposed must be disposed of before previous questions can be put.

3. The Chairperson shall declare the result of all votes, and when any members shall call for a polled vote, the names of those who voted "for" and "against" the question shall be entered upon the Minutes by the Secretary. A recorded vote shall indicate the number for and against the question and shall be entered upon the minutes by the Secretary.

REGULAR BOARD MEETING AGENDAS

1. The Secretary-Treasurer will forward agendas and appropriate background information etc. to all Trustees on Wednesday preceding a Regular Board Meeting.
2. Any items received too late for distribution on the agenda shall be held until the following regularly scheduled meeting unless deemed to be of an emergent nature, as determined by the Secretary-Treasurer and the Chairperson.

GENERAL ORDER OF THE DAY

- 1:00 CALL TO ORDER:
- 1:01 ADOPTION OF THE AGENDA:
- 1:02 DELEGATIONS AND PETITIONS:
- 1:03 ADOPTION OF MINUTES FROM LAST REGULAR MEETING OR SPECIAL MEETING:
- 1:04 BUSINESS ARISING FROM THE MINUTES:
- 1:05 CORRESPONDENCE:
- a) For Action
 - b) For Information
- 1:06 ADMINISTRATIVE REPORTS:
- a) Superintendent ()
 - b) Secretary-Treasurer ()
 - c) Assistant Superintendent of Student Services ()
 - d) Other ()
- 1:07 STANDING COMMITTEE REPORTS:
- a) Operations ()
 - b) Education ()
 - c) Negotiations ()
 - d) Finance ()
- 1:08 SPECIAL COMMITTEE REPORTS:
- a) Ad Hoc ()
- 1:09 INFORMATION:
- a) Trustee Concerns, Workshops, Conferences
 - b) MSBA/Government Items
 - c) Employee Group Reports

1:10 FURTHER BUSINESS:

2:00 MOTIONS:

- a) Motions postponed to a specific date } written on agenda
- b) Motions that have served notice }

- c) Regular motions } attached to agenda
- d) Motions that must serve notice }

2:01 ANNOUNCEMENTS

2:02 IN-CAMERA SESSION:

2:03 ADJOURNMENT:

APPENDIX B

EDUCATION SPECIFIC AGENDA

1:00 CALL TO ORDER:

1:01 ADOPTION OF THE AGENDA:

1:02 SCHOOL PRESENTATION MAY INCLUDE:

- a) Principals' Report
- b) Student Presentations
- c) Student Council Presentation
- d) Program Presentation/Tour
- e) Parent Council Presentation

1:03 ADJOURNMENT

APPENDIX C

EDUCATION SPECIFIC AGENDA

2008-2009

2009-2010

November: Holmfield, Mayfair
 October: Minto, Can Am, Wellwood

October: Minto, Can Am, Wellwood
 November: Holmfield, Mayfair

2010-2011

2011-2012

October: Wellwood, Holmfield, Mayfair
 November: Holmfield, Mayfair

October: Can Am, Wellwood
 November: Minto, Holmfield, Mayfair

2012-2013

2013-2014

October: Can Am, Wellwood
 November: Minto, Holmfield, Mayfair

October: Can Am, Wellwood
 November: Minto, Holmfield, Mayfair

2014-2015

2015-2016

October: Minto, Holmfield
 November: Mayfair, Wellwood, Can Am

October: Minto, Holmfield
 November: Mayfair, Wellwood, Can Am

Schools that are underlined will host the Education Specific Board Meeting.

Amended February 23, 2005
 Amended October 12, 2005
 Amended September 27, 2006
 Amended February 27, 2008
 Amended June 10, 2009
 Amended September 9, 2009
 Amended May 26, 2010
 Amended August 11, 2010
 Amended May 11, 2011
 Amended August 24, 2011
 Reviewed October 5, 2011