

GOVERNING BOARD

Internal Rules of Procedure

(Revised & Approved on September 19th, 2023)

PREAMBLE

Established body by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws, if any. All the Governing Board's decisions must be made in the best interest of the students.

The rules of order are to favorably and effectively guide the Governing Board's proceedings and activities. These rules must be reviewed and adopted every year, by the October meeting at the latest.

1. Appointment of the Governing Board

The Annual General Assembly (AGA) is called in writing by the Chair and the Principal at least 7 days prior to the meeting. At the AGA, parents elect their representatives to the Governing Board and to Parents' Committee and decide on a PPO.

A candidate may present his candidature by proxy. An employee of the school cannot run as parent representative of that school.

Parents must be present at the AGA to exercise their voting rights.

2. Composition

The composition of governing board is as described in resolution # 990616-CA-0302 duly adopted by the Council of Commissioners, June 16, 1999.

The Governing Board of Souvenir Elementary School is composed of:

- 6 Parent representatives who are not members of the school staff.
- 4 Teachers from the school staff
- 1 Staff member from the professional group
- 1 staff member from the support staff group.
- 2 Members of the community. (Not entitled to vote)

Parent Substitutes (not entitled to vote):

- Parent substitutes are elected during AGA and are assigned their priority based on voting results.
- Parent substitutes acquire full-member rights ONLY when replacing a parent representative.

3. Term of Office - The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year. To ensure continuity, only half of the parents' representatives' term of office should come up for election on a given year. (Section 54, EA)

4. Chair

- **Election of Chair** - The chair is elected by the governing board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA)
- **Term of Office** - The term of office of the chair is one year. (Section 58, EA)
- **Meetings** - The chair presides at the meetings of the governing board. (Section 59, EA)

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- **Vice Chair** - Should the chair be absent or unable to act, the vice chair will chair that meeting. (Section 60, EA)
- **Role of the Chair**
The Chair prepares the agenda, in collaboration with the school principal and ensures that meetings unfold in accordance with the Education Act and the rules of procedure that are in place.
The Chair maintains order and decorum at meetings. The Chair is the official spokesperson for the governing board.
The Chair receives the motion and submits them to the Governing Board for study and debate.

5. Quorum

A quorum is the majority of the members in office, including at least half of the parents' representatives. (Section 61, EA)

6. Vote

Decisions of the governing board are made by a majority vote of the members present and entitled to vote. There can be no vote by proxy. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Section 63 & 64, EA)

7. Regular meetings of the Governing Board

Meetings are held either on the school premises or virtually when deemed necessary. Regular meetings are held once a month on a selected and voted upon weekday from September through June starting at 7:00 p.m. and ending at or before 9:30 p.m. The end time may be extended by motion of the Governing Board. The annual calendar of meetings is adopted at the first meeting of the school year and is communicated to all parents by a letter sent to the parents and by notice on the school web site.

The notice of meeting, proposed agenda and all related documents shall be transmitted to the members at least five (5) school days before the meeting is held. These documents constitute the notice of meeting.

A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.

8. Special meetings of the Governing Board

A special meeting may be called by the Chair or three (3) members of the Governing Board to consider a matter that cannot wait until the next regularly scheduled meeting. A notice, including the topics to be discussed shall go out to GB members and parents 2 days prior to the special meeting. Only the topics listed in the notice may be dealt with, unless all members are present and agree to modify the agenda.

9. E-Vote

If the GB is unable to hold a special meeting within the time required to consider an urgent topic or matters must be time-sensitive, all GB members will be contacted by email to vote and the notice of the vote will be posted. Use of online survey platforms are permitted. Detailed voting results should be reported by the Chair at the next regular meeting of the GB to be reflected in the minutes.

10. Public meetings

The meetings of the governing board are public but may move into closed session (in camera) if the matter to be discussed may cause injury to a person. This is done by resolution (Section 68, EA). However, no decision can be voted upon while in closed session.

11. Agenda

The Principal and the Chair draft the agenda together. Any member of the Governing Board may ask that an item be added to the agenda by requesting it to the Chair at least 7 days prior to the meeting. The topics must be of the Governing Board's jurisdiction. The final decision as to whether a topic will be put on the agenda resides with the Chair.

12. Minutes

Annually, a secretary and alternate-secretary must be nominated at the first meeting of the Governing Board.

The Recording Secretary will prepare the minutes and distribute them to all the members. The minutes of each meeting shall be approved at the beginning of the following regular meeting and modifications shall be made if the facts recorded are inaccurate. Typographical errors and minor corrections shall be called in by members prior to the following regular meeting for expediency.

Once approved by the Committee, the minutes shall be signed by the person presiding over the meeting and countersigned by the Principal, who shall then enter it in the register known as the "Minutes of Proceedings". The minutes report on the decisions taken. However, a resolution may start by a brief explanation or preamble.

13. Call to order

The Chair shall call the meeting to order, after verification of Quorum. If quorum is not reached 30 minutes after the time indicated on the notice, the Chair, or in his absence, the Vice Chair, adjourns the meeting.

Any member missing three meetings in a row may respectfully be asked to resign. A parent member may be replaced by an alternate parent representative as determined at the annual general assembly of parents. Other members may be replaced according to the process in place for the nomination of teachers, support staff and professionals.

A parent representative who is absent for a meeting of the governing board should be replaced for this meeting by an alternate parent representative who will be entitled to participate as a regular member.

After having read the proposed agenda, any member or the Chair may request:

- the addition of one or more items;
- the modification of the wording of an item;
- the modification of the order of business.

Once the agenda has been accepted, no other matter may be dealt with by the Chair.

14. General rules governing debate

Only the members and the Principal are allowed to participate in debates. However, a resource person may be authorized by the Chair to provide information or answers to questions. The right to speak is given in the same order as individuals have requested it. Before an individual is given the floor for a second time on the same topic, other members who did not address the topic must be given a chance to speak. Discussions are limited to items on the agenda.

15. Motions and voting

If the topic is on the agenda, a member may present a motion to the assembly on it. Such motion must be seconded. When a motion is presented, the Mover, or at the invitation of the Chair, any

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other person, shall present and explain the motion. Any member may ask one or several questions in order to obtain more information deemed essential to take a position on the motion.

The Chair shall go once around the table to give each member who wishes to speak an opportunity to do so.

The Mover is always the last one to speak on a motion in order to explain his/her arguments. The Mover shall not take the floor during the discussions, but he/she may exercise his/her right to reply at the end of the debate.

When everyone wishing to express an opinion on a matter has had the opportunity to do so, the Chair may put the motion to a vote.

16. Public Question Period

Two public question periods of 10 minutes are included on the agenda; one after 'Correspondence' and one after 'Varia'. The period is for questions to be addressed to the Chair of the governing board only. Persons interested in making a presentation must make a request to the Principal at least 7 days prior to the meeting. The question period will be a maximum of 20 minutes per meeting. Questions from the public must be submitted to the chairperson of the Governing Board at least 48 hours in advance of the meeting, however time permitting questions from the public will be heard.

17. Rules of Decorum

Members of the GB and of the public must:

- be recognized by the chair for the right to speak;
- address the chair when speaking;
- show respect for the points of view of others;
- respect the right of others to speak;
- refrain from speaking out of turn;
- refrain from using profanity;
- maintain a respectful tone at all times; and
- advise the Chair or the Secretary as soon as possible if anticipate being absent at a meeting.

18. Modifications to the Internal Rules of Procedures

Rules of procedures should be reviewed in October of each school year and any modifications deemed necessary could be proposed at that time.

19. Reconsidering a Motion

Approved and/or defeated motions may only be revisited under the following procedures:

- A motion can only be reconsidered during a subsequent meeting, after which it was voted on.
- Only a member who voted on the motion can request to have it reconsidered
- A reconsidered motion can be added to the agenda as new business only if there is new information presented and it is pre-approved by the chair a minimum of 7 days prior to the meeting.
- No motion can be reconsidered simply on the basis of re-voting in the hopes of a different outcome.