

BOARD PROCEDURES

WHEREAS the *School Act*, RSBC, 1996, S.67(5) requires the Board to establish procedures to govern meetings of the Board;

AND WHEREAS the Board wishes to enact procedures to ensure meetings are conducted in a democratic, transparent and efficient manner.

NOW, THEREFORE, the Board of Education of School District No. 57 (Prince George), in an Open Meeting, hereby **ENACTS AS FOLLOWS**:

1. CITATION

- 1.1. This Bylaw may be cited as School District No. 57 (Prince George) Board Procedures Bylaw 5.

2. DEFINITIONS

- 2.1. The terms used in this Bylaw have the meanings assigned by the *School Act* except as when the context indicates otherwise.

3. OATH OF OFFICE, INAUGURAL MEETING, AND ELECTION OF BOARD OFFICERS

- 3.1. A person elected or appointed as a trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before assuming their role as a trustee on the Board.
- 3.2. After the general local election of trustees, the Secretary Treasurer shall convene a first meeting of the Board as soon as possible in accordance with Sections 49 and 67 of the *School Act* and, in any event, within 30 days from the date that the new Board begins its term of office.
- 3.3. The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.
- 3.4. The Secretary Treasurer shall announce the results of trustee elections and confirm that all trustees have taken the oath of office, or shall administer, or cause to be administered, the oath of office to trustees who have not taken it.
- 3.5. The Secretary Treasurer shall have each trustee acknowledge and commit to the Trustee Code of Conduct.



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- 3.6. The Secretary Treasurer shall call for nominations for Board Chair.
 - 3.6.1. Trustees may nominate themselves.
 - 3.6.2. Nominations do not require a seconder.
 - 3.6.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
 - 3.6.4. Once nominations are closed, trustees who have accepted a nomination, may address their colleagues for up to two minutes.
- 3.7. The Secretary Treasurer will then conduct a vote, if necessary, by secret ballot, Voting may be undertaken through electronic means. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots.
 - 3.7.1. A person receiving a simple majority of the total votes cast will be elected Board Chair.
 - 3.7.2. If no person receives a clear majority, further ballots will be taken.
 - 3.7.3. If more than two candidates are on a ballot and no majority is reached, the person, or persons, with the least number of votes will be dropped from the ballot and a further ballot conducted. If any vote involving only two trustees ends in a tie vote, the election shall be decided by drawing of lots.
 - 3.7.4. All ballots will be destroyed.
- 3.8. The Secretary Treasurer will declare the duly elected Board Chair and vacate the Chair. The Chair so elected shall assume the chair for the remainder of the meeting.
- 3.9. Upon assuming the Chair, the Chair will call for nominations for Vice Chair of the Board; and then for the BCSTA Provincial Councillor and BCPSEA Representative, and their alternates, and will conduct each election in the same manner as described in 3.6 and 3.7 above.
- 3.10. The Chair and Vice Chair serve in their roles at the pleasure of the Board or until the Annual meeting in the following November.
 - 3.10.1. A majority of the Board may elect a new Chair or Vice Chair at any time.
 - 3.10.2. In the event that the Chair resigns prior to the annual elections, the position will be deemed vacant, and an election will take place at the next Open Board meeting. The Vice Chair will act as Chair until the election has occurred.

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3.10.3. In the event that the Vice Chair resigns prior to the annual elections, the position will be deemed vacant, and an election will take place at the next Open Board meeting.

3.11. In the event a by-election has occurred, the existing Chair and Vice Chair at the time of the by-election will remain in place until the next scheduled annual meeting. Any other vacancies for the BCSTA Provincial Councillor and BCPSEA Representative and their alternates will be addressed at the first subsequent meeting in accordance with 3.9 above.

4. ANNUAL MEETING OF THE BOARD AND ELECTION OF BOARD OFFICERS

4.1. In the years when no inaugural meeting is required, an Annual Meeting of the Board will be held, in public, in November to elect a Chair; Vice Chair; and representatives to the BCSTA Provincial Council and BCPSEA Representatives and their alternates for the ensuing year in accordance with 3.6 to 3.9 above.

4.2. The Annual Meeting will normally be held at the conclusion of the Open Meeting in November.

5. MEETINGS OF THE BOARD – AGENDAS

5.1. An agenda for each meeting of the Board will be set by an Agenda Review Committee, consisting of the Chair, Vice Chair, Superintendent, and Secretary Treasurer

5.2. Proposed agenda items may be requested to be on the agenda in one of the following ways:

5.2.1. Individual trustees wishing to have business brought before the Board will forward the item to the Chair eight days prior to the meeting.

5.2.2. As a recommendation from a Committee of the Board.

5.2.3. At the commencement of a meeting, in the event a trustee believes that an item requires immediate attention, the item will be added to the agenda provided a motion to amend the agenda receives a two-thirds majority vote.

5.3. Written notice of each meeting, together with the proposed agenda and supporting documentation, must be given at least 72 hours in advance to each trustee by delivery to their school district email.

5.3.1. Non-receipt by a trustee shall not void the proceedings.



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5.3.2. Written notice of any meeting may be waived provided that reasonable steps have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.

5.3.3. The agenda and supporting material for each Open Meeting will be available for the public and interested media through the district website.

6. MEETINGS OF THE BOARD – ACKNOWLEDGEMENT, QUORUM AND ATTENDANCE

6.1. All meetings will begin with an ancestral land acknowledgement.

6.2. A quorum shall be a majority of trustees holding office at the time of the meeting.

6.3. No decision may be made in the absence of a quorum except to adjourn or recess the meeting or to take steps to establish a quorum.

6.3.1. If, prior to any meeting, the Chair and/or the Secretary Treasurer have received information suggesting there will not be a quorum, the meeting may be rescheduled, and attempts will be made to contact all trustees.

6.3.2. At the appointed time for commencement of a meeting, the Chair shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, then the meeting will stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.

6.3.3. If after a meeting has commenced there is a lack of quorum, the Chair shall adjourn the meeting to the next Open Meeting date or to another meeting called in accordance with this Bylaw.

6.4. In the event both the Chair and Vice Chair are absent, and a quorum is present, the Secretary Treasurer will call the trustees to order, and the trustees will choose a trustee to chair the meeting until the arrival of the Chair or Vice Chair.

6.5. At all meetings, the Secretary Treasurer must be present at the time that a decision of the Board is rendered and must record any decision. If the Secretary Treasurer is unable to attend the 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 to perform the duties of the Secretary Treasurer at the meeting.

6.6. All meetings shall stand adjourned at three hours after commencement unless a majority vote has been reached to extend the hour of adjournment.



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7. MEETINGS OF THE BOARD – MINUTES

- 7.1. Minutes of the proceedings of all meetings shall be maintained in compliance with the *School Act*, ratified and approved at a subsequent ~~the next~~ meeting of the Board. ~~certified as correct by the Secretary Treasurer or other employee designated and the Chair or other trustee presiding at the meeting.~~
- 7.2. The minutes shall be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and upon adoption, the minutes will be deemed to be the official and sole record of the Board's business.
- 7.3. The minutes shall record motions only, unless directed by the Board through resolution.
- 7.4. Except for minutes of a meeting or portion of a meeting from which persons other than trustees or Board officers, or both, were excluded, the minutes will be published online once adopted.

8. MEETINGS OF THE BOARD – RULES OF ORDER

- 8.1. Meetings of the Board will be conducted in accordance with this Bylaw and, where the Bylaw is silent, using Robert's Rules of Order, Newly Revised, except where provisions of the *School Act* may conflict, in which case the latter will prevail.
- 8.2. The Board may adopt a procedural rule for one or more meetings by resolution approved by two-thirds of the trustees present at the meeting.

9. MEETINGS OF THE BOARD – MOTIONS AND DEBATE

- 9.1. A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a clear, positive, concise and unambiguous form and, if lengthy or complex, should be submitted in writing.
- 9.2. A motion shall be considered after it has been seconded, where required, and stated by the Chair.
- 9.3. Debate shall be directly related to the motion under consideration, and the Chair shall warn speakers who violate this rule.
- 9.4. No trustee shall speak until recognized by the Chair.
- 9.4.1. No trustee shall speak for a period in excess of three minutes at one time. The Chair may caution a trustee who persists in tedious and repetitious debate and may direct them to discontinue if they persist.
- 9.4.2. The Chair may enter debate or propose or second a motion.



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9.4.3. No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

9.4.4. After all trustees have been given an opportunity to speak, trustees will have an additional opportunity to speak.

10. MEETINGS OF THE BOARD – VOTING

10.1. In the case where a trustee has declared a conflict of interest, a trustee must not vote and such an abstention shall be recorded.

10.2. The Chair will vote at the same time as other trustees.

10.3. Voting may be verbal or by a show of hands and only the results recorded. Prior to, or immediately subsequent to the vote, a trustee may request that their individual vote be recorded.

10.4. ~~Questions~~ Motions shall be decided by a majority of the trustees present and voting.

11. OPEN MEETINGS OF THE BOARD – SCHEDULE AND AGENDA

11.1. Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than trustees be excluded.

11.2. An Open Meeting will normally be held eight times during the school year.

11.2.1. Annually, the Board will establish a schedule of meetings for the ensuing school year and will publish the schedule prior to the beginning of each school year.

11.3. Open Meetings of the Board will be recorded, and recordings will be posted online.

11.4. The order of business at Open Meetings shall be as follows:

A. Call to Order

B. Ancestral Land Acknowledgement

C. Approval of Agenda

D. Recognition, Presentations and Delegations

E. ~~Adoption~~ Approval of the Consent Agenda

a. ~~Adoption Approval of~~ Open Minutes



b. Report of Closed Meeting Items

F. Business

Action Items

Discussion Items

G. Information

- Indigenous Education Council Report
- District Administration Reports
- Trustee Reports and School District News
- Correspondence

H. Closure of the Business Portion of the Meeting

I. Question Period

J. Meeting Adjournment

11.5. A change to the order of business may be proposed by any trustee and shall require a two-thirds ~~majority~~ vote of Trustees in attendance.

11.6. Committee Reports

11.6.1. The Chair of a Board Committee will review the minutes or reports of the Committee meeting(s). This action has the effect of acknowledging the efforts of a committee and making the Board aware of the work of the committee. There will be no motion to accept or receive these minutes or reports.

11.6.2. The Chair of the Board Committee will then put forward any recommendations from the Committee individually in the form of a motion(s) for debate and approval.

11.7. Trustee Reports/Administration Reports

11.7.1. At the discretion of the Board, the Board Chair, trustee and administration reports may be written or oral.

11.7.2. There will be no motion to accept or receive these reports.

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- 11.8. The Board is committed to providing a safe and respectful environment and the Board expects all those in attendance to model respectful communication in order to foster positive relationships and build understanding.
 - 11.8.1. The Chair may expel from the meeting a person, other than a trustee, that the Chair considers guilty of improper conduct (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board).
 - 11.8.2. The Chair may order that the Board's proceedings be recessed until the matter has been dealt with.
 - 11.8.3. A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

12. RECOGNITION, PRESENTATIONS AND DELEGATIONS AT OPEN MEETINGS

- 12.1. The Board encourages recognition of in-district achievements and presentations
 - 12.1.1. The Superintendent will be responsible to schedule in-district recognition and/or presentation activities.
 - 12.1.2. Generally, presentations should be limited to 10 minutes.
- 12.2. Delegation requests from a person or group wishing to address the Board on an item not otherwise on the agenda will provide a written request outlining the item(s) they wish to present.
 - 12.2.1. Consideration of the request is subject to Article 5 of this Bylaw for placement on the agenda.
 - 12.2.2. A written request to present at a meeting must be received eight calendar days in advance of the scheduled meeting.
 - 12.2.3. The request will describe the reason for the delegation and who will be the spokesperson(s).
 - 12.2.4. The Agenda Review Committee reserves the right to decline a request from a delegation. A written response, including the reason, will be provided by the Secretary Treasurer prior to the agenda being distributed and the Board will be advised prior to the meeting.
 - 12.2.4.1. Matters listed in Article 15.3 of this Bylaw will not be recognized for discussion.
 - 12.2.5. Upon approval, the delegation shall provide the Secretary Treasurer all pertinent information for distribution to trustees so they may review materials in advance.



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- 12.2.6. Presentations by a delegation are limited to a maximum of ten minutes.
- 12.2.7. Delegates are expected to conduct themselves in a respectful and constructive manner. Delegates may voice concerns but must not:
- Promote hate, harassment, or violate Board bylaws and/or policies;
 - Use offensive, obscene, or defamatory language, gestures, or images;
 - Use negative or derogatory personal references;
 - Misuse personal information related to district students, staff, or trustees;
 - Discuss topics outside of their intended items;
 - Discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the district; or
 - Engage in debate with other delegates, the gallery, staff, or trustees.
 - The Chair will rule on the propriety of all presentations and comments and may terminate any presentation or comment.
- 12.2.8. If circumstances warrant, the Board may receive a delegation in a Closed Meeting.
- 12.2.9. The Board will hear the delegation's presentation, and the trustees may ask questions for clarification.
- 12.2.10. The Board will defer any decision flowing from a delegation until trustees have had sufficient time for study and discussion. Presenters will be informed by the office of the Secretary Treasurer when the topic will be placed on a future meeting agenda if required.

13. QUESTION PERIOD

- 13.1. There shall be a question period of up to 30 minutes following the closure of the business portion of every Open Meeting to provide an opportunity for members of the public to ask questions. Questions shall be relevant to items on the approved Open Meeting agenda.
- 13.2. Matters outlined in Article 15.3 of this Bylaw will not be permitted.
- 13.3. One question will be taken from each person, after which, time permitting, each person may raise a second question.



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- 13.3.1. Speakers must identify themselves before speaking.
 - 13.3.2. All questions will be directed to the Chair.
 - 13.3.3. When possible, a response to a question may be made during the meeting, or deferred until a later date.
 - 13.3.4. Individuals addressing the Board assume personal responsibility for all statements made to the Board.
 - 13.3.5. A trustee may raise a point of order regarding inappropriate questions or remarks. The Chair will use judgment to stop any inappropriate questions or remarks.
 - 13.3.6. The Chair may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if the speaker persists with conduct or remarks which the Chair considers inappropriate.
- 13.4. Behaviours expected during question period are the same as those outlined for delegations in article 12.2.7 of this Bylaw.

14. SPECIAL BOARD MEETINGS

- 14.1. Special meetings may be called either by the Chair, or by the Secretary Treasurer upon receiving a written request from a majority of the trustees currently in office, on dates other than those of scheduled meetings.
- 14.2. No business other than that for which the meeting was called shall be conducted at a Special Meeting.

15. CLOSED BOARD MEETING

- 15.1. All matters coming before the Board shall be considered in an Open Meeting unless the public interest requires otherwise. In these circumstances, persons other than trustees may be excluded from a meeting or from part of a meeting.
- 15.2. Confirming that matters are of a confidential nature, the following motion shall be passed: "It is the opinion of the Board, the public interest so requires that those persons other than the members and officers of the Board be excluded from the meeting."

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- 15.3. Unless otherwise determined by the Board, the following matters shall be considered in a Closed Meeting:
- 15.3.1. Personnel matters: including contracts; collective bargaining negotiations; labour and other employee relations; salary; grievances; personal information about identifiable individuals; performance reviews; medical matters and planning related to the management of personnel.
 - 15.3.2. Financial matters: donations, and the auditors' management letter.
 - 15.3.3. Legal matters: including accident claims; liability, litigation or potential litigation affecting the Board; legal opinions and advice respecting the liability or interests of the Board or respecting any matter to be considered in a Closed Meeting.
 - 15.3.4. Individual Student matters: including medical matters and *School Act* Section 11 Appeals to the Board.
 - 15.3.5. Land matters: including acquisition and disposition of real property prior to finalization; future site planning and designation of new sites; negotiations regarding purchase, lease, sale or exchange of real property; purchase agreements; consideration of appraisal reports; consideration of claims by owners; determination of Board offers and expropriation procedures.
 - 15.3.6. Property Matters: including the safety, security or protection of Board property.
 - 15.3.7. Confidential Board Matters: including information that is provided by a third party in confidence; the consideration of whether an item should be considered in an Open or in a Closed Meeting or whether persons other than trustees should be excluded from a meeting or a portion of a meeting; a matter that is being investigated under the *Ombudsperson Act* of which the Board has been notified under the Act; a matter that, under another enactment, is such that the public must be excluded from the meeting; or that involves information that would be prohibited from public disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA).
 - 15.3.8. Other matters that the Agenda Review Committee considers appropriate for initial discussion in a Closed Meeting.

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15.4. The order of business at Closed Meetings shall be as follows:

- A. Call to Order
- B. Ancestral Land Acknowledgement
- C. Adoption of Closed Meeting Minutes
- D. ~~New~~ Business
 - ~~Action~~
 - ~~Discussion~~
- E. Information
- F. Adjournment

15.5. No trustee shall disclose to the public the proceedings of a Closed Meeting unless a motion has been passed at the meeting to allow such disclosure.

15.6. A trustee may make a motion to move a Closed item of business onto the agenda of the Open Meeting and a simple majority vote in favour of the motion shall be sufficient cause to move the item into the Open Meeting.

15.7. A trustee may make a motion within the Closed Meeting to report on a Closed item of business in an Open Meeting.

15.8. The Secretary Treasurer shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a Closed Meeting, and the record shall be provided in the subsequent Open Meeting of the Board.

16. BYLAWS AND RESOLUTIONS

16.1. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by Board motion.

16.2. The following matters shall be dealt with only by bylaw:

- 16.2.1. adoption of the budget;
- 16.2.2. capital bylaws;
- 16.2.3. the acquisition or disposal of property;



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- 16.2.4. rules and procedures of the Board relative to the organization of meetings of the Board;
- 16.2.5. amendments to bylaws; and
- 16.2.6. where required by the *School Act*.
- 16.3. All bylaws of the Board shall be established, amended or repealed as follows:
 - 16.3.1. First Reading: no debate or amendment;
 - 16.3.2. Second Reading: discussion of the principle of the bylaw; and
 - 16.3.3. Third Reading: consideration of amendments made and final decision.
- 16.4. When a bylaw has been amended it shall be published as amended and shall not proceed until the amended version has been provided.
- 16.5. At each of the three readings of a bylaw, the bylaw must be read in full, however, if the bylaw is distributed to trustees in advance, and is available to members of the public, then the reading may consist of a description of the bylaw by its title and a summary of its contents.
- 16.6. The Board shall not give a bylaw three readings at any one meeting unless the trustees present agree unanimously to give the bylaw all three readings.
- 16.7. The Secretary Treasurer shall certify on a copy of each bylaw the readings and the dates thereof.

17. ELECTRONIC PARTICIPATION BY TRUSTEES

- 17.1. In accordance with the *School Act*, trustees may participate in or attend any meeting of the Board electronically, provided that all trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 17.2. Trustees who connect to a meeting of the Board by any means of electronic transmission will be considered in attendance at the meeting and form part of the quorum.
- 17.3. The Chair may refuse electronic participation when the meeting is a Closed Meeting convened to hear an appeal, conduct hearings related to employee matters, or consider other Board matters that require the application of the principles of natural justice. Natural justice refers to the legal principles of fairness, impartiality, and the right to be heard. In such cases, participation may be restricted to methods that ensure the integrity of the process, protect confidentiality, and safeguard sensitive or personal information.



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17.3.1. This may include requiring in-person attendance or verifying that a remote participant's environment is secure and private.

18. MISCELLANEOUS PROVISIONS

18.1. If any part of this Bylaw is held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

19. REPEAL

School District No. 57 Policy 7, dated June 22, 2022, including all amendments thereto, are hereby repealed.

Read a first time the XX day of XXX 2025.

Read a second time the XX day of XXX 2025.

Read a third time, passed and adopted the XXth day of XXX 2026.

Board Chair

Secretary Treasurer

