

**WESTERN SCHOOL DIVISION
BOARD BY-LAW
01-15**

Rules of Procedure

BEING A BY-LAW to regulate the proceedings of the Board of Trustees of the Western School Division and the Committees thereof.

WHEREAS Section 33(1) of the Public Schools Act provides that every school board shall pass a by-law establishing Rules of Procedure for the guidance of the board in the conduct of its meetings.

WHEREAS Section 8 of the Board Policy Manual outlines the Policy Development and Amendment and Review Schedule.

NOW THEREFORE be it hereby enacted as a By-Law of the Board of Trustees of the Western School Division that, unless they shall at any time be contrary to the overriding provisions of the Public Schools Act, the following Rules of Procedure shall regulate the operation of the Board.

Upholding Decisions

Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board.

Regular school board meetings

Regular school board meetings shall be held as scheduled at the annual organizational meeting, unless this schedule is altered by a motion of the board

Agenda Preparation and Dissemination

The secretary-treasurer shall prepare all agendas for meetings of the Board. In doing so, the secretary-treasurer shall consult the Board chairperson and the superintendent.

Items of business may be suggested by any Board member, staff member, student, or citizen of the Division. Items suggested by staff members, students, or citizens shall be submitted in writing. All items for inclusion in the agenda shall be in the hands of the secretary-treasurer prior to the deadline for setting the agenda. This procedure for agenda items is to include delegations or oral presentations to the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board votes to consider them. The Board, however, may not revise Board policies or adopt new ones unless such action has been scheduled.

The deadline for items shall be the Wednesday at 4:00 p.m. of the week prior to the Board meeting, and the finalized agenda, complete with supporting documentation, shall be distributed to Board members on the Thursday prior to each meeting.

A copy of the agenda will be sent in advance to members of the working press who request it. Additionally, all reports approved by the Board shall be considered matters of official record and shall be released only upon the Board's authority as "tentative reports".

Board Meeting Procedures

The vice-chairperson presides as chair during in-camera (closed) sessions of Board meetings.

A representative of the Board will be available after each meeting to answer reporters' questions and to clarify points of discussion and action. In the event that representatives of the news media are unable to attend a meeting, they shall be provided, upon request, with a summary of important Board actions.

Quorum

A majority of the trustees, when present at a meeting, constitute a quorum, and the vote of the majority of such a quorum is valid and binds the school division subject to any by-law duly passed by the board of trustees and in force.

A meeting can be called only under conditions stated above.

Rules of Order

A Board meeting should be carried on procedurally in an informal atmosphere to the degree that order is preserved and the business of the Board is being dealt with in an efficient manner.

When it is deemed necessary by the chairperson to formalize the controls of the meeting, Roberts' Rules of Order will be used.

General regulations including methods for recording votes for Board meetings are:

1. Each and every member of the Board has equal rights.
2. School Board meetings are open meetings except for personnel matters or whenever "in camera" sessions are occurring.
3. The chairperson should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present.
4. If a quorum is present, but the chairperson is absent, the vice-chairperson should call the meeting to order. (See Quorum)
5. The first person recognized by the chairperson as desiring to speak has the right to the floor.
6. No trustee shall be interrupted while speaking, unless he or she is out of order, or on a point of privilege or for clarification.
7. During a presentation by a delegation, the Board members should not express opinion but should only ask questions for clarification. The Board should discuss the presentation during the normal course of the meeting.
8. Exceptions to rules within the jurisdiction of the Board can be made by unanimous consent of the entire Board.

9. A question once decided by a school board shall not be reversed unless;
 - (a) written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
 - (b) a majority of the total number of trustees for the division votes in favour of the reversal.” (PSA 33(2))
10. “A decision of a school board may at the same meeting at which it is made and by unanimous consent of all members present and voting thereon be reversed.” (PSA 33(3))
11. Trustees are encouraged to vote on every motion.
12. If Trustees consider themselves grieved by the decision of the chair, it shall be their privilege to appeal to the Board, and the vote on such appeals shall be taken without debate except that the mover of the appeal may explain reasons for appealing and the chairperson may explain reasons for the ruling.
13. Any Trustee may request that their vote be recorded by name in the minutes.
14. Any Trustee may request that a recorded vote be recorded by name providing such a request is addressed to the chairperson before voting takes place.

Public Participation at Board meetings

All motions pertaining to matters discussed in-camera will be made and voted upon during the open session. The public should have an opportunity to ask questions for clarification at some point in the agenda.

During a presentation by a delegation, the Board members should not express opinions, but should only ask questions for clarification. The Board should discuss the presentation during the course of the meeting.

Board hearing of delegations

A delegation wishing to address the Board at a regular meeting must advise the secretary-treasurer under the guidelines for agenda preparation listed above. The delegation will be given a specific time on the agenda when they may address the Board.

The Board shall hear a delegation, which presents itself unannounced at a Board meeting, providing the trustees present are in unanimous agreement to do so. Presentations will be allocated 10 minutes with an additional 5 minutes for questions and clarification.

Policy Development System

Motions at meetings, or actions by the Board that seem to change, add to, or delete from policies of the Division, should be noted by the Secretary-Treasurer. These motions or actions should be presented to the Board at the next meeting for consideration of adoption into the policy manual.

Policy adoption

A simple majority vote by the Board shall be required to delete or modify a policy statement in this manual. Notice of motion shall be given one meeting before the vote.

Policy may be suspended by a majority vote of the Board. A suspension of policy shall apply only to the particular policy relating to the matter under discussion and not to the policy manual as a whole.

New policies or significant changes to existing policies are required to have three readings by the Board over a minimum of two meetings, each reading requiring a majority vote by the Board.

New by-laws or significant changes to existing by-laws are required to have three readings by the Board, each reading requiring a majority vote by the Board.

DONE AND PASSED by the Board of Trustees, in open session assembled at the Board Office in the Western School Division Offices, in Morden, Manitoba, this 23rd day of June, 2015.

GIVEN FIRST READING: June 8, 2015

GIVEN SECOND READING: June 23, 2015

GIVEN THIRD READING: June 23, 2015

CHAIRPERSON

SECRETARY-TREASURER