
HORIZON SCHOOL DIVISION NO. 67**POLICY HANDBOOK**

Policy Code: BD
Policy Title: Board Meetings
Cross Reference: BBA
Legal Reference: School Act, Sec. 48-59
Adoption Date: April 27, 1995
Amendment or Re-affirmation Date: June 22, 2010
October 25, 2017

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT ITS ABILITY TO DISCHARGE ITS OBLIGATIONS IN AN EFFECTIVE MANNER IS DEPENDENT UPON A WELLORGANIZED BOARD STRUCTURE AND EFFICIENT AND EFFECTIVE BOARD MEETINGS.

GUIDELINES

1. All meetings of the Board shall be carried out in harmony with the procedures outlined below.
2. Regular Board Meeting
 - 2.1 Times and dates shall be determined at the organizational meeting of the Board each fall, and posted on the jurisdiction website
 - 2.2 Regular Board Meetings shall be open to the public
3. In Camera Board Meeting
 - 3.1 The Board may decide to hold a portion of a regular meeting “in camera” , by resolution, and exclude any person from that meeting.
 - 3.2 The Board believes that “in camera” meetings should be limited to discussions of issues of a sensitive or confidential nature in accordance with the following.
 - 3.2.1 The Board will go in camera to protect the organization, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information.
 - 3.2.2 The board will go in camera to protect individuals or third parties when the release of certain information would be an unreasonable invasion of their personal privacy.
 - 3.3 The Board will not meet privately to discuss issues in a manner that materially advances the issues towards a board’s final decision – because this deprives the public of the opportunity to observe the material part of the board’s decision-making process.
4. Organizational Meeting
 - 4.1 The Organizational meeting shall be held in conjunction with:
 - a) the first Regular meeting of the Board following a general election of Trustees
 - b) the Regular meeting in October on years where no general election is held
 - 4.2 Agenda items at this meeting shall include but not necessarily be limited to:
 - a) Election of Board Chairperson and Vice-Chairperson; one shall be from a rural ward within the jurisdiction and one shall be from Ward 3, Taber,
 - b) Setting of regular Board meeting dates/time,
 - c) Banking arrangement,
 - d) Board compensation,
 - e) Appointment of Committees.

POLICY BD – Board Meetings, Cont’d.

5. Special Meetings (meetings other than the regularly scheduled meetings) may be called by the chairperson, a majority of trustees, or the Minister at any time, subject to the following conditions:
 - 6.1 Written notice stating agenda, date, time, and location, shall sent by registered mail 7 days before the meeting, or personally delivered at least 2 days prior to the meeting; or
 - 6.2 Every trustee waives right to notice of meeting;
 - 6.3 Unless every trustee is present, no business other than the notified business may be transacted.

REGULATIONS

1. Every meeting of the Board shall have an agenda prepared by the Superintendent of Schools in consultation with the Board Chairperson.
 - 1.1 Any trustee desiring to place an item on the agenda shall contact the Superintendent at least five days before Board meeting.
 - 1.2 The Agenda is to be in the hands of each trustee at least two days before the scheduled meeting.
 - 1.3 The Agenda is to be approved at the meeting; late items may be added the day of the meeting by a 2/3 majority vote.
 - 1.4 Individuals or groups wishing to make formal representation to the Board:
 - 1.4.1 shall make their request at least 2 weeks prior to the Board meeting
 - 1.4.2 shall advise the Board Chair and/or the Superintendent of the nature of the matter to be presented to the Board; and
 - 1.4.2 may be granted by the Chair and/or the Superintendent an appointment time on the meeting agenda in which to make representation.
 - 1.4.3 Public presentations to the Board shall be in accordance with the following:
 - 1.4.3.1 the delegation may make its presentation in writing and/or orally;
 - 1.4.3.2 the presentation shall be supported by a background/briefing document and a recommendation for action;
 - 1.4.3.3 the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum;
 - 1.4.3.4 the delegation shall be entitled to complete its presentation, within a maximum of 15 minutes, without questions or comments from the Board;
 - 1.4.3.4.1 Should there be multiple requests to present on the same topic during the same Board meeting, the time available to each presenter will be determined by dividing the time available equally among the presenters at any particular meeting.
 - 1.4.3.5 upon completion of the presentation, the Chair shall allow trustee questions of the delegation;
 - 1.4.3.6 upon completion of the question period, the Chair shall inform the delegation that Board resolution of the matter may be deferred to a future meeting of the Board.

POLICY BD – Board Meetings, Cont'd.

2. The Chairperson shall conduct the meeting. In the absence of the Chairperson, the Vice-Chairperson shall assume the chair. Should neither be present and a quorum is in attendance, the Board shall appoint a temporary chairperson.
3. The Chairperson shall conduct the meetings in an orderly and businesslike manner, providing opportunity for all trustees to discuss all issues presented and to assure that all items move efficiently to closure.
4. Trustees desiring to speak shall address themselves to the Chairperson who may at his/her discretion limit the number of times a trustee shall speak to the same resolution.
5. All business shall be conducted through motions, discussions and vote process with Robert's Rules of Order being the authority for procedure should questions arise, unless otherwise agreed to by the board.
6. Once a motion is put to the question, each trustee shall vote on the question unless excused by virtue of pecuniary interest.
7. The Board is empowered to move to an in-camera session with a majority vote of the Board. Without restricting the right of the Board to meet in camera on any issue, in camera meetings shall normally be limited to matters related to:
 - 7.1 Receiving of legal advice that is subject to solicitor-client privilege;
 - 7.2 Security of the property of the school board;
 - 7.3 Acquisition or disposal of land;
 - 7.4 Considering personal information about an identifiable individual;
 - 7.5 Labour relations or employee negotiations;
 - 7.6 A law enforcement matter
 - 7.7 Litigation or pending litigation, including matters before administrative tribunals;
 - 7.8 Education or training of the members, so long as no decision-making is advanced;
 - 7.9 Employee discipline;
 - 7.10 Personnel administration;
 - 7.11 Disclosure of intimate, personal or financial information in respect of an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - 7.12 The consideration of a request for access for information under the FOIP Act, if the school board is itself designated as the head of the local public body for the purposes of the FOIP Act;
 - 7.13 Studying a matter to build trustee understanding of an issue that may be coming before the board (note: there cannot be “decision-making” type of discussions at this session);
 - 7.14 Engaging in strategic planning activities;
 - 7.15 Reviewing the functioning of the board and board development activities,
 - 7.16 Providing commentary to the superintendent and/or senior administration; and
 - 7.17 Any other matter permitted or required by law or other matters typically considered in the public interest to be discussed in private.
8. Minutes shall be kept of all meetings (excluding in-camera sessions) and shall include members present, resolutions, voting (names recorded if requested by Trustees), Trustees excused from voting by pecuniary interest, names of trustees who absent themselves for extended periods of time, and any other information deemed significant by the Board.
9. Board Chairperson shall be empowered to make any other decisions required in regards to Board meeting conduct, procedure or protocol not covered by policy.