

## **BOARD OPERATIONS**

In order to discharge its responsibilities to the electorate of the Division, the Board of Trustees shall hold meetings as often as is necessary. The Board has adopted policies and procedures so that the business of the Board can be conducted in an orderly and efficient manner. Robert's Rules of Order will apply unless superseded by Board Policy.

### **1. Organizational Meeting**

In accordance with the School Act, Section 64, an Organizational Meeting shall be held annually.

In any year when a general election takes place the Organizational Meeting shall be held within four weeks following the date of that election.

In a year when there is not a general election, the Organizational Meeting shall be held immediately preceding the October Regular Board Meeting.

Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

The Associate Superintendent (Business Services) 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 election of the Board Chair shall be for a period of one year.

The organizational meeting shall, in addition:

- a. Elect a vice-chair;
- b. Establish a schedule for regular meetings and planning meetings;
- c. Create such standing committees of the Board in accordance with Policy #9;
- d. Appoint Board representatives in accordance with Policy #10;
- e. Establish annual honorarium, benefits, mileage rates, or other expense rates; and
- f. Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

### **2. Regular Meeting**

The Board will meet at least once a month with the exception of the months of July and August. Such meetings will ordinarily be held in the Livingstone Range School Division Board office in Claresholm in accordance with the schedule established by the Board.

### 3. Planning Meetings

Planning Meetings will occur at the will of the Board.

### 4. Special Meetings

Special meetings of the Board of Trustees may be held from time to time as provided for under section 67 of the School Act.

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.

### 5. Committee of the Whole (In-Camera) Sessions

The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations in particular. The Board believes this trust is preserved through the conduct of Board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in closed meetings.

The Board reserves the right within the constraints of statute to hold Committee of the Whole (In-Camera) Sessions. Such sessions shall be convened only by proper resolution of the Board. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend. The reason for the Committee of the Whole (In-Camera) session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- a. individual students;
- b. individual Board employees;
- c. matters of collective negotiations with employees;
- d. acquisition of real property or litigation brought by or against the Board; and
- e. other topics that a majority of the trustees present feel should be held in private, for the public interest

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session are honor bound not to disclose the details of discussion at such sessions.

No official action shall be taken in Committee of the Whole (In-Camera) sessions. The Board shall convene or re-convene a regular meeting to take action on any matter discussed.

### 6. Agenda for Regular Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Board Meetings.

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

- a. By notifying the Superintendent or Board Chair at least nine days prior to the Board meeting.

- b. By notice of motion at the previous meeting of the Board.
- c. Request from a committee of the Board.
- d. A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an item.

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

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

Emergent issues that require Board action may arise after the agenda has been prepared. Such items shall be brought to the attention of the Board Chair, who may bring items before the Board. The Superintendent, with the permission of the Board Chair, may also bring forth emergent items.

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.

The Board Chair may change the order of items on the agenda in order to meet deadlines or accommodate delegations. In such cases, a trustee may challenge the Chair in accordance with the procedures adopted by the Board. (*Robert's Rules of Order*)

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.

#### 7. Agenda for Planning Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Planning Meetings.

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

- a. By notifying the Superintendent or Board Chair at least nine days prior to the Board Planning Meeting.
- b. Request from a committee of the Board.

The agenda package, containing the agenda and supporting information, will be distributed to each trustee at least five days in advance of Board Planning Meetings.

#### 8. Minutes

The Minutes shall record:

- a. a brief summary of the circumstances which gave rise to the matter being placed before the Board;
- b. all resolutions, including the Board's disposition of same, placed before the Board; and
- b. the votes, when and as requested, by a trustee, as per section 72 of the School Act.

The Minutes shall:

- a. be prepared by the recording secretary;
- b. be reviewed by the Superintendent of Schools prior to submission to the Board;
- c. be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- d. upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Associate Superintendent (Business Services) shall:

- a. upon approval of the Superintendent as to the accuracy of the 'draft' minutes, prepare a copy of the unofficial minutes, marked 'Unapproved Draft' and post them to the Livingstone Range School Division website. Once approved, the "unapproved draft" is to be replaced with the approved minutes.
- b. upon adoption by the Board, initial each page of the minutes, sign the concluding page of the minutes and affix the corporate seal of the Division to the concluding page of the minutes;
- c. establish a codification system for resolutions placed before the Board which will provide for ready identification of the resolution as to the meeting at which it was considered.
- d. establish and maintain a file of all Board minutes.

The Board Chair shall, upon adoption by the Board, initial each page and sign the concluding page of the minutes. It is the responsibility of all trustees present at a meeting to check the minutes for errors or omissions.

When required by the Board, its committees shall prepare and submit minutes of the meetings to the Board.

## 9. Motions

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

### a. 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.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also 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 trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

### b. Discussion on Motions

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

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. 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.

c. 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.

d. 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. At the conclusion of the debate and immediately prior to the vote the motion will be read.

e. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School 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 decide 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 hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

f. Recorded Vote

The recording secretary shall, whenever a recorded vote is requested by a trustee before the vote is taken, record in the minutes the name of the trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is taken and on the request of a trustee, record in the minutes the name of that trustee and whether that trustee voted for or against the matter or abstained.

10. Delegations to Board Meetings

The Board of Trustees believes that public participation in the affairs of the Division strengthens and enhances the educational services made available to students. The Board will meet with delegations at regular Board meetings in accordance with the following procedures.

Individuals or groups wishing to make representation to the Board:

- a. shall advise the Superintendent of the nature of the matter to be discussed with the Board; and
- b. may be granted, by the Superintendent, an appointed time on the meeting agenda at which to make representation.

The following procedures will normally govern the conduct of the hearing:

- a. the delegation will be asked if they object to their personal names appearing in the minutes;
- b. the delegation may make its presentation in writing and/or orally;
- c. the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum;
- d. the delegation shall be entitled to complete its presentation, within a period of fifteen minutes, or as determined by the Board Chair without questioning or comments from the Board;
- e. upon completion of the presentation the Board Chair shall allow trustees to ask questions of clarification of the delegation for a period of fifteen minutes, or as determined by the Board Chair; and
- f. upon completion of the question period, the Board Chair shall inform the delegation when the resolution of the matter will be deliberated and decided.
- g. the decision the Board makes will be communicated to the delegation in writing as soon as possible.

#### 11. Board Member Honoraria, Benefits and Expenses

- a. Trustees will receive remuneration in the form of honoraria and expenses when involved in eligible activities of the Board.
- b. Trustees are expected to participate in the established meetings of the Board and its Committees. They are also encouraged to engage in appropriate meetings and events that enhance the effectiveness of their governance work, in accordance with the following guidelines:
  - i. All trustees are authorized to participate in the regular and special meetings of the Alberta School Board Association, at both the provincial and zone levels, and conferences or workshops sponsored by the Alberta School Boards Association. However, attendance at meetings of the Canadian School Boards' Association will be considered professional development and therefore will be covered by 12.b(vi).
  - ii. Trustees are authorized to attend public functions at schools within their ward, such as school council meetings and special school assemblies. Trustees may attend graduation ceremonies anywhere in the school division.
  - iii. The Board Chair or designate will be expected to represent the Board at other events as required or deemed appropriate.
  - iv. The Board will determine by motion at a public board meeting if trustee representation is desired, and the nature of such representation, at other meetings or events.

v Calculation of Time

- (a) The calculation of trustee time to attend meetings and events will recognize the time it takes to travel from one's residence to the location of the meeting or event, and return.
- (b) Trustees will be reimbursed for the actual time included on the agenda or program for a meeting or event. (For example, a meeting that starts at 9:00 and ends at 4:00 would be considered 7 hours.)

vi Professional Development

- (a) Each trustee will receive an annual budget of \$2,000 for professional development purposes which may be used to attend a conference (other than outlined in Guideline 12 b(i)), participate in a seminar, or purchase professional reading material.
- (b) The Professional Development budget is intended to cover all costs associated with a conference excepting the hourly remuneration, which will be billed to the regular governance budget.
- (c) When travelling to Calgary International Airport, trustees residing south of the Central Office in Claresholm will receive an additional supplement in their professional development of \$100.00 in Ward 3 and \$200.00 in Ward 2 to reflect the additional costs of travel to the airport.
- (d) A maximum of \$1,500 can be carried forward annually to a maximum of one term of office (3 years).

c. Reimbursement for Expenses

- i. The hourly rate for attendance at Board meetings, committee meetings, and for attendance at other meetings which have been approved by the Board will be adjusted in accordance with the Alberta Weekly Earnings Index effective September 1 of each year.
  - ii. The rate-per-kilometer for travel to board meetings, committee meetings and for attendance at other meetings will be tied to provincial legislation. The rate shall also apply to employees traveling on official business for the school division.
  - iii. Trustees will be paid for hotel accommodations, meals, parking fees, taxi fares, hotel Internet access, business phone calls and one personal phone call upon submission of receipts.
  - iv. Required registration fees for attendance at workshops or conventions will be paid if attendance at the workshop or convention is required or covered by policy.
  - v. Each trustee will submit a claim for expenses by the third day of the following month, using the prescribed form in order to be paid by the tenth day of the month. The Superintendent shall review each claim and authorize payment.
- d. The Division will maintain a group, member-only, 24-hour-a-day accident insurance plan for each trustee to the maximum principal sum of \$350,000 in recognition that

the trustee may be involved in an accident resulting in death, dismemberment, loss of sight, or paralysis while involved on Board business.

- e. The Division will subsidize the Alberta School Employee Benefit Plan (ASEBP) premiums for trustee coverage at a rate of 100%.

## 12. Board Member Conflict of Interest

The Board believes that trustees, or their families, should not gain benefits or monetary rewards because of their position as a trustee except for any allowances, honorarium or remuneration approved by the Board for duties performed.

The Board expects:

- a. Each trustee will accept sole responsibility for declaring a conflict of interest.
  - i. Each trustee will be knowledgeable with Sections 80-91 of the *School Act*.
  - ii. Each trustee will limit a declaration of conflict of interest to those matters specified in Section 80 of the *School Act*.
- b. Each trustee will advise the recording secretary of the declaration.
  - i. The trustee will declare any personal conflict of interest at the point in the agenda where the matter arises.
  - ii. The trustee will absent himself or herself from the Board table when in conflict, and shall leave the meeting room until the discussion and voting on the matter are concluded.
- c. Each trustee will refrain from participating in discussion, debate or voting on any issues in which a personal conflict of interest is declared.
  - i. The recording secretary will record in the minutes:
    - ◆ the trustee's declaration;
    - ◆ the trustee's abstention from the debate and the vote.

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Legal Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 74, 75, 80, 81, 83, 145, School Act

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Part 6: Public Service Subsistence, Travel and Moving Expenses Regulation

Renumbered BP 7 September 08, 2009 (Previously BP 8)

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