



SCHOOL DISTRICT #49 (CENTRAL COAST)

PROCEDURAL BYLAW NUMBER 1: Board Operation

Board Approved: March 13, 1990

Amended: March 09, 1993

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A BYLAW OF THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 49 (CENTRAL COAST) (hereinafter called the Board) to adopt procedures for the operation of the Board.

1. Initial Meeting

1.1 In years when Trustee elections are held, the Board shall have its Initial Meeting prior to the Regular Meeting.

1.2 Trustees will make the Declaration and Oath of Allegiance as prescribed in The School Act, and the Board will be declared officially constituted.

2. Inaugural Meeting

2.1 The Inaugural Meeting of the Board shall be held on the second Tuesday of December of each year at the same time as for a Regular Meeting or Immediately following the Initial Meeting if one is required.

2.2 The Secretary-Treasurer shall convene the Inaugural Meeting and shall act as Interim Chairperson.

2.3 The Interim Chairperson shall call for nominations for Board Chairperson (no seconder is required). If more than one Trustee is nominated a vote by secret ballot will be conducted, and the person receiving a clear majority shall be declared elected. Where more than two candidates are nominated, the person with the least votes shall be eliminated and a further ballot taken. In the event of a tie vote, the election shall be decided by drawing lots.

2.4 The newly elected Chairperson shall assume the chair and conduct an election for Vice-Chairperson in the same manner.



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2. Regular Meetings

- 3.1 Full regular meetings of the Board shall be held at least four times each year on the second Tuesday of the month. Such meetings will normally be scheduled for the months of September, December, and May, plus one additional meeting scheduled to meet major Ministry reporting requirements.
- 3.2 All other meetings shall be conducted electronically as required. Such Meetings shall be deemed to be duly constituted Meetings of the Board, as permitted by the School Act, and all business transacted shall have full force and effect.
- 3.3 No business shall be conducted unless a representative of the Outer Coast is available or unless Rule 8.3 has been invoked.
- 3.4 Dates, time and location for each regular meeting will be established at the preceding meeting and announced to the public as early as possible.
- 3.5 A quorum shall be the majority of Trustees holding office at the time of the meeting. The presiding officer shall ascertain that a quorum is present before proceeding with the business of the meeting.
- 3.6 The agenda shall be prepared by the Secretary-Treasurer in consultation with the Chairperson and the Superintendent. Every effort shall be made to provide the agenda and all back-up materials to Trustees at least five days in advance of the Meeting date. The agenda, without back-up material, will be available to the public at the Board Office. The agenda shall also be considered to be written notice of the Meeting.
- 3.7 Minutes kept in accordance with the School Act shall be concise and detail the proceedings of the Board but not the content of speeches.
- 3.8 Except as provided in the School Act, all Meetings of the Board shall be open to the public.



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4. Special Meetings

4.1 A Special Meeting of the Board may be called by the Chairperson or by the Secretary-Treasurer upon the written request of a majority of the Trustees. The purpose of the Meeting must be specified in the Meeting notice and no other business may be conducted at the Meeting.

4.2 Notice of a Special Meeting will normally be provided in the same manner as for Regular Meetings. Notice provisions may be waived or varied providing all reasonable steps have been taken to notify Trustees.

5. In-Camera Meeting

5.1 Pursuant to the School Act the Board may convene a Meeting without the public or without the public and staff present, in order to discuss matters of a confidential nature. No Trustee shall disclose to the public the proceedings of an in-camera meeting unless a resolution is passed to allow disclosure.

5.2 The in-camera meeting shall begin in open session. The Board shall determine, upon reviewing the agenda for the in-camera meeting, that the public interest requires a Board meeting in-camera. Any agenda item questioned shall be referred to an open meeting unless the Board resolves to confirm its inclusion on the in-camera agenda on the basis of public interest. Items may be questioned during the open session or during debate on the item.

5.3 Minutes of an in-camera Meeting shall be kept in the same manner as for a Regular Meeting, but shall be approved by the Board only in closed session and filed separately from Regular Meeting Minutes. In accordance with the School Act, a report of the general nature of the proceedings shall be issued to the public.



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6. Delegations

6.1 Provision will be made on Regular Meeting Agendas for individuals or groups to appear before the Board to make presentations.

6.2 Notice of intent to appear shall be provided to the Secretary-Treasurer at least eight days in advance of the Meeting. Such notice shall provide information as to the topic to be dealt with along with any written material a delegation wishes circulated to Trustees. When information is not circulated in advance the Board may choose to defer any discussion to a subsequent meeting.

6.3 The Chairperson may direct that submissions be channeled through Parent Advisory Councils.

6.4 Provision will be made on the agenda prior to the close of the Meeting for those in attendance at the Meeting to ask questions or clarification related to topics discussed at the Meeting.

7. Presiding Officers

7.1 The Chairperson when present shall preside at all Meetings of the Board and shall have the same right to propose and second motions and enter into debate as any other member.

7.2 The Vice-Chairperson shall preside in the absence of the Chairperson and in the absence of both, the Board shall elect one of their number to preside.



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8. Rules of Order

- 8.1 When the School Act and this Procedural Bylaw provide no direction, the business of the Board will be conducted in accordance with Roberts Rules of Order and the standing orders of the British Columbia Legislature.
- 8.2 The Board may adopt a procedural rule for one or more meetings by resolution of a two-thirds majority of the Trustees present.
- 8.3 A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
- 8.4 Rules may be amended by bylaw only and notice of a proposed amendment must be given at least one meeting in advance.
- 8.5 The presiding officer shall rule on all points of order and shall state the reasons and authority for the decision.
- 8.6 A ruling by the presiding officer may be appealed to the Board immediately after the ruling and before the resumption of business. The appeal shall be decided without debate by a majority vote of Trustees present.

9. Motions

- 9.1 All questions shall be decided by a vote on motion. Motions shall be phrased in a clear concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.
- 9.2 The presiding officer may divide a motion containing more than one subject if it is felt that this would produce a fairer clearer result.
- 9.3 A motion that is not seconded shall not be considered, except a motion to adjourn.



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9.4 All motions are debatable except the following:

- a) a motion for adjournment of debate or adjournment of the Meeting, unless the motion contains a time for re-commencement of the debate or meeting; and then only such time is debatable;
- b) a motion to fix time for adjournment of a meeting;
- c) a motion to proceed to next business;
- d) a motion to move into Committee of the Whole or closed session;
- e) a motion to table, unless the motion contains a time for further consideration, and then only the time is debatable.

9.5 All motions are subject to amendment except the following:

- a) a motion that the question now be put;
- b) a motion for adjournment of debate or adjournment of the meeting;
- c) a motion to table;
- d) a motion to refer to committee;
- e) a motion to proceed to next business.

9.6 An amendment to a motion does not require notice. Only one amendment to an amendment will be allowed, and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.



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10. Debate

10.1 Debate shall be strictly relevant to the question before the Meeting and the presiding officer shall warn speakers who violate this rule.

10.2 No Trustee shall speak until recognized by the chair.

10.3 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with before the resumption of business.

10.4 No Trustee shall interrupt another who has the floor except to raise a point of order or point of privilege.

11. Voting

11.1 Voting shall be by show of hands and only the result recorded unless a recorded vote is requested.

11.2 All Trustees present must vote unless a Trustee abstains and states the reasons for doing so.

11.3 The presiding officer shall vote at the same time as the other members of the Board. Where there is an equality of votes, the question is decided in the negative.



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12. Committees

- 12.1 The Board may establish committees to assist in the conduct of its affairs. These may be Standing Committees to deal with ongoing activities in a specific area of Board operation, or Ad Hoc Committees formed to deal with a specific issue or topic.
- 12.2 Standing Committees shall be established from time to time by Board resolution. Committee structure will be reviewed and committee members appointed at the Inaugural Meeting each year. Committee appointments will be made by the Board on recommendation of the Chairperson.
- 12.3 The Chairperson shall be an ex-officio member of all committees. Trustees may attend meetings of any Board Committees and may be allowed to take part in discussions with permission of a majority of the committee, but may not vote.
- 12.4 Committees shall report to the Board, and recommendations of committees shall have no force until approved by the Board.

13. Bylaws

- 13.1 Bylaws shall require three readings prior to adoption in the following manner:
- d) First reading - no debate or amendment;
 - e) Second reading - discussion of the principle of the bylaw;
 - f) Third reading - consideration of amendments and final adoption.



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13.2 Second and third reading of bylaws will normally take place at two separate meetings, in order that any amendments can be published and circulated. This requirement may be waived by a two-thirds majority vote of the members present. Budget and financial bylaws required to be passed by deadlines externally imposed may be dealt with at a single meeting.

13.3 The following shall be dealt with by bylaw:

- a) the rules of procedure for the operation of the Board
- b) an appeals procedure as required by the School Act;
- c) financial and other areas as required by the School Act.

SUPERINTENDENT

CENTRAL COAST SCHOOL DISTRICT #49

CHAIR

BOARD OF EDUCATION SD #49