



XXXX: BOARD PROCEDURE (A/P)

Approved: 24 01 09

In accordance with Policy 110 Board Procedure, the following Administrative Procedures define the framework for the efficient, consistent, fair, orderly, and transparent operation of the District, ensuring that such procedures are consistent with those prescribed in the *School Act*. Included are inaugural procedures, operating procedures for all meetings of the Board and Standing Committees, as well as the duties and responsibilities of the Board Chair and Trustees. Operating procedures for meetings of the Board have been formed based on Robert's Rules of Order.

TYPES OF MEETINGS

1.0 REGULAR MEETINGS (PUBLIC MEETINGS)

- 1.1 A Regular meeting will normally be held once per month from September to June inclusive. Regular meetings may be rescheduled by the Chair, provided the Board meets no less than once every 3 months.
- 1.2 All Regular meetings of the Board shall be open to the public and no person shall be excluded except for improper conduct. If in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed to the public.
- 1.3 The order of business at all Regular meetings, unless varied by motion, shall be as follows:
 1. Call to Order/Land Acknowledgement
 2. Approval of Agenda
 3. Conflict of Interest Declaration
 4. Adoption of Minutes
 5. Announcements of the Chair
 6. Good News from the Schools
 7. Trustee Statements
 8. Petitions/Delegations/Presentations
 9. Unfinished Business
 10. Staff Reports
 11. Policy Development (with sub-categories)
 12. Notice of Motion
 13. Correspondence – Action Required
 14. Correspondence – For Information
 15. Internal District Committees
 16. External or Community Committees
 17. Audience Question Period
 18. Next Meeting
 19. Adjournment

2.0 IN CAMERA MEETINGS

- 2.1 The Board may convene In-Camera meetings without the public present to discuss private issues dealing with individual students, individual employees, land, labour, litigation, negotiation, or other matters as recommended by the Superintendent or their designate.



2.2 No Trustee or staff shall disclose to the public the proceedings of an In-Camera meeting, except as may be required by law, unless a resolution has been passed by the Board to allow such disclosure.

2.3 The order of business at all In-Camera meetings, unless varied by motion shall be as follows:

1. Call to Order/Land Acknowledgement
2. Approval of Agenda
3. Conflict of Interest Declaration
4. Adoption of Minutes
5. Announcements of the Chair
6. Trustee Statements
7. Petitions/Delegations/Presentations
8. Unfinished Business
9. Emergent Issues
10. Staff Reports
11. Executive Committee Reports
12. Correspondence – Action Required
13. Correspondence – For Information
14. Next Meeting
15. Adjournment

3.0 SPECIAL MEETINGS

3.1 A Special meeting of the Board may be called by the Chair or, upon written request of a majority of the trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting is called shall be conducted at the meeting.

3.2 Written notice of a Special meeting and an agenda shall be sent electronically to each trustee at least 48 hours in advance of the meeting.

3.3 The order of business at Special meetings shall follow the usual meeting type order for that meeting. (i.e., Special In-Camera meeting, Special Regular meeting)

4.0 INAUGURAL AND ANNUAL MEETINGS

INAUGURAL MEETING

4.1 After the general local election of trustees, the Secretary Treasurer must convene a first meeting of the Board as soon as possible and in any event within 30 days from the date that the new Board begins its term of office.

4.2 At the inaugural meeting the Board shall elect a Chair and may elect a Vice-Chair from among its members. The interim Chair of the Inaugural meeting shall be the Secretary Treasurer until such time as the Board Chair has been elected.

4.3 The interim Chair shall announce results of trustee elections and confirm that new trustees have completed the declaration as required by the *School Act*, following which the Board Chair shall be elected.



4.4 The interim Chair shall call for nominations for Board Chair and conduct a vote by ballot in which that trustee receiving a clear majority shall be elected Board Chair. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if a tie shall occur, the election shall be decided by drawing lots.

4.5 Once the Chair has been elected, they assume the seat and proceed with the election of a Vice-Chair in the same manner as set out in section 4.4.

CHAIR/VICE-CHAIR

4.6 Where at the inaugural meeting following the general election, the Board determines not to elect a Vice-Chair, the Chair shall appoint trustees to serve as Vice-Chair on an equal-time, rotating basis.

4.7 The Chair shall preside over all Public meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion. The Vice-Chair shall preside over all In-Camera meetings, and in the absence of the Chair or when the Chair temporarily vacates the chair during the meeting.

4.8 In the event that neither the Chair nor the Vice-Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting.

4.9 The presiding officer shall vote at the same time as other members of the Board.

ANNUAL MEETING

4.10 The Board, may serve Notice of Motion that the intent is to bring a motion forth for discussion and vote at the next Regular Meeting of the Board, requesting that an election for Chair or Vice-Chair be held at the following Regular meeting of the Board, and an election shall then be held.

4.11 The Board, at the annual meeting, shall elect a Chair and may elect a Vice-Chair from among its members, using the process defined in section 4.2 – 4.5.

4.12 Each year at the annual meeting, prior to appointing Trustees to Committees, the Board shall

review the organization of the Committees as described and make appropriate changes by a resolution of the Board. The Board Chair will then name Committee Members, Chairs and Vice-Chairs.

5.0 STANDING COMMITTEE MEETINGS

5.1 Standing Committees, (Education Committee, Finance, Operations and Assets Committee, and Policy Committee as listed in Appendix 1) have their scope and powers established by the Board on an annual basis, are made up of designated Trustees and representatives from partner groups, meet on a regular basis, and retain any powers and oversight responsibilities until the Board changes or disbands the Committee.



- 5.2** Non-Voting Members: Any member who can attend a Committee meeting and participate in its proceedings at the discretion of the Committee, but cannot move motions, vote or be part of quorum.
- 5.3** The primary purpose of all Committees shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all Committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized by Board motion for individual issues.
- 5.4** Standing Committee Meetings are not open to members of the public, however minutes from these meetings are available for public consumption as part of the Regular Meeting Minutes packages.
- 5.5** The following forms the Membership of the Standing Committees:
- 5.5.1 All seven trustees – **Voting Members**
 - 5.5.2 Superintendent, or delegate – **Non-Voting Members**
 - 5.5.3 Secretary-Treasurer, or delegate - **Non-Voting Members**
 - 5.5.4 Other Executive leadership staff as topics require - **Non-Voting Members**
 - 5.5.5 By invitation, one representative from each of the following to serve on the committee in a consultative and advisory capacity (**Non-Voting Members**):
 - 5.5.5.1 Local Principals and Vice Principals Association (PVPA)
 - 5.5.5.2 Alberni District Teachers Union (ADTU)
 - 5.5.5.3 Canadian Union of Public Employees (CUPE) Local 727
 - 5.5.5.4 District Parent Advisory Council (DPAC)
 - 5.5.5.5 Nuu-Chah-Nulth Tribal Council (NTC) or other Indigenous representative
- 5.6** The order of business at the Education Committee meetings and at the Finance, Operations and Assets Committee meetings, unless varied by motion shall be as follows:
- 1. Call to Order/Land Acknowledgement
 - 2. Introductions
 - 3. Approval of Agenda
 - 4. Petitions/Delegations/Presentations
 - 5. Unfinished Business
 - 6. Emergent Issues
 - 7. Staff Reports
 - 8. Next Meeting
 - 9. Adjournment
- 5.7** The order of business at the Policy Committee meetings, unless varied by motion shall be as follows:
- 1. Call to Order/Land Acknowledgement
 - 2. Introductions
 - 3. Approval of Agenda
 - 4. Unfinished Business
 - 5. Emergent Issues



6. New or Revised Draft Policy
7. New or Revised Draft Administrative Procedures
8. Policies to be sent to the Board for Approval to go to Public Consultation
9. Policies/Admin Procedures out for Public Consultation
10. Forward to next Public Board Meeting for Adoption
11. Completed Business
12. New Business
13. Future Policies/Administrative Procedures
14. Next Meeting
15. Adjournment

6.0 MEETING PROCEDURES

RULES OF ORDER - REGULAR (PUBLIC) MEETINGS AND IN-CAMERA MEETINGS

- 6.1** The rules and practices of the Roberts Rules of Order shall, so far as applicable and unless otherwise indicated in this Administrative Procedure, govern all meetings of the Board. In all cases, the *School Act* will not be violated.
- 6.2** The Chair shall preside over all meetings of the Board. In the absence of the Chair, the Vice-Chair, or, in the absence of both the Chair and the Vice-Chair, some member of the Board, to be appointed by the Board, shall preside.
- 6.3** Should the Chair, during any meeting of the Board, desire to leave the chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the trustees present, the Chair shall call on the Vice-Chair to fill their place until the Chair resumes the seat, or in the absence of the Vice-Chair, or some other member of the Board. Any member occupying the chair temporarily shall discharge all the duties and enjoy the rights of the Chair.
- 6.4** No questions shall be determined by the Board unless upon motion of a Trustee, seconded by another Trustee.
- 6.5** At all meetings of the Board, all questions shall be decided by the majority of the votes of the trustees present, by way of a show of hands. When a trustee who is eligible to vote does not raise a hand, the vote is deemed to be in the affirmative. In the event of an equality of votes, the motion shall be deemed to be in the negative.
- 6.6** Every Trustee present at a meeting of the Board, when a question is put, shall vote thereon, except that of a Trustee who may be abstaining from voting. The Chair shall have the right to vote and must vote in the case of an equality of votes.
- 6.7** No member shall have more than one vote on any question.
- 6.8** Notwithstanding section 6.6 above, every Trustee present at a meeting of the Board shall vote on all questions which by the provisions of the *School Act* shall be decided by a vote of the majority of all the members of the Board.



6.9 The Chair shall declare the result of all votes.

6.10 When the Chair or other presiding officer is called on to decide a point of order to practice, the Chair shall give their decision and state the rule applicable to the case. An appeal from the ruling of the Chair shall be seconded and shall be decided by a majority of the members of the Board present. When the ruling of the Chair is appealed against, the Chair shall, without debate, put the question in the following words: “Shall the ruling of the Chair be sustained?” and the Chair shall have the right to state their reasons for the decision given.

6.11 No Trustee shall leave the Board meeting before the close of the session without notifying the Chair.

RULES OF ORDER – STANDING COMMITTEE MEETINGS

6.12 The rules and practices of the Roberts Rules of Order shall, so far as applicable and unless otherwise indicated in this Administrative Procedure, govern all meetings of the Standing Committees. In all cases, the *School Act* will not be violated.

6.13 The Chair shall preside over all meetings of the Committee. In the absence of the Chair, the Vice-Chair, or, in the absence of both the Chair and the Vice-Chair, some member of the Committee, to be appointed by the Committee, shall preside.

6.14 Should the Chair, during any meeting of the Committee, desire to leave the chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the members present, the Chair shall call on the Vice-Chair to fill their place until the Chair resumes the seat, or in the absence of the Vice-Chair, or some other member of the Committee. Any member occupying the chair temporarily shall discharge all the duties and enjoy the rights of the Chair.

6.15 Per s. 50 of Roberts Rules of Order, in a Standing Committee the same informalities and modifications of the regular rules of parliamentary procedure generally prevail as are listed for Small Boards.

6.16 Per s. 49 of Roberts Rules of Order, Procedure of Small Boards, the rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated
- Motions need not be seconded
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained
- Informal discussion of a subject is permitted while no motion is pending
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion’s having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other



assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings

- The chair need not rise while putting questions to vote
- The chair can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board, usually can make motions and usually votes on all questions.

6.17 No questions shall be determined by the Committee unless upon motion of a Committee member.

6.18 At all Standing Committee meetings, all questions shall be decided by the majority of the votes of the members present, by way of a show of hands. When a member who is eligible to vote does not raise a hand, the vote is deemed to be in the affirmative. In the event of an equality of votes, the motion shall be deemed to be in the negative.

6.19 Every member present at a Standing Committee meeting, when a question is put, shall vote thereon, except that of a member who may be abstaining from voting. The Chair shall have the right to vote and must vote in the case of an equality of votes.

6.20 No member shall have more than one vote on any question.

6.21 Notwithstanding section 6.6 above, every voting member present at a Standing Committee meeting shall vote on all questions which by the provisions of the *School Act* shall be decided by a vote of the majority of all the voting members of the Board.

6.22 The Chair shall declare the result of all votes.

6.23 When the Chair or other presiding officer is called on to decide a point of order to practice, the Chair shall give their decision and state the rule applicable to the case. An appeal from the ruling of the Chair shall be seconded and shall be decided by a majority of the members of the Committee present. When the ruling of the Chair is appealed against, the Chair shall, without debate, put the question in the following words: "Shall the ruling of the Chair be sustained?" and the Chair shall have the right to state their reasons for the decision given.

6.24 No Trustee shall leave the Committee meeting before the close of the session without notifying the Chair.

7.0 COMMITTEE OF THE WHOLE

7.1 When, during a Regular or In-Camera Meeting, the Board has to consider a subject which it does not wish to refer to a specific Committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the Board to consider a subject with all the freedom of an ordinary Committee, it is the practice



to refer the matter to the "Committee of the Whole" by making the following motion, "THAT the Board of Education do now resolve itself into a Committee of the Whole, to take under consideration ("insert topic....."). The entire Board is then resolved into a Committee under a Chair that may be a trustee other than the regular Chair. Its purpose is to facilitate discussion by ameliorating the rules applicable in a formal session and enter into an informal discussion.

7.2 If the motion is adopted, the Chair immediately calls another member to the chair, and takes their place as a member of the Committee. When the Committee is through with the consideration of the subject referred to it, or if it wishes to adjourn, the following motion is made "THAT the Committee rise and report to the Board of Education, (insert the result of the proceedings....)." specifying the result of its proceedings.

7.3 As soon as this motion is adopted the presiding officer takes the chair, and the Chair of the Committee, having resumed his place in the Regular or In-Camera Meeting, rises, addresses the Board Chair, and says: "The Committee of the Whole has had under consideration (describes the resolution or other matter) and has directed me to report.....(insert the result of the proceedings)."

8.0 QUORUM

8.1 The quorum for a meeting shall be a majority of trustees holding office at that time (4).

8.2 A trustee who is unable to attend a meeting in person may participate by electronic means (Teams/Zoom). A trustee participating by electronic means may fully participate in the meeting, be counted in the quorum, and vote.

8.3 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within 15 minutes after the appointed time, the meeting shall stand adjourned until the next Regular meeting date or until another meeting has been called.

8.4 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next Regular meeting date.

8.5 When voting, the majority of the members present shall pass motions.

9.0 ABSENSE

Per s. 52(2) of the *School Act*, if a Trustee is continuously absent from Board meetings for a period of 3 consecutive months, unless the absence is because of illness or with the leave of the board, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office as a trustee until the next general school election.



10.0 AGENDAS

- 10.1** All meeting agendas, as well as supporting materials intended to brief trustees about items included on the agenda, shall be prepared by the Secretary Treasurer, or their designate, and made available to the Trustees on Friday afternoons prior to the Board or Committee Meetings being held on the following Tuesday.
- 10.2** Regular Meeting and Special Meeting (if not a Special In-Camera Meeting) agendas will be made available to the public by being posted on the Pacific Rim School District's website, on Friday afternoons prior to the Meeting on the following Tuesday.
- 10.3** Regular Meeting , Special Meeting (if not a Special In-Camera Meeting) and Standing Committee Meeting agendas will be sent electronically to partners listed above in sections 5.5.5.1 – 5.5.5.5.
- 10.4** Changes to the agenda may be made by way of an affirmative amended approval motion, at the beginning of any meeting.

11.0 MEETING NOTICE

- 11.1** At the first Public Board Meeting of each school year, the Board of Education shall adopt a Public Board Meeting Schedule for the school year. This schedule will be made available to the public by being posted on the Pacific Rim School District's website.
- 11.2** Any additional Regular meetings scheduled throughout the school year, or any changes to the adopted Public Board Meeting Schedule, must have notice given by way of being posted on the Pacific Rim School District's website, no later than 48 hours prior to the meeting start time.
- 11.3** Trustees, and the partners listed above in sections 5.5.5.1 – 5.5.5.5 when applicable, must be provided notice of any changes to the adopted Public Board Meeting Schedule, or additional meetings scheduled, no later than 48 hours prior to the meeting start time.

12.0 MINUTES

- 12.1** The Secretary Treasurer, or their designate, shall ensure that the minutes of meetings are legibly recorded. Such minutes shall be concise and detail the proceedings of the Board/Committee, but not the contents of speeches.
- 12.2** Meeting minutes shall show trustees present, listed in the following order: Chair, Vice-Chair, West Coast Trustee and alphabetical by last name for all remaining members. Trustees present by electronic means and trustees absent shall also be recorded.
- 12.3** The minutes shall be certified as correct by the Secretary Treasurer, or another employee designated under s. 72(b) of the *School Act*. Electronic signatures for the Secretary Treasurer and Board Chair shall be applied following the meeting at which the minutes are adopted.



- 12.4** Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board.
- 12.5** Regular Meeting and Standing Committee minutes shall be adopted monthly by the Board at a Regular Meeting. In-Camera Meeting minutes shall be adopted monthly at an In-Camera Meeting. Special Meeting minutes shall be adopted at the next Special Meeting of its kind, which may not be monthly.
- 12.6** Once adopted, Regular Meeting minutes will be made available to the public by way of being posted on the Pacific Rim School District's website.
- 12.7** If the Secretary Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer at the meeting.
- 12.8** Meetings of the Board may be electronically recorded to provide an accurate record of the meeting. Recordings will be destroyed after the minutes have been adopted.

13.0 PETITIONS/DELEGATIONS

- 13.1** Petitions/Delegations may be received at Regular, In-Camera, Special and Standing Committee meetings. A Delegation differs from a Petition in that there is no specific request to the Board/Committee.
- 13.2** Unless there is an urgent matter, Petition/Delegation requests must be submitted to the Secretary Treasurer or their designate, no less than 14 days prior to the meeting date. Requests must include the name(s) of the presenters, the general nature and viewpoint of the petition/delegation, all printed or visual materials, and the specific action requested if any. Copies of the written petition/delegation will be brought to the Chair/Vice-Chair at the agenda setting table for review. If approved, the person(s) seeking the meeting time will be advised at which meeting date and time they will present.
- 13.3** On approval of the Board Chair, emergent petitions arising after noon on the Wednesday preceding the Board meeting, may be presented at the Board meeting. The petition must be submitted in writing to the Board when making the presentation.
- 13.4** The Board Chair may limit the number of petitions/delegations to be presented at any single meeting. Petitions/Delegations are directed to the Board of Education as a corporate body, not individual trustees. Petitions/Delegations are not accepted from individuals or entities soliciting business from the Board.
- 13.5** Petitions/Delegations shall be limited to ten minutes unless the Chair, prior to the commencement of the presentation, approves an extended timeframe.



- 13.6** The Board will hear the petition, ask questions for clarification, and refer the subject to the Unfinished Business/New Business section of the agenda.

14.0 EMERGENT ISSUES

Issues needing urgent attention that arise after the agenda setting has taken place shall be brought to the Chair and Vice-Chair of the meeting, and the Superintendent for their consideration. If approved the item will be added to the Emergent Issues item of the agenda.

15.0 AUDIENCE QUESTION PERIOD

- 15.1** Under the Regular Meeting agenda item Audience Question Period, questions may be put to the Chair, or through the Chair to any member or officials of the Board, relating to any matter connected with the agenda of the day.
- 15.2** No question, once decided by the Board, shall be reconsidered, or rescinded during the same calendar year in which the said question was decided unless:
- a. By order of the majority of the votes of the members present and voting, and
 - b. The motion for any such reconsideration or rescission is brought by a Trustee who voted on the prevailing side when the motion was first adopted or rejected.

Provided, however, that nothing in this section shall be construed as depriving any Trustee, who was not a Trustee at the time a decision was reached on a resolution from moving the reconsideration or rescission of such resolution in the same calendar year.

- 15.3** The Audience Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels. Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District staff will not be recognized. The Chair may direct any questions to District staff to respond to.

16.0 RESOLUTIONS, POLICY STATEMENTS, BYLAWS

All matters shall be dealt with by resolution, policy statement or bylaw.

16.1 RESOLUTIONS

A resolution shall have only one reading.

16.2 POLICY STATEMENTS

Policy and Administrative Procedure Development shall be governed by Policy 113.



16.3 BYLAWS

The following matters shall be resolved by bylaw:

- a) where required by the *School Act*; and
- b) amendments to bylaws.

The following procedure shall be followed when presenting a bylaw:

- a) A bylaw shall have three readings prior to its adoption
- b) A bylaw shall not be given more than two readings at any one meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting
- c) A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by
 - (a) its title, and
 - (b) a summary of its contents.
- d) Following adoption of a bylaw, the Secretary Treasurer and the Board Chair shall certify the document by signing it, and the corporate seal shall be affixed to it.

17.0 PRESS RELEASES AND PUBLICITY

17.1 Public communications concerning incidents/events which may occur in the conduct of the school district, and which may result in publicity shall be issued from the School Board Office. Principals shall advise the Superintendent of Schools immediately by telephone of details of such incidents and shall submit a full written report immediately thereafter.

17.2 All matters that have a significant legal or political implication shall be brought to the attention of Board members as soon as practicable.

17.3 The Board Chair or their designate, shall be the spokesperson on behalf of the Board.

18.0 CORRESPONDENCE

18.1 All correspondence shall be date stamped upon arrival.

18.2 Correspondence to an individual Trustee in a sealed envelope marked "Private and Confidential" is forwarded unopened to the Trustee.

18.3 Correspondence to an individual Trustee and not marked "Private and Confidential" is opened by the Secretary Treasurer or their designate. The Secretary Treasurer or their designate will forward it to the Trustee, and may provide a staff response, or place it on the next Board agenda.

18.4 Correspondence to The Board of Education is opened by the Secretary Treasurer or their designate. The Secretary Treasurer or their designate will either place the correspondence on the next Board



agenda or copy the correspondence to each Trustee with the response prepared by staff or copy the correspondence to each Trustee.

- 18.5** General mail, advertisements and business solicitations which are directed to the Board, but do not require specific action as determined by the Secretary Treasurer or their designate, are routed to the appropriate staff member or discarded.

19.0 ADJOURNMENT

- 19.1** As per s. 41 Roberts Rules of Order, where Regular (Public) and In-Camera meeting agenda topics have not been heard by the end of the scheduled allotted meeting time, the item currently being discussed will be finished, put to a vote, or referred back to staff for more information, and the meeting will be adjourned. The remaining unheard agenda topics will be heard at the next Regular (Public) or In-Camera Meeting.

- 19.2** As per s. 41 Roberts Rules of Order, where Standing Committee meeting agenda topics have not been heard by the end of the scheduled allotted meeting time, the item currently being discussed will be finished, put to a vote, or referred back to staff for more information, and the meeting will be adjourned. The remaining unheard agenda topics will be heard at the next Standing Committee Meeting.

20.0 ESTABLISHMENT OF COMMITTEES

Committees are established as necessary by the Board (see s. 4.12) and are listed in Appendix I.

21.0 STANDING COMMITTEES

- 21.1** The Board shall have three (3) Standing Committees as follows:
- a) Education Committee
 - b) Finance, Operations and Assets Committee
 - c) Policy Committee
- 21.2** The purpose of the Education Committee shall be to discuss and make recommendations to the Board of Education on matters related to general education directions and to provide regular reports to the Board on education programs, services and learning outcomes.
- 21.3** The purpose of the Finance, Operations and Assets Committee shall be to discuss and make recommendations to the Board of Education on matters related to finance, business, facilities, and operations.
- 21.4** The purpose of the Policy Committee shall be to discuss and make recommendations to the Board of Education on matters related to policy and administrative procedures.
- 21.5** Standing Committees shall be governed by Policy 110 Board Procedures and XXXX: Board Procedures Administrative Procedure.



22.0 LIAISON/DISTRICT COMMITTEES

As need arises, the Board may authorize the formation of an advisory or liaison Committee for such purposes as it may deem necessary. These Committees shall provide regular updates on their meetings and activities to the Board or to the appropriate Standing Committee as provided by each Committee's terms of reference. Their processes are not subject to Policy 110 Board Procedures or XXXX: Board Procedures Administrative Procedure.

23.0 EXTERNAL COMMITTEES

- 23.1** As soon as is practicable following its Annual Meeting each year, the Board shall name members of the Board as representatives to such Joint Committees, Organizational/Agency Boards/Commissions, Representative Meetings and External Bodies as it deems necessary to effectively represent the interests of the Board and to discharge its business.
- 23.2** Board member representatives to Other Bodies may express their personal views, engage in discussion, problem resolution and generation of proposals and recommendations but shall provide no advice or recommendation on behalf of the Board or commit the District to adopt any recommendation, allocate resources or take any action that has not been approved by the Board.
- 23.3** Board member representatives to Other Bodies shall provide a brief written report, or meeting minutes, to the Board following each meeting of the Other Body .

24.0 AD HOC COMMITTEES

- 24.1** As need arises, the Board may appoint Ad Hoc Committees for such purposes as it may deem necessary, and the Chair of the Board shall designate one of the members of the Board as Chair.
- 24.2** Ad Hoc Committees shall include the Superintendent or designate(s) and may include other non-Board members, as well as Board members.
- 24.3** Each Ad Hoc Committee may provide regular updates on its meetings and activities to the Board and, at the conclusion of its work, shall present a final written report to the Board.
- 24.4** Ad Hoc Committee terms of reference shall be determined by the committee and their processes are not subject to Policy 110 Board Procedures or XXXX: Board Procedures Administrative Procedure. Unless otherwise directed by the Board, Ad Hoc Committees are dissolved as soon as they have presented their final written report to the Board.

25.0 IMPROPER CONDUCT

- 25.1** The chair or other member presiding at a meeting of the board may expel from the meeting a person, other than a trustee, who the presiding member considers guilty of improper conduct.
- 25.2** A majority of the trustees present at a meeting of the board may expel a trustee from the meeting for improper conduct.



- 25.3** A person who disturbs, interrupts, or disquiets the proceedings of a meeting of a board commits an offence.

26.0 CONFLICT OF INTEREST

- 26.1** The Board of Education (the “Board”) directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.
- 26.2** A Trustee, in accordance with Section 58 (1) (b) of the *School Act*, must abstain from voting in the event that he or she has a conflict of interest by reason of having a pecuniary interest in a matter.
- 26.3** A Trustee is responsible for declaring themselves to be in a conflict of interest. The trustee shall make such a declaration in an open meeting prior to the Board’s discussion or debate on the issue subject to the declaration and the minutes shall reflect the declaration.
- 26.4** In an open meeting the trustee may remain in the meeting and not participate. In a Closed Session the Trustee must remove themselves from the meeting for the duration the item subject to the declaration is being addressed.
- 26.5** A trustee who has declared a conflict and does not participate in debate but is present shall be counted for the purposes of quorum.

27.0 ELECTRONIC MEETING ATTENDANCE

For Trustees/Members attending and/or participating in meetings by electronic means (Teams/Zoom only) the following shall apply:

- 27.1** Trustees/Members must identify themselves prior to the meeting being called to order and will be counted as part of quorum, if considered a voting member. Their attendance by electronic means will be recorded in the meeting minutes.
- 27.2** They must advise the person presiding over the meeting if they need to leave the meeting. This will be recorded in the meeting minutes.
- 27.3** Trustees/Members must keep their camera on throughout the duration of the meeting. They must not attend with blurred or other such virtual backgrounds in place.
- 27.4** Trustees/Members must mute their microphones unless called on to speak by the person presiding over the meeting and must eliminate background noise as much as possible if attending electronically.
- 27.5** Trustees/Members must identify others who are in the room with them if attending electronically.
- 27.6** Trustees/Members attending a Closed meeting electronically, must ensure that no other person is in



the same room as the member during the meeting and that no other person can observe or hear the meeting.

- 27.7** Trustees/Voting-members must clearly raise their hand when moving or seconding a motion and must again clearly raise their hand to cast their vote.
- 27.8** If a quorum is lost, due to a Trustee/Member leaving the meeting or experiencing technical difficulties, the meeting must be adjourned until such time as quorum is re-established, with a maximum waiting time of fifteen (15) minutes. If a quorum is not lost, due to a Trustee/Member leaving the meeting or experiencing technical difficulties, the meeting will continue uninterrupted.
- 27.9** To attend meetings electronically from Outside of Canada, the following procedure must be in place:
 - 27.9.1** While travelling, school district business of any kind may only be accessed using a district-provided device, usually a laptop.
 - 27.9.2** Prior to traveling outside of the country, advise the school district's IT team of the country you will be travelling to/through, as they need to install the SD70 (Virtual Private Network)VPN on the device, and then ensure the country is enabled in the VPN system.
 - 27.9.3** To use the VPN, connect to the internet, then connect to SD70's VPN. Once connected, you can then proceed to engage in school district business as needed. This will protect district programs and their contents from cyber-attack.

Resources:

Policy 110 Board Procedure

The *School Act*

Roberts Rules of Order

BCSTA's Guide to Legislation s.53.1

Vancouver School Board Policy Handbook – Board Operations

School District No. 68 (Nanaimo-Ladysmith) 2.0 Governance and Management

Procedure Bylaw Guide: For B.C.'s Local Governments



Approved: 01 09 11

Amended: 02 11 26

Amended: 14 11 02

Amended: 18 05 08

Amended: 23 12 12

APPENDIX I: XXXX: BOARD PROCEDURE (A/P)

COMMITTEE STRUCTURE

1. STANDING COMMITTEES

- 1.1 Education Committee
- 1.2 Policy Committee
- 1.3 Finance, Operations and Assets Committee

2. LIAISON COMMITTEES

- 2.1 BC Public School Employers' Association (BCPSEA) Representative Council
- 2.2 BC School Trustees Association (BCSTA) Provincial Council/Vancouver Island School Trustees Association (VISTA)
- 2.3 Labour Management (Canadian Union of Public Employees, Management)

2. DISTRICT COMMITTEES

- 2.1 Indigenous Education Committee
- 2.2 Teacher Pro D
- 2.3 Support Staff Education Advisory Committee (SSEAC)
- 2.4 District Parents' Advisory Council (DPAC)
- 2.5 Occupational Health & Safety (In-Camera)
- 2.6 Teacher/Trustee Liaison Committee

3. EXTERNAL/COMMUNITY COMMITTEES

- 3.1 Port Alberni Advisory Planning Commission
- 3.2 Port Alberni Museum and Heritage Commission
- 3.3 Port Alberni Advisory Traffic Committee
- 3.4 Agriculture Development Committee of the Alberni-Clayoquot Regional District (ACRD)
- 3.5 City of Port Alberni
- 3.6 Clayoquot Biosphere Trust
- 3.7 District of Ucluelet
- 3.8 District of Tofino
- 3.9 Alberni Clayoquot Health Network
- 3.10 Solid Waste Management Plan Advisory Committee