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Policy

The Board believes that good governance requires sound organizational design and structure, regularly scheduled meetings of the Board, clear guidelines for the operation of the meetings, and to the greatest extent possible the meetings shall be open and accessible to the public and community stakeholder groups. To mitigate any safety risks to the public attending any Board meetings, and for Trustees and staff, procedural considerations for a standard operating safety plan are required. Such considerations are found in Appendix A of this policy.

The Board believes there are times when public interest is best served by private discussions of specific issues in in-camera sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiations.

Guidelines and Procedures

1. Organizational Meeting

An organizational meeting of the Board of Trustees shall be held annually, and no later than four weeks following Election Day when there has been a general election. The Superintendent will give notice of the organizational meeting to each Trustee as if it were a special meeting.

Each Trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election, or at the first available meeting they are able to attend. Special provisions will be made for a Trustee taking office following a by-election.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected for a period of one year.

The organizational meeting shall, in addition include, but not be restricted to, the following:

- 1.1 Elect a Vice-Chair;
- 1.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;

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- 1.3 Adoption of a Board Work Plan for the upcoming year;
- 1.4 Create such standing committees of the Board as are deemed appropriate, and appoint members as per Policy 8;
- 1.5 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as per Policy 9;
- 1.6 Establish Trustee compensation rates; and
- 1.7 Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

2. Annual Board Work Plan

- 2.1 The Superintendent shall prepare for consideration and adoption by the Board an Annual Work Plan.
- 2.2 The Board shall review, modify and revise the Annual Work Plan as required throughout the school year.
- 2.3 Included in the Work Plan on a month-by-month basis shall be:
 - 2.3.1 All regularly scheduled meetings of the Board, Alberta School Boards Association and the Public School Boards' Association of Alberta;
 - 2.3.2 Specific items, tasks or focus for the Board to address in order to successfully fulfill its monitoring and governance responsibilities; and
 - 2.3.3 Target dates for work start and completion of items identified.

3. Regular Meetings

- 3.1 The schedule and location of regular Board meetings shall be as established at the annual organizational meeting. Nevertheless, the Board may, by resolution, alter the schedule and/or meeting location in such manner as it deems appropriate.
- 3.2 A quorum, which is a simple majority of the number of Trustees, must be present for every duly constituted meeting.
- 3.3 Board meetings will be open to the public to the greatest extent possible.

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- 3.4 If both the Board Chair or Vice-Chair are unable to perform the duties of the office or are absent, the Superintendent shall call the meeting to order when quorum is present and the Board shall appoint from among its members an acting Board Chair, who on being so appointed, has all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's inability to act or absence.

4. Special Meetings

Occasionally, unanticipated, or emergent issues require immediate Board attention and/or action.

Special meetings of the Board may be held from time to time as provided for under Alberta Regulation 82/2019 of the *Education Act*, Section 3. These are public meetings.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

5. In Camera Sessions

When the majority of Trustees are of the opinion that it is in the public interest to discuss any matter in private, the Board may move by resolution and public vote to move the meeting in camera. Such sessions shall be closed to the public and press. Board members and other persons attending the session shall not publicly disclose any details of the discussion.

The Board shall, during the in camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

6. Agenda for Regular Meetings

The Superintendent is responsible for establishing the agenda for Board meetings in consultation with the Board Chair and Vice Chair.

The agenda 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 duties.

Items may be placed on the agenda in one of the following ways:

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- 6.1 By notifying the Superintendent or Board Chair at least six days prior to the Board meeting;
- 6.2 By notice of motion at the previous meeting of the Board;
- 6.3 As a request from a committee of the Board; and
- 6.4 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 vote of those present.

The agenda package, containing the agenda and supporting information, will be distributed to each Trustee at least four days in advance of regular Board meetings.

The list of agenda items shall be posted in a place readily accessible to the general public. Any elector may inspect the agenda and request a copy.

During the course of the Board meeting, the majority of Trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

7. Minutes

The Board shall maintain and preserve by means of minutes a record of its public proceedings and resolutions. Minutes of in camera meetings will not be recorded.

- 7.1 The minutes shall record:
 - 7.1.1 Date, time and place of meeting;
 - 7.1.2 Type of meeting (regular, special, committee);
 - 7.1.3 Names of those Trustees and administration in attendance and Chair of the meeting;
 - 7.1.4 Approval of the agenda;
 - 7.1.5 Approval of preceding minutes;
 - 7.1.6 A brief summary of the circumstances which gave rise to the matter being debated by the Board;
 - 7.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, should be entered in full;
 - 7.1.8 Names of persons making the motion;
 - 7.1.9 Points of order and appeals;

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- 7.1.10 Appointments;
- 7.1.11 Summarized reports of committees;
- 7.1.12 Recording the vote on a motion outside of a unanimous decision;
and
- 7.1.13 Trustee declaration pursuant to Section 88 of *The Education Act*.

- 7.2 The minutes shall:
 - 7.2.1 Be prepared as directed by the Superintendent;
 - 7.2.2 Be reviewed by the Superintendent prior to submission to the Board;
 - 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board’s business and shall be available for public review.

- 7.3 The Superintendent shall ensure, upon acceptance by the Board, that the Board Chair and Secretary-Treasurer signature is affixed to the concluding page of the minutes.

- 7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
 - 7.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings;
 - 7.4.3 Establish and maintain a file of all Board minutes; and
 - 7.4.4 Provide an index of resolutions based on subject matter.

8. Meeting Recordings

Public meetings of the Board will be video recorded. Recordings of the public meetings will be posted online within a week of the meeting date. Recording devices are not to be used during in camera sessions.

9. Motions

Motions do not require a seconder, except in rare instances as described below:

9.1 Notice of Motion

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.

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A Trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. If a Trustee cannot be present at a meeting and wishes to make a notice of motion, they may provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The written notice of motion must have a seconder from a Trustee present at the meeting at which the notice is given; otherwise, the item will be dropped.

9.2 Discussion of 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 Administration 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.

9.3 Speaking to the Motion

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.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a Trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a Trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

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.

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.

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9.4 Reading of the Motion

A Trustee may require the motion under discussion to be read at any time during the debate, except when a Trustee is speaking.

9.5 Recording Votes

Outside of a unanimous decision, the minutes shall record the names of the Trustees who voted for or against each matter.

9.6 Required Votes

The Board Chair and all Trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. 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 be decided in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hand, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the Trustees to use a show of hands.

9.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of Trustees in attendance.

10. Presentations, Delegations, and Petitions to the Board

Given the Board values input from stakeholders of the Division, individuals or groups may present to the Board in one of two ways:

- On matters of general educational interest and relevance to the operation of the division and/or division schools, or
- On specific items from a Board meeting agenda.

The following processes shall guide the practice of hosting presentations and delegations at regular meetings of the Board of Trustees:

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Guidelines

10.1. Individuals or groups wishing to make a presentation to the Board of Trustees on matters of general educational interest and relevance to the operation of the division and/or division schools are asked to submit a written description of the details of their presentation to the Recording Secretary for the Board at least ten days prior to the Board meeting, to support inclusion of relevant information in the Board meeting package.

Requests to present are to be made using the form found in Appendix C of this policy.

10.1.1. The Board's Recording Secretary will forward the request to the Board Chair, Board Vice Chair, and the Superintendent of Schools for consideration.

10.1.2. The Board Chair, Vice Chair, and Superintendent reserve the right to direct the individual to first meet with Administration or with a subcommittee of the Board, if appropriate.

10.1.3. If the Board Chair, Vice Chair, and Superintendent identify the matter is relevant to the operation of the division and/or division schools, the presentation shall be scheduled on a future agenda and the Recording Secretary will notify the person making the request and make the necessary arrangements to support their attendance and presentation.

10.1.4. As referenced in Appendix C, any materials supplemental to the presentation are to be submitted along with the application to speak to the Board. Presenters are expected to familiarize themselves with the presentation guidelines identified in Appendix B.

10.1.5. The Board may restrict the number of times any individual is approved to present to the Board, to a maximum of two times per school year.

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10.1.6. Presenters addressing the Board on matters of general educational interest and relevance to the operation of the division and/or division schools will be given a maximum of 15 minutes to present, and a maximum of 15 minutes of additional time will be allowed for dialogue with the Board.

Presenters shall direct all comments to the Board Chair only. Division administration will serve as timekeepers at the meeting. Failure to adhere to the presentation guidelines identified in Appendix B can result in the Chair ruling the speaker out of order and terminating the speaker’s privilege to address the Board.

10.2. Individuals who wish to make comment on any specific item included on the agenda of a specific Board meeting are required to register by submitting a written description of the details of their presentation to the Recording Secretary for the Board no later than noon of the day prior to the Board meeting.

Board meeting agendas are generally published on the division website by the end of the business day on the Thursday preceding the scheduled Board meeting.

Requests to present are to be made using the form found in Appendix C of this policy.

10.2.1. Requests to present to the Board will be presented for approval to the Board Chair, Board Vice Chair, and Superintendent prior to the Board meeting. The status of any request will be confirmed with presenters by telephone during the workday, prior to the Board meeting.

10.2.2. Individuals approved to speak will be given a maximum of 5 minutes to present, and a maximum of 5 minutes of additional time will be allowed for the Board to ask questions for clarification.

Presenters shall direct all comments to the Board Chair only. Division administration will serve as timekeepers at the meeting. Failure to adhere to the presentation guidelines

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identified in Appendix B can result in the Chair ruling the speaker out of order and terminating the speaker's privilege to address the Board.

- 10.2.3. The number of such speakers at any meeting shall not exceed four. To provide fair opportunities for a variety of viewpoints to be presented, exceptions to the time and number of presentations may be made by a majority vote of the Trustees present at the meeting.
- 10.2.4. The Board, at its discretion, may restrict the number of times any individual is approved to present to the Board, to a maximum of two times per school year, unless the Board, by a majority vote, deems that additional presentations would be beneficial to the Board.
- 10.2.5. As referenced in Appendix C, any materials supplemental to the presentation are to be submitted along with the application to speak to the Board. Presenters are expected to familiarize themselves with the presentation guidelines identified in Appendix B.
- 10.2.6. The total time allocated to public comment on specific agenda items shall not exceed forty minutes per agenda item. Exceptions to the expectation to pre-register and/or to the time limits may be made by majority vote of the Trustees in attendance.
- 10.3. Petitions
- 10.3.1. Petitions received by the Board may only pertain to matters of the *Education Act* except those articulated in *Sections 102, 110 and 190 of the Act*.
- 10.3.2. Petitions will be presented to and reviewed by the Associate Superintendent of Business Services to ensure the petition meets the requirements articulated in the *Education Act*.
- 10.3.3. The Board will administer petitions in compliance with the *Education Act*. This includes giving public notice, when and

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as required under the *Act*, and in alignment with the Petitions and Public Notice Regulation.

10.3.4. General Petition

A general petition will be addressed in accordance with the Petition and Public Notices Regulation (AR 91/2019).

10.3.5. Recall Petition

A recall petition will be addressed in accordance with *Division 5.1 of the Education Act*.

11. Trustee Compensation

Compensation for Trustees will be established each year at the Organizational meeting but may be adjusted at other times by Board motion.

11.1 Each Trustee shall be eligible to receive a per diem for meetings or events longer than 3 hours including travel time where the Trustee represents the Board. Travel time is only included for meetings or events held outside the City of Grande Prairie. Regularly scheduled and Special meetings of the Board are excluded.

12. Trustee Conflict of Interest

12.1 The Trustee is expected to be conversant with *Sections 85 to 96 of the Education Act*.

12.2 Trustees are solely responsible for declaring themselves to be in possible conflict of interest.

12.2.1 The Trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the Trustee in conflict of interest.

12.2 It shall be the responsibility of any Trustees in conflict to absent themselves from the meeting in accordance with the requirements of the *Education Act* and ensure that their declaration and absence is properly recorded within the minutes.

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13. Board Self-Evaluation

- 13.1 The annual Board self-evaluation process will complement the Superintendent evaluation process as described in the Evaluation of the Superintendent Policy. The Board self-evaluation process shall consist of the review of multiple sources of evidence, identified by the Board Chair and the Superintendent of Schools, selected to help the Board reflect on the progress of the Division and the Governance of the Board. Sources of evidence shall include, but need not be limited to, the Board's annual Continuous Improvement Index results and the results of the annual Trustee Survey.
- 13.2 The purpose of the Board self-evaluation is to evaluate the effectiveness of Board practice and the impact of Board governance on Division performance. In addition, the Board self-evaluation process shall seek to identify opportunities for improvement both at a board level and system level and to assess the effectiveness of the alignment between Board and Division operations.
- 13.3 The principles upon which the Board self-evaluation is based are as follows:
- 13.3.1 A learning organization or a professional learning community is focused on the continual improvement of practice;
 - 13.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board; and
 - 13.3.3 An evidence-based approach provides objectivity.
- 13.4 Upon conclusion of the Board self-evaluation process, the Board Chair and Vice Chair shall, working with the Superintendent of Schools, produce a written summary of the Board's self-evaluation. The summary shall be received by the Board at the first regular meeting of the Board following completion of the summary.

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APPENDIX "A"**BOARD OF TRUSTEE MEETING OPERATIONAL SAFETY PLAN****PREAMBLE**

Making meetings of the Board of Trustees of the division open to members of the public to attend is a necessary component to support and continually enhance the visibility of the Board's governance of division operations and the development and enhancement of public trust. While open session Board meetings are important to ensure the public can voice their concerns and be part of the democratic process, the Board must also be able to conduct its meeting efficiently and with minimal disruption.

To support the safe and effective operation of open public meetings, administration staff will develop, and review annually, an operational safety plan that takes the following considerations into account. The operational safety plan will be reviewed by the Board regularly and may be adjusted as needed.

PROCEDURAL CONSIDERATIONS:

1. Establish security processes for Trustees and staff to enter and leave Board meeting sites.
2. Establish and practice emergency exit routes for Trustees.
3. Ensure security and lighting in building access points are adequate, as part of a risk and vulnerability assessment of the Board meeting site.
4. Ensure public attendance does not exceed the room's maximum capacity limit.
5. Ensure visitor sign-in and sign-out processes are in place.
6. Apprise public attendees of the rules of conduct prior to meeting commencement.
7. Ensure security personnel are on site when deemed necessary to enforce violations to meeting order.
8. Consider the live streaming of some or all Board meetings.
9. Ensure the proper processes for enabling delegations to be heard at Board meetings are included in a specific section of Policy 7.

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APPENDIX “B”

BOARD OF TRUSTEE MEETING PRESENTATION GUIDELINES AND EXPECTATIONS

PRESENTATION GUIDELINES and PROCESSES

The guidelines and process that follow have been developed to support the productive and appropriate public participation at public meetings of the Board of Trustees. The following issues are not suitable for discussion at a public meeting of the Board of Trustees:

- Personal information, or specific reference to, any individual associated with the school division, including but not limited to students, staff, parents, or other stakeholders of the division. Individuals with concerns about an issue at any specific school are reminded to review Administrative Procedure 395 – School Level Complaint and Dispute Resolution Process for guidance re: the most effective way to address their concerns.
- The security of property of the school division.
- Proposed or pending acquisition or disposition of property by or for the school division.
- Labour relations issues or matters related to negotiations with employees.
- Law enforcement matters, litigation, or potential litigation, including matters before administrative tribunals affecting the division, or
- The consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act (FOIP)

Normally, except for items raised pursuant to petitions, the following procedures will govern the conduct of those presenting to the Board:

1. Presentations are scheduled as the first item on Board meeting agendas, to begin following the playing of the national anthem and the adoption of the agenda.
2. The Board Chair shall outline the process and ask the speaker(s) to identify their full name and their connection to the school division.

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3. The speaker(s) will be advised that Board meetings are recorded and therefore presentations must follow legislative requirements such as Freedom of Information and Protection of Privacy Act (FOIP).
4. The speaker(s) shall, during its meeting with the Board, observe the rules of parliamentary decorum.
5. The speaker(s) will be asked to share the position/request. Speaker(s) may offer objective criticism of school operations and programs or make requests of the Board. The Board will not hear complaints against Division staff or contractors. The Board Chair may terminate the remarks of any individual who does not adhere to the above guidelines.
6. The delegation spokesperson shall be entitled to complete their presentation within timeline identified in Board Policy 7, without questioning or comments from the Board.
7. During a presentation by a delegation, Trustees shall not express opinions. If allowed in policy, Trustees may ask questions of clarification of the presenter(s). At no time during the presentation will any Trustee commit the Board to any specific course of action.
8. All comments shall be directed to the Board Chair, who will acknowledge the presenter(s) upon conclusion of their presentation.