

Policy Number and Name: 317 Regular Meeting

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date: February 24, 2025

Purpose:

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. The Board has adopted policies regulating its proceedings so that the business of the Board can be conducted in an orderly and efficient manner.

The purpose of Board meetings is to ascertain group opinion and through motions and resolutions to focus Board action on specific issues. Respectful behaviour preserves the inherent dignity of everyone; therefore, it is important that Board meetings be conducted in an environment that is productive, orderly, and respectful of Trustees, staff, and members of the public. The organization of the Board meeting will effectively enable Trustees and others in attendance to participate in an atmosphere of mutual respect. Board meetings will be conducted in person to the extent possible. In unique or special circumstances, at the discretion of the Chair, the Board can conduct its meetings electronically. Electronic meetings will be held in compliance with *The Electronic Meeting Procedures Regulations*, Chapter E-0.2 Reg 6.

Policy:

- 1) All regular Board meetings shall start with a Treaty 6 Land Acknowledgement.
- 2) Regular Board meeting date and times shall be established in the annual Board Planning Cycle. The Board shall review and approve the Board Planning Cycle including its annual schedule of meetings prior to May 15 of each year for the period of August 1 to July 31.
 - a) Regular public meetings will ordinarily be held at the Division Office beginning at 10:00 a.m. on the third Monday of every month.
 - b) Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule if it is deemed necessary.
- 3) All Trustees will notify the Board Chair or Director of Education if unable to attend a meeting.
- 4) No act, proceeding, or policy of the Board shall be deemed valid unless adopted by a regular or special meeting at which a quorum of the Board is present. A "quorum of the Board" shall be defined as a majority of the members of the Board of Education as referenced in section 17(1) of *The School Division Administration Regulations*.
- 5) All Trustees who are absent from three (3) consecutive regular meetings without consent of the Board must vacate their office.
 - a) Obtain authorization by resolution of the Board to do so; or

- b) Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence. Failure to attend may result in disqualification from the Board.
- 6) If both the Chair and Vice Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its Trustees an acting Chair and Vice Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair and Vice Chair during the Chair's and Vice Chair's inability to act or absence.
- 7) Regular meetings of the Board will not be held without the Director of Education and/or designate(s) in attendance, unless the Director of Education's contract is being discussed, the Board is dealing with a Trustee or Director of Education disciplinary issue, or the Board is meeting with the auditor.
- 8) Agenda for Regular Meetings
- a) The Board believes that a properly prepared agenda creates a meeting atmosphere that includes orderly procedure and encourages free discussion, problem identification, problem solving, and the generation of ideas.
- b) The Board Chair, with the support of the Vice Chair and Director of Education, is responsible for establishing the agenda for Board meetings in consultation with the Director in accordance with legislation and Board policy.
- c) Agendas shall include all the data and background, information, rationale, and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.
- i) The order of business at a regular meeting shall generally be as follows:

Order of Board Business	Lead	Action
i) Acknowledgement of Treaty 6 Territory	Chair/All	Declaration
ii) Adoption of Agenda	Chair	Decision
iii) Conflict of Interest Declaration	Chair/All	Declaration
iv) Grant Excused Absence	Chair	Decision
v) Adoption of Minutes	All	Decision
vi) Business Arising from Previous Minutes	All	
vii) Closed Session		
viii) Action Items		
• Action items arising from Closed Session		

ix) New Business (including all items that fall under the Board's Accountabilities:

- Strategic Direction
- Governance Effectiveness and Processes
- Fiscal and Risk Stewardships
- Director Relationship and Management
- Stakeholder Relationships
- Board Involvement in Administrative Matters

x) Pride and Joy Round Table	All	Declaration
xi) Information Items		
xii) Future Meetings, Agendas, Trustee Inquiry and Notices of Motion		
xiii) Adjournment	Chair	Decision

d) Agenda items will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business, which will come before the Board and will be of value to the Board in the performance of its duties. Each discussion/decision item will include a clear recommendation.

e) Agenda items may be placed on the agenda in one (1) of the following ways:

- i) By having the item included in the Board Annual Work Plan.
- ii) By notifying the Board Chair prior to the regular meeting.
- iii) By notice of motion at the previous meeting of the Board.
- iv) As a request from a committee of the Board.

f) Although the Board seeks to minimize items being added without proper notice, issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to, and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

g) Materials for Board meetings will be distributed to each Trustee and the Director or designate a minimum of three (3) days in advance of the meeting. The Director or designate is responsible for distribution and posting.

h) The Board will follow the order of business set by the agenda unless the order is altered, or new items are added by agreement of the Board.

9) Minutes for Regular or Special Meetings

- a) The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions. The minutes shall record:
 - i) Date, time, and place of meeting
 - ii) Type of meeting
 - iii) Name of presiding officer
 - iv) Names of those Trustees and senior administration in attendance
 - v) Approval of preceding minutes
 - vi) All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full
 - vii) Names of Trustees making the motion
 - viii) Points of order and appeals
 - ix) Appointments
 - x) Attached reports of committees
 - xi) Recording of the vote on a motion (when requested prior to the vote)
 - xii) Trustee declaration of conflict of interest pursuant to *The Education Act, 1995*
- b) The minutes shall:
 - i) Be prepared as directed by the Director;
 - ii) Be reviewed by the Director prior to submission to the Board;
 - iii) Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
 - iv) Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- c) The Director shall ensure, upon acceptance by the Board, that appropriate signatures are provided.
- d) The Director shall establish a codification system identifying resolutions determined by the Board which will:
 - i) Provide for ready identification as to the meeting at which it was considered.

- ii) Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
- iii) Establish and maintain a file of all Board minutes.
- e) As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director of Education to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- f) The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director is responsible to distribute and post the approved minutes.
- g) Each standing or special committee will appoint a recording secretary to take and distribute the record of the proceedings, which will be presented for approval at their next meeting.
- h) All committees of the Board, unless otherwise directed, shall prepare, and submit written or verbal reports of meetings to the Board. All recommendations for action will be brought forward via the decision template.

10) Motions

Motions do not require a seconder.

- a) Notice of Motion
 - i) The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.
- b) Discussion on Motions
 - i) The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
 - ii) A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any Trustee, including the Board Chair.
- c) Speaking to the Motion
 - i) The mover of a motion may speak first, and every Trustee shall have an opportunity to speak to the motion before any Trustee is allowed to speak a second time.

- ii) The Chair will normally speak just prior to the last speaker who will be the mover of the motion.
 - iii) As a general guide, a Trustee should not speak longer than a few minutes on any motion, at the discretion of the Board Chair. The Board Chair has the responsibility to direct discussion as needed when such a discussion becomes repetitive, digresses from the topic at hand, becomes inflammatory, or where discussion takes place prior to the acceptance of a motion.
 - iv) No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.
 - v) Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information for the purpose of the discussion.
 - vi) Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.
 - vii) Motions or amendments may be withdrawn only with the unanimous consent of the Trustees present.
 - viii) Should a Trustee arrive at the meeting after a motion has been made and prior to taking a vote, the Trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.
- d) Reading of the Motion
- i) A Trustee may require the motion under discussion to be read at any time during the debate, except when a Trustee is speaking.
- e) Entitled Votes
- i) All Trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 11 of *The School Division Administration Regulations*.
 - ii) While all Trustees are encouraged to vote on all motions, except in the case of conflict of interest, a Trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.
- f) Recorded Vote
- i) A recorded vote may be requested by a Trustee before a vote is taken. The minutes shall record the names of all Trustees and whether each Trustee voted for or against the matter or abstained.

g) Required Votes

- i) Each question shall be decided by a majority of the votes of those Trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.
- ii) A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice Chair, which is by secret ballot.

11) Debate

- a) Board meetings shall be conducted according to the parliamentary procedures found in *Robert's Rules of Order Revised* (the version currently utilized by the Saskatchewan School Boards Association) with *The Education Act, 1995*, and *The School Division Administration Regulations*, taking precedence. Meeting procedures shall also be governed by special rules of order set out by the Board in the Board Policy Manual.
- b) Rules shall encourage open and free debate on issues and discourage wandering from issues, personal attacks, and/or reference to personalities. Trustees will strive to respect the opinions of other Trustees. The Chair must guard against any Trustee(s) monopolizing the debate on any issue.
- c) If this reference is inadequate, procedure may be determined by motion supported by the majority of Trustees in attendance.

12) Board Meeting Delegations

In the interest of improving the education provided in Division schools, the Board may make provision for delegations to make a presentation at a Board meeting. Anyone may request an audience with the Board at any time provided:

- a) They give notice, in writing, to the Board Chair at least seven (7) full days before the meeting at which they are to be heard. The Director of Education and Chair have the authority to waive the time requirement.
- b) When scheduling an appointment, delegations should:
 - i) State the nature of the subject that they intend to bring before the Board,
 - ii) Provide a written submission, including desired outcome, prior to the presentation,
 - iii) Identify the spokesperson for the group,
 - iv) Provide an estimate of the number of people who will be in attendance,
 - v) Be prepared to speak to as opposed to reading the submission.

- c) Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- d) The Board reserves the right to invite delegations to appear before the Board.
- e) At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- f) Normally delegations will be given a maximum of ten (10) minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
- g) In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual Trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any Trustee voice their opinion thereon; nor shall they, by any statement, commit the Board to any specific course of action. Board preparation and debriefing can occur in closed session prior to presentation and afterwards.
- h) Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual Trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the Trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- i) Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

13) Audio/Video Recordings

- a) Anyone wanting to use recording devices at a public Board meeting shall seek permission of the Board Chair or designate.

14) Electronic Meetings

- a) The Board shall accommodate an electronic meeting for a Trustee who is unable to be physically present at a Board or Committee meeting. The Trustee will be deemed present (Appendix I – Electronic Meetings).