

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. The Board has adopted policies regulating its proceedings so that the business of the Board can be conducted in an orderly and efficient manner.

The purpose of Board meetings is to ascertain group opinion and through motions and resolutions to focus Board action on specific issues. Respectful behavior preserves the inherent dignity of everyone; therefore it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of Board members, staff and members of the public. The organization of the Board meeting will effectively enable Board members and others in attendance to participate in an atmosphere of mutual respect.

Cellular telephones will not be used at Board or committee meetings unless the Board approves such use in exceptional circumstances.

1. Electoral Boundaries

- 1.1 Ministerial Order 014 – 2005/06 established the number of members comprising the Board of Education of the East Central School Division No. 204 of Saskatchewan (later named the Good Spirit School Division No. 204 of Saskatchewan by the Board as approved by the Minister in Order 115 – 2005/06) to be eleven (11). A copy of the Order is available from the Division Office.
- 1.2 The Order further stipulated that these members were to be elected as follows:
 - 1.2.1 seven (7) members elected on the basis of subdivisions described in the Order;
 - 1.2.2 three (3) members from the City of Yorkton elected at large by the electors resident in the city;
 - 1.2.3 one (1) member elected from the Key Indian Reserve No. 65.

2. Organizational Meeting

- 2.1 The Organizational Meeting of the Board in each calendar year shall be held in the Fairview Education Centre not later than November 30 in accordance with The School Division Administration Regulations.
- 2.2 The Director or designate will give notice of the organizational meeting to each Board member as if it were a special meeting.
- 2.3 The Director or designate shall call the meeting to order.

- 2.4 In an election year, the Director or designate shall call for and receive the certificate of the declaration of office from each Board member, in accordance with Section 71 of the Education Act, Province of Saskatchewan.
- 2.5 The Director or designate shall proceed to conduct the election of the Board Chair. Nominations shall be made by the Board members for the office of Chair and need not be seconded. A vote upon the nominees shall be taken by ballot. The nominee who receives the majority of votes of the members present shall therefore be declared elected and shall take office immediately. Where, on the addition of the votes, two or more candidates for the position of Board Chair have an equal number of votes, the returning officer shall follow the tie vote procedure specified in Section 111(1) of the *Local Government Election Act*.
- 2.6 Upon election, the Board Chair shall preside over the remainder of the organizational meeting.
- 2.7 The organizational meeting shall, in addition include, but not be restricted to, the following:
 - 2.7.1 Elect a vice-chair;
 - 2.7.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
 - 2.7.3 Create such standing committees of the Board as are deemed appropriate, and appoint members;
 - 2.7.4 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 - 2.7.5 Establish Board member compensation rates; and
 - 2.7.6 Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

3. Regular Meetings

- 3.1 Regular Board meetings shall be as established at the annual organizational meeting.
 - 3.1.1 All meetings will ordinarily be held at the Fairview Education Centre in Yorkton.
 - 3.1.2 Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.

4. Board Member Absenteeism

- 4.1 All Board members shall notify the Board Chair in a timely manner if they are unable to attend a Board meeting.
- 4.2 All Board members who are absent from three consecutive regular meetings shall:
 - 4.2.1 Obtain authorization by resolution of the Board to do so; or

4.2.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification.

4.3 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.

5. 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. These are public meetings.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Board members 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.

6. Closed 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 may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to Board members and the Director. The reason for the closed session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 6.1 Individual students;
- 6.2 Individual employees;
- 6.3 Collective bargaining issues;
- 6.4 Litigation issues;
- 6.5 Acquisition/disposal of property; and
- 6.6 Other topics that a majority of the Board members present feel should be held in private, in 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 shall maintain confidentiality and not disclose the substance of deliberations at such sessions.

The Board shall, during the closed session, adopt only a resolution to rise and report to the open public Board meeting.

7. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem solving, and the generation of ideas.

The Board Chair is responsible for establishing the agenda for Board Meetings in consultation with the Vice-Chair and the Director, in accordance with Board policy and legislation.

Agendas shall include all the data and back-up information so that the Board is able to make sound and objective decisions consistent with established goals.

7.1 The order of business at a regular meeting shall be as follows:

7.1.1 Call to Order

- ◆ Approval of Agenda

7.1.2 Review Meeting Norms

7.1.3 Approval of Minutes

- ◆ Minutes of Regular Board Meetings
- ◆ Minutes of Special Board Meetings

7.1.4 Conflict of Interest

7.1.5 Delegations, if any

7.1.6 Accountability Reports

7.1.7 Board Development

7.1.8 Closed Session Items

7.1.9 Action Items

- ◆ Arising from –Closed Session
- ◆ Old Business
- ◆ New Business

7.1.10 Director's Report

7.1.11 Committee/Conference Reports

7.1.12 Future Business

- ◆ Meeting Dates
- ◆ Notice of Motion
- ◆ Topics for Future Agendas

- 7.1.13 Adjournment
- 7.2 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 its duties.
- 7.3 Items may be placed on the agenda in one of the following ways:
 - 7.3.1 By notifying the Board Chair or Director at least seven days prior to the Board meeting.
 - 7.3.2 By notice of motion at the previous meeting of the Board.
 - 7.3.3 As a request from a committee of the Board.
 - 7.3.4 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 of those present.
- 7.4 Notice that the agenda package is available, containing the agenda and supporting information, will be sent electronically to each Board member at least three (3) working days prior to the date of the meeting. Subsequently, emergent information may be sent electronically.
- 7.5 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.
- 7.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 7.7 During the course of the Board meeting, the majority of Board members present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

8. Minutes for Regular or Special Meetings

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

- 8.1 The minutes shall record:
 - 8.1.1 Date, time and place of meeting;
 - 8.1.2 Type of meeting;
 - 8.1.3 Name of presiding officer;
 - 8.1.4 Names of those Board members and administration in attendance;
 - 8.1.5 Approval of preceding minutes;
 - 8.1.7 All resolutions placed before the Board, should be entered in full;
 - 8.1.8 Names of persons making the motion;
 - 8.1.9 Points of order and appeals;
 - 8.1.10 Appointments;

- 8.1.11 Recording of the vote on a motion (when requested pursuant to the);
and
- 8.1.12 Board member declaration pursuant to the Education Act.
- 8.2 The minutes shall:
 - 8.2.1 Be prepared as directed by the Director;
 - 8.2.2 Be reviewed by the Director prior to submission to the Board;
 - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3 The Director or designate shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 8.4 The Director or designate shall establish a codification system for resolutions determined by the Board which will:
 - 8.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 8.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 8.4.3 Establish and maintain a file of all Board minutes.
- 8.5 Upon adoption by the Board, the minutes shall be open to public scrutiny through posting on the Division website or availability at the Board Office.

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 Board members of the item to be discussed. A notice of motion is not debatable and may not be voted on.

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

9.2 Discussion on 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 Board member shall have an opportunity to speak to the motion before any Board member is allowed to speak a second time.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

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

As a general guide, a Board member should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a Board member 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 Board member arrive at the meeting after a motion has been made and prior to taking a vote, the Board member may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.4 Reading of the Motion

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

9.5 Entitled Votes

All members, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by *The School Division Administration Regulations*.

While all Board members are encouraged to vote on all motions, except in the case of conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote for or against.

9.6 Recorded Vote

Whenever a recorded vote is requested by a Board member before the vote is taken, the minutes shall record the names of the Board members who voted for or against the matter. Immediately after a vote is taken and on the request of a Board member, the minutes shall record the name of that Board

member and whether that Board member voted for or against the matter or abstained.

9.7 Required Votes

Each question shall be decided by a majority of the votes of those Board members present. A simple majority of a quorum of the Board will decide in favor of the question. In the case of an equality of votes, the question is deemed to be decided in the negative. 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, unless there is unanimous agreement among the Board members to use a show of hands.

9.8 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 Board members in attendance.

10. Delegations to Board Meetings

The Board will make provision for a delegation to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. For the purpose of this section the word "delegations" shall mean one or more persons.

- 10.1 The presentation by a delegation shall be at a duly constituted meeting of the Board.
- 10.2 Notice to appear at the meeting, shall be given to the Director or designate in adequate time to have the appearance placed on the agenda (at least seven days prior to the meeting). In a situation where time does not permit adherence to advance notice, the Director shall acquaint the Board members with the problem prior to the delegation meeting with the Board.
- 10.3 The purpose of the delegation shall be clearly stated in the notice.
- 10.4 Normally, fifteen (15) minutes is allowed for the presentation by the delegation. The Board Chair reserves the right to limit and control the discussion.
- 10.5 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 10.6 It is understood that the delegation shall have a spokesperson.
- 10.7 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual Board members may seek only clarification of items presented by the delegation. At no time during the presentation shall any Board member voice her/his opinion thereon; nor shall he/she, by any statement, commit the Board to any specific course of action.
- 10.8 The Board will normally table any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used

to give individual Board members sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the Board members to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.

- 10.9 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

11. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

12. Board Member Compensation

The Board believes that Board membership, first and foremost, is a public service.

The Board recognizes, however, that the discharge of this public service often results in the Board member incurring financial expenses and incurs considerable time demands.

- 12.1 The rates of remuneration for Board members including the Chair and Vice-Chair, shall be set annually at the organizational meeting with due consideration for the Division budget.
- 12.2 The Board believes that its members, by virtue of the fact that they have been elected, have been identified as leaders in their community. In order to nurture this quality of leadership, the Board believes that a culture or environment must be developed at the Board level that provides opportunities for Board members to exercise and enhance their leadership skills.
 - 12.2.1 The Board will plan specific inservice activities designed to assist Board members in their efforts to improve their skills.
 - 12.2.2 The Board will provide the opportunity for Board members to participate in out-of-Division conferences, workshops, and conventions.
- 12.3 Compensation will be contingent upon the completion of the appropriate forms and claims. Board members shall submit claim forms for honoraria and reimbursement of expenses to the Director or designate for authorization and payment. The Board Chair or Vice Chair is expected to verify or otherwise substantiate the claims made by Board members. Irresolvable differences will be referred to the Board.
- 12.4 Honoraria paid to Board members shall be allocated to unvouchered expenses and wages as established by Revenue Canada.
- 12.5 Trustee Accident Insurance is provided for all Board members.

13. Board Member Conflict of Interest

The Board member is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the Board member must complete a disclosure of personal interest statement and accept a position of public trust. The Board member is expected to act in a manner which will enhance the trust accorded the Board member, and through the Board member, the trust accorded to the Board.

The Board believes that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and its members. Therefore, the Board believes in the requirement to declare conflict of interest.

- 13.1 The Board member is expected to be conversant with *The School Division Administration Regulations*.
- 13.2 The Board member is responsible for declaring him/herself to be in possible conflict of interest.
 - 13.2.1 The Board member shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the Board member in conflict of interest.
 - 13.2.2 Following the declaration of conflict of interest by a Board member, all debate and action shall cease until the Board member has left the room.
- 13.3 It shall be the responsibility of the Board member in conflict to absent him/herself from the meeting and ensure that his/her declaration and absence is properly recorded within the minutes.
- 13.4 The recording secretary will record in the minutes:
 - 13.4.1 The Board member's declaration;
 - 13.4.2 The Board member's abstention from both the debate and vote; and
 - 13.4.3 That the Board member left the room in which the meeting was held.

14. Board Self-Evaluation

- 14.1 The annual Board self-evaluation process will complement the Director evaluation process described in the document entitled *Director Evaluation Process, Criteria and Timelines*.
- 14.2 The purpose of the Board self-evaluation is to answer the following questions:
 - 14.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
 - 14.2.2 How do we perceive our interpersonal working relationships?
 - 14.2.3 How well do we receive input and how well do we communicate?
 - 14.2.4 How well have we adhered to our annual work plan?
 - 14.2.5 How would we rate our Board-Director relations?
 - 14.2.6 How well have we adhered to our governance policies?

- 14.2.7 What have we accomplished this past year? How do we know?
- 14.3 The principles upon which the Board self-evaluation is based are as follows:
 - 14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
 - 14.3.3 An evidence-based approach provides objectivity.

Reference: Section 71, 80, 80.1 Education Act
Section 111(1) Local Government Election Act
Section 11, 20 The School Division Administration Regulations

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