

| BOARD POLICY #9 BOARD OPERATIONS | |
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POLICY 9

BOARD OPERATIONS

BACKGROUND

The Renfrew County District School Board (RCDSB) believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of sound organizational practices.

In order to discharge its responsibilities to the electorate of the district, the Board shall hold regular meetings. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that a fundamental obligation is to preserve and enhance trust in public education, specifically in the RCDSB. The Board believes its affairs should be open and transparent to the greatest extent possible. Consistent with its objectives and to encourage the general public to contribute to the educational process, Board meetings will be open to the public.

Board and committee meetings may be closed to the public when certain matters, as outlined in the Education Act, section 207 (2) (a) – (e), are discussed.

POLICY

1. TYPES OF BOARD MEETINGS

- 1.1. **Orientation Session:** The purpose of an orientation session is to provide Trustees with an understanding of their roles and responsibilities, as well as a preliminary introduction to the committee structure. A good practice is to seek input from all Trustees regarding their committee preferences. In an election year, the Director of Education shall convene an informal

orientation session for all trustees elected to serve in the upcoming term. In non-election years, an informal orientation session may be called at the discretion of the Chair.

- 1.2. **Inaugural Meetings:** Following each municipal election, the Inaugural Board meeting (and in non-election years, the annual meeting of the Board) shall take place within 7 days following the start of the term of office. The Director of Education shall preside at the meeting until the Chair is elected. The Director shall officiate and administer the swearing of the Declaration of Office and the Oath of Allegiance. to all persons elected or appointed to the Board.
- 1.3. **Election of the Chair:** The Chair shall be elected to office and can be removed by a simple majority vote.
 - 1.3.1. Nominations for the position of Chair of the Board shall be made orally by any trustee and seconded by another trustee.
 - 1.3.2. Each trustee may only nominate one candidate for the office of Chair.
 - 1.3.3. After all nominations are made, each nominee shall state an intention to stand for office or to withdraw.
 - 1.3.4. Each nominator or seconder shall be allowed one minute to speak on behalf of the nominee.
 - 1.3.5. Each nominee shall be allowed three minutes to outline reasons for standing for office. When these remarks are completed, a ten-minute recess may be called to allow the trustees to weigh the alternatives.
 - 1.3.6. Voting is conducted by secret ballot.
 - 1.3.7. If there are more than two candidates a ranked ballot or preferential voting system per Robert’s Rules will be administered.
 - 1.3.8. The Director of Education will name two scrutineers from the Board’s audit firm, who are not trustees of the Board or staff, to distribute, collect, count the ballots, and report the result to the Director.
 - 1.3.9. Trustees are not permitted to vote by proxy and must be present at the meeting where the vote is being held either in person or electronically.
 - 1.3.10. The candidate receiving the greatest number of votes shall be declared elected.
 - 1.3.11. If at the conclusion of any ballot there is a tie, the candidate who received the smallest number of votes on the ballot shall be dropped and their 2nd choice votes will be counted to determine the Chair. In the case of a tie vote with only two candidates remaining on the final ballot, one additional vote will be conducted before the draw of lots by the candidates, as outlined in Education Act (or in the case of candidates participating electronically, as drawn by an appointed Trustee or RCDSB staff.
 - 1.3.12. The newly elected Chair then presides over the meeting and shall proceed with the election of the Vice-Chair and other inaugural and organizational business. At the discretion of the Chair, a ten-minute recess may be called to allow trustees to consider committee positions.
- 1.4. **Election of the Vice-Chair:** The election of the Vice-Chair shall proceed in the same manner as that of the Chair. The Chair may vote with the trustees of the Board for this election.
- 1.5. **Term of Office:** The term of office for both the Chair and the Vice-Chair shall be for one (1) year (the “Term”) or until their successor is elected. There must be an election for Chair and Vice-Chair each year. If the office of the Chair becomes vacant it must be filled at the first Board meeting after the vacancy occurs. A Trustee may only serve as Chair or Vice-Chair for two consecutive Terms during any four-year term of office or balance of the Term of office being

served. An exception will be made when a crisis situation exists and continuity is desired. The Board of Trustees will decide by a majority vote whether a crisis situation exists. The Board may extend the incumbent's two consecutive Terms for an additional maximum of six (6) months, terminating no later than June 30 following the end of the two consecutive Term period. The total consecutive two Terms in office will not exceed thirty (30) consecutive months.

- 1.6. **Committees of the Board**: Refer to Policy 10 for Committee structures.
- 1.7. **Meetings of the Board**: Regular Board meetings will be held at 3:00 p.m. on the last Tuesday of the month, preceded by the Committee of the Whole at 1:00 p.m. and Standing Committees will meet on the second Tuesday of the month beginning at 1:00 p.m., unless otherwise ordered by special motion. Meetings shall adjourn at 5:00 p.m. or earlier unless a majority of trustees are present and by voting resolve to extend the time.
 - 1.7.1. Board and committee meetings shall be open to the public. No person shall be excluded from a meeting that is open to the public, except in cases of improper conduct, including aggressive or threatening behaviour, at the discretion of the Chair.
 - 1.7.2. Committees, including Committee of the Whole are not decision-making bodies and may only make recommendations to the Board in an open session of the Board for consideration and final approval. If the recommendations are to become a resolution of the Board, there must be a motion in open session to adopt the recommendations from the closed session.
 - 1.7.3. Regular meetings may be cancelled or rescheduled by Board resolution at a preceding regular meeting. In extenuating circumstances, at the discretion of the Chair, in consultation with the Vice-Chair and Director, if required, a regular meeting may be cancelled or rescheduled to another date or time.
- 1.8. **Special Meetings of the Board**: A special meeting of the Board may be called at any time on the initiative of the Chair, in consultation with the Director, or in response to a requisition signed by a majority of the trustees of the Board. It shall be the duty of the Chair, or in the absence of the Chair, the duty of the Vice-Chair, or in the absence of both the Chair would appoint a temporary Chair to preside at the special meeting.
- 1.9. **Closed Meetings**: A meeting of a committee of a Board, including a Committee of the Whole Board, as set out in the Education Act 207(2) (a) – (e), may be closed to the public when the subject matter under consideration involves:
 - 1.9.1. the security of the property of the Board;
 - 1.9.2. the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
 - 1.9.3. the acquisition or disposal of a school site;
 - 1.9.4. decisions in respect of negotiations with employees of the Board; or
 - 1.9.5. litigation affecting the Board.
- 1.10. In a Closed Meeting, the following procedure will be used:
 - 1.10.1. There shall be no recorded votes in Closed Session.
 - 1.10.2. It is not necessary to second any motion in a closed meeting.
 - 1.10.3. A trustee may at any time move that the closed session rise to report and if approved by a simple majority, the question shall be decided without debate.

2. PARLIAMENTARY AUTHORITY

Board meetings are governed by parliamentary procedure as outlined in Appendix A: Robert's Rules of Order, except when Board policy states otherwise.

3. CONDUCT OF BOARD MEETINGS

3.1. **Agenda:** The Board meeting agenda will be prepared by the Director in consultation with the Chair and the Vice-Chair. Agenda items for the regular Board meeting will normally flow from the committee structure. The Agenda shall be posted on the District website prior to the meeting.

3.1.1. Additional items of an urgent or time-sensitive nature may be added by the Chair in Other Business. The Chair may deny a request to add an agenda item. The agenda may be amended by a two-thirds (2/3) vote of the trustees present.

3.1.2. The Board agenda with supporting materials for all regular meetings should be electronically transmitted to the address of each trustee three (3) full days before the time of the meeting and forty-eight (48) hours before a meeting in the case of special meetings, except for emergencies.

3.1.3. An agenda for a closed meeting will be distributed to Board trustees.

3.2. **Order of Business:** The order of business shall generally be as follows:

| | |
|---------|---------------------------------|
| 1:00 pm | Board in Committee of the Whole |
| 3:00 pm | Regular Meeting of the Board |

3.2.1. **Call to Order:** The Chair shall pronounce the Call to Order to begin each Board meeting. In the absence of the Chair and Vice-Chair, the Director as Secretary to the Board, shall call the meeting to order at the hour appointed and a temporary Chair shall be chosen.

3.2.2. **Territorial Acknowledgment:** The Chair or designate shall give the Territorial Acknowledgment at the start of committee and board meetings. It will be as follows:

“We acknowledge that the land on which our school and District buildings are situated is the traditional, unceded, and unsurrendered territory of the Algonquin people. We also recognize the enduring presence of all First Nation, Métis, and Inuit peoples on the land on which we gather here today.”

3.2.3. **Invocation:** The Chair or designate shall give the invocation at the start of each Board meeting as follows:

“May we who are assembled here, have a true understanding of the duties that are placed in our hands. We seek to have the wisdom to honour our obligations to the good of the residents of Renfrew County, to the parents, teachers, electors, and especially the students. May those who teach be ever inspired by goodness and may the wisdom and knowledge which they impart to our students ever serve as a beacon to lighten their

way. As trustees and administrators, we will work together with integrity, perseverance, and respect, to the fulfillment of the trust bestowed upon us.”

- 3.2.4. **Attendance**
 - 3.2.5. **Approval of Agenda**
 - 3.2.6. **Declarations of Conflict of Interest**, the Chair will ask for any
 - 3.2.7. **Approval of Minutes** of the previous Meeting
 - 3.2.8. **Presentations:** Students and Staff Presentation; Board of Trustee Initiated Presentation; and/or Public Presentations (see 3.3 below for details).
 - 3.2.9. **Staff Reports to the Board**
 - 3.2.10. **Committee Reports to the Board**, at board meetings that follow committee meetings:
 - a) Finance & Resources
 - b) Program & Student Achievement
 - c) Equity & Inclusion
 - d) Committee of the Whole
 - e) SEAC
 - f) OPSBA
 - g) PIC
 - h) Audit
 - i) RCJTC
 - j) Indigenous Education Advisory
 - k) Policy Review
 - l) School Year Calendar
 - m) Director’s Review (closed)
 - 3.2.11. **Updates:**
 - a) Director
 - b) Chair
 - c) Student Trustees, including a report from Student Senate
 - 3.2.12. **Correspondence**
 - 3.2.13. **Other Business**
 - 3.2.14. **Adjournment**
- 3.3. Presentations:**

- 3.3.1. Student and Staff Presentations: Student and staff presentations shall be coordinated through the Director of Education. These presentations should be limited to twenty (20) minutes.
- 3.3.2. Board of Trustee Initiated Presentations: Trustee presentations shall be coordinated through the Chair of the Board. These presentations should be limited to twenty (20) minutes.
- 3.3.3. Public Delegations: A request for a delegation to present to a committee meeting of the Board shall be made in writing to the Director of Education. The written request shall state the topic to be presented by the delegation. Only stakeholders within the jurisdiction of the Board are eligible to make a request for a delegation.
 - a) The Chair shall decide whether or not to permit the delegation to be heard and may limit the number of presenters and delegates.
 - b) The Chair shall limit the delegation's presentation to an appropriate time frame, with a maximum of ten (10) minutes, and shall communicate this to the delegation in advance of the meeting.
 - c) If the Delegation is not permitted to be heard, they may choose to submit a report in writing to the Board of Trustees.
 - d) A Delegation may only present once within a twelve (12) month period on the same topic.
- 3.3.4. A copy of the presentation shall be forwarded to the Director's Office (two)(2) days before the committee meeting date. The presentation shall contain the names of the presenters from the delegation.
- 3.3.5. Only the names submitted and approved are welcome to speak.
- 3.3.6. If the speakers veer from the topics of the submitted presentation, the Chair may suspend the Delegation. It is at the discretion of the Chair if questions and answers are needed.

4. **MINUTES**: The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

4.1. The minutes shall record:

- 4.1.1. date, time, and place of the meeting;
- 4.1.2. type of meeting (regular, special, or committee);
- 4.1.3. name of the presiding officer;
- 4.1.4. name of those trustees and administration in attendance;
- 4.1.5. approval of preceding minutes;
- 4.1.6. a brief summary of the circumstances which gave rise to the matter being debated by the Board;

- 4.1.7. all resolutions, including the Board's disposition of the same, placed before the Board, should be entered in full;
- 4.1.8. names of persons making the motion;
- 4.1.9. points of order and appeals;
- 4.1.10. appointments;
- 4.1.11. summarized reports of committees;
- 4.1.12. recording of the vote on a motion when requested; and
- 4.1.13. trustee declaration of conflict of interest.

4.2. The minutes shall:

- 4.2.1. be prepared as directed by the Director;
- 4.2.2. be reviewed by the Director prior to submission to the Board;
- 4.2.3. be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 4.2.4. upon adoption of the Board, be deemed to be the official and sole record of the Board's business.

4.3. The Director shall ensure, upon acceptance by the Board, that appropriate signatures are affixed to the concluding page of the minutes.

4.4. The Director shall establish and maintain a file of all Board minutes.

4.5. All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.

4.6. Upon adoption by the Board, the minutes shall be open to public scrutiny at the Board office. The minutes are available electronically.

4.7. Electronic and print copies of minutes, audited financial reports, and other public records of Renfrew County District School Board will be supplied, on request, as required, at a cost to cover the expenses of printing and distribution.

4.8. A copy of the Committee and Board meeting minutes will be posted to the Board website.

5. **MOTIONS:** Roberts Rules of Order are followed for motions. (See Appendix "A")

6. **ATTENDANCE, QUORUM, AND VACANCIES**

6.1. **Attendance at meetings:** It is the expectation of Renfrew County District School Board that its board members attend all board meetings and meetings of committees of which they are members.

- 6.1.1. A Trustee of the RCDSB must be physically present in the meeting room of the board for at least three regular meetings in each 12-month period, beginning at the Organization meeting.

- 6.1.2. Provision for attendance at regular meetings of the board is by physical presence in the meeting room of the board or by participating in a meeting through electronic means. The Renfrew County District School Board provides the trustees with the opportunity to join meetings through electronic means as set out in legislation. See Policy 25 - Electronic Meetings and Meeting Attendance.
- 6.2. **Recording of Attendance:** Attendance of all trustees shall be recorded in the minutes of all regular, special, and closed meetings of the Board. Trustees who are attending the meeting via electronic means will be recorded in the minutes and noted to the Board at the beginning of the meeting.
- 6.2.1. An absence, without resolution, shall be recorded in the minutes.
- 6.2.2. To be absent by resolution, a Trustee must advise the office of the Director / Secretary to the Board, during business hours, prior to the meeting with a request for such authorization due to extenuating circumstances, to be placed on a future board agenda for consideration by the boards. (Education Act 220(3)).
- 6.3. **Prolonged Absences:** If a member of the board is absent from three consecutive regular meetings of the board, the member is deemed to have vacated the seat on the board unless the member's absence has been authorized by the board resolution entered in the minutes.
- 6.4. **Quorum:** Quorum, a simple majority of the number of trustees of the Board, must be present for every duly constituted meeting. The vote of the majority of trustees shall be necessary to bind the Board unless another voting threshold is specified in Robert's Rules of Order or any special rules of order of the Board.
- 6.4.1. Unless there is a quorum present within thirty minutes after the time appointed for a meeting, the Director shall record the names of the trustees present and the Board shall forthwith stand adjourned until the next regular or special meeting.
- 6.5. **Vacancy by disqualification:** If a trustee of a board does not meet his or her obligations for meeting attendance or qualifications under Section 228 of the Education Act, the trustee thereby vacates the seat and the provisions of the Education Act apply with respect to the filling of the vacancy (see Appendix B). Qualification to vacate including:
- 6.5.1. Convicted of an indictable offense, and not under appeal;
- 6.5.2. absents themselves without authorization by resolution entered in the minutes, from three consecutive regular meetings of the board;
- 6.5.3. ceases to hold the qualifications required to act as a member of the board;
- 6.5.4. becomes disqualified under subsection 219(4) of the *Education Act*;
- 6.5.5. Fails to be physically present as required by the regulations made under clause 208.1 (1)(b) of the *Education Act*.

6.6. **Filling a Vacancy:** When the office of a trustee becomes vacant from any cause before the expiration of the term for which they were elected (other than during the one month immediately preceding an election,) the vacancy shall be filled by the appointment of a qualified person within ninety (90) days after the office becomes vacant or hold a by-election, as pursuant to Section 221 of the Education Act.

6.6.1. A trustee appointed to fill a vacancy shall swear the Declaration of Office/Oath of Allegiance on or before the date of the first meeting that he or she attends.

7. **STUDENT REPRESENTATION ON THE BOARD:** Effective August 1, 2016, the Renfrew County District School Board shall have two student trustees on the Board to represent the interests of students within its school system. See Policy 24 - Student Trustees.

7.1. The student trustee position will be for two years and will:

7.1.1. provide student voice and involvement in the Board's governance activities;

7.1.2. provide a greater awareness and understanding of mutual issues between and among the Board, school staff, and students highlighting student activities, programs, and needs.

7.1.3. be co-chairs of the Student Senate and be responsible for bringing information to the Board on their activities.

7.2. The student trustees shall be qualified to serve and shall be elected by an equivalent number of student council members from each secondary school in accordance with the provisions of the Education Act (Section 55), Ontario Regulation 07/07, and Board Administrative Procedure 185, by 30 April each year.

7.3. The student trustees, although not members of the Board with a binding vote, receive agendas and participate in Board and committee meetings in accordance with the Education Act, regulations, and Ministry guidelines.

7.4. The student trustees shall comply with the expectations for trustees as outlined in Board policy and Administrative Procedures, shall declare a conflict of interest where such conflict exists, and shall maintain confidentiality of items discussed at an in-camera meeting.

7.5. The student trustees shall each receive an honorarium of \$2,500 for a full year; pro-rated for a partial year. The student trustees shall have access to professional development opportunities and be compensated for out-of-pocket expenses in accordance with Board policy.

LEGAL REFERENCE:

Education Act S. 55, S. 176, S. 191, S. 207, S. 208, S. 209, S. 219(4) S. 220(3),S. 221 - S. 228, S. 229 Ontario Regulation 7/07 - Student Trustees Ontario Regulation 463/9 - Electronic Meetings

Appendix A

Meeting Procedures: Roberts Rules

Notice of Motion

In order to bring a proposal to the Board, a Notice of Motion must be given. It must be submitted at a meeting and may be verbal or written. This is to provide the Board with some prior warning of a matter that they are being asked to consider. A Notice of Motion will ensure the appearance of a topic on the next agenda.

Making Motions

Motions should be phrased affirmatively even though the mover and seconder may speak and vote against the motion. Lengthy or complex motions may be set down in writing beforehand.

Some Motions on which there is no debate are those:

- *to close debate (requires a 2/3 majority);*
- *to lay on the table;*
- *to adjourn;*
- *to recess;*
- *to close nominations (requires a 2/3 majority);*
- *to take from the table;*
- *to count for a quorum.*

A motion may not be reintroduced at the same meeting if it has been:

- *defeated;*
- *referred to a committee;*
- *tabled;*
- *postponed (unless preceded by a motion to rescind or reconsider).*

Speaking to Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A Board motion or a recommendation from the Director must be 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.

A trustee may speak only when recognized by the Chair. The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Any trustee may speak as many as three times on any motion and for as long as three minutes each time. The Chair may allow for extended time or to close debate. The mover of the motion is permitted to close debate on the motion.

A trustee may not be interrupted while speaking except:

- upon a point of order; or
- to appeal an immediately preceding decision of the Chair; or
- to call for a vote if such had been announced before the standing trustee began to speak.
- other times as indicated in Robert's Rules.

A trustee may make a motion to adjourn, to put the question, to lay on the table, or to postpone consideration to a fixed date without debate.

Voting Procedure

Normally, voting shall be through a show of hands. Ballot votes shall be used for election to office. At other times ballot votes may occur at the discretion of the Chair or with a vote of the Board.

A simple majority vote of trustees present and voting is necessary to permit taking action to appropriate money or to make commitments. A majority shall mean a majority of those who voted on a question. A tie vote defeats a motion except where the Chair's ruling is being tested.

After a motion is seconded, a two-thirds (2/3) majority of trustees present and voting at the meeting is required:

- to close debate;
- to put the previous question;
- to refuse to consider a question;
- to suspend a rule;
- to close nominations;
- to expel a trustee;
- to approve, amend or rescind a policy of the Board
- to hold a recorded vote by roll call.

**Please refer to the Student Trustee Policy for the student voting procedure.*

Motion to Rescind

If advance notice is given at the previous meeting that a motion to rescind will be submitted, that motion may be passed by a majority of those present and voting.

If prior notice has not been given, a motion to rescind requires an absolute majority of all trustees of the Board, that is, five votes.

Withdrawal of Motion

A proposed motion shall be withdrawn if it has not been seconded. It then goes unrecorded. A motion may be withdrawn after it has been seconded if the Chair has not announced, "It has been moved...". After that, the permission of the Board is required to withdraw it, provided the result of the vote has not yet been announced. (Motions withdrawn without objections are not recorded.)

Tabled or postponed motions can be withdrawn where there is no objection or where an objection is outvoted.

Order of Precedence

The order of precedence is as follows:

- *to set time of next meeting;*
- *to adjourn;*
- *to recess;*
- *to lay on the table;*
- *to stop debate;*
- *to postpone to a definite time;*
- *to refer to a committee;*
- *to amend an amendment;*
- *to amend a primary motion;*
- *to postpone indefinitely;*
- *the primary motion.*

Appeals of the Chair's Ruling

A trustee wishing to appeal a decision of the Chair will state: "I appeal the decision of the Chair."

- *A trustee making an appeal should do so promptly after the decision.*
- *A trustee may interrupt a speaker when making an appeal.*
- *An appeal must be seconded to be considered.*
- *On an appeal of precedents of motions, the Chair quotes the rules and does not entertain the motion.*
- *Commonly, the Chair tests the vote by the question, "Shall the appeal of the Chair be sustained?"*
- *A tie vote sustains the Chair.*
- *On appeal votes, vacating the Chair is optional.*
- *Appeals are not amendable.*
- *Defeat of the Chair's decisions on protocol does not signify lack of Board confidence in the Chair.*
- *Defeated appeals may be neither renewed nor referred to a committee.*

Appendix B

Disqualification of Trustee Section 228 of the Education Act

228 (1) A member of a board vacates his or her seat if he or she,

- (a) is convicted of an indictable offense;
- (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
- (c) ceases to hold the qualifications required to act as a member of the board;
- (d) becomes disqualified under subsection 219 (4); or
- (e) fails to be physically present as required by the regulations made under clause 208.1 (1) (b). 1997, c. 31, s. 112; 2020, c. 7, Sched. 9, s. 2.

Exception: conviction

(2) Despite subsection (1), where a member of a board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated. 1997, c. 31, s. 112.

Exception: pregnancy or parental leave

(2.1) Clause (1) (b) does not apply to vacate the office of a member of a board who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member. 2017, c. 10, Sched. 4, s. 3 (2).

Filling of vacancies

(3) Where a seat becomes vacant under this section, the provisions of this Act with respect to the filling of vacancies apply. 1997, c. 31, s. 112.