

The following rules of procedure are governed by this bylaw:

1. Board a Corporation
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5. Attendance of Public and Secretary-Treasurer at Meeting
6. Conduct of Meeting
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1. Board a Corporation

- 1.1 The trustees elected or appointed under the School Act for the school district and their successors in office constitute the Board of Education for the district and are a corporation under the name of “The Board of Education of School District No.48 (Sea to Sky)”. [School Act](#), Section 65(1).

2. Authority of the Board

The Board may:

- 2.1 Establish committees and specify the functions and duties of those committees. *School Act*, Section 65(2) (a)
- 2.2 Establish a District Advisory Council comprised of persons representing Parents' Advisory Councils and other organizations in the community. *School Act*, Section 65 (2) (b)
- 2.3 Delegate specific and general administrative and management duties to one or more of its employees. *School Act*, Section 65 (2) (c)
- 2.4 Committees of trustees or individual trustees may not exercise the rights, duties and powers of the Board. *School Act*, Section 65 (3)
- 2.5 Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution. *School Act*, Section 65 (4)
- 2.6 The Board may exercise a power with respect to the acquisition or disposal of property owned or administered by the Board only by bylaw. *School Act*, Section 65 (5)
- 2.7 The Board shall establish procedures governing the conduct of its meetings and shall permit any person to inspect those procedures. *School Act*, Section 67 (5)

3. Quorum

- 3.1 A quorum of the Board is a majority of the trustees holding office at the time of the meeting of the Board. *School Act*, Section 66.
- 3.2 At the appointed time for commencement of the meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until another meeting shall have been called in accordance with these bylaws.
- 3.3 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date, at his discretion.

4. Inaugural Meeting

- 4.1 After the general local election of trustees in the School District, the Secretary-Treasurer for the School District shall convene a first meeting of the Board as soon as possible and in any event within 30 days from the date that the new Board begins its term of office. *School Act*, Section 67 (1)
- 4.2 The Secretary Treasurer will call for nominations by ballot for the position of Chairperson (seconding not necessary) and conduct a vote by ballot, in which the person receiving a clear majority of the Board shall be elected for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved. If after a second ballot, a tie shall occur, the election shall be decided by drawing of lots.
- 4.3 At the meeting convened by the Secretary-Treasurer under subsection (1), the Board may elect a vice- chairperson from among its members. *School Act*, Section 67(2).
- 4.4. The election of vice-chairperson shall be conducted in the same manner as the election of chairperson.
- 4.5 Following the Election of Board Chairperson, the Order of Business shall be:
 - 4.5.1 Election of Vice-Chairperson.
 - 4.5.2 Appointment of auditor.
 - 4.5.3 Appointment of time and place for meetings.

5. Attendance of Public and Secretary-Treasurer at Meeting

- 5.1 Subject to subsection (2), the meetings of the Board shall be open to the public.
- 5.2 If, in the opinion of the Board, the public interest so requires, persons other than trustees may be excluded from a meeting.
- 5.3 Notwithstanding subsection (2), the Secretary-Treasurer or another employee designated by the Board under subsection (4) must be

present at the time that a decision of the Board is rendered and must record any decision.

- 5.4 If the Secretary-Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary-Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary-Treasurer to perform the duties of the Secretary-Treasurer at the meeting. *School Act*, Section 69(4)

6. Conduct of Meeting

- 6.1 All trustees shall ensure meetings are efficiently run by listening and entering debate and respecting members' views.

7. Rules of Order

- 7.1 Robert's Rules of Order shall govern points of order and procedures not provided for in these bylaws or specified by the *School Act*. Where there is an inconsistency between these bylaws and the *School Act*, the *School Act* shall apply.
- 7.2 The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the trustees present at the meeting. A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the trustees present.
- 7.3 The rules may be amended by bylaw only at a meeting which notices of intention to propose the amendment have been given at the previous meeting.
- 7.4 The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in paragraph 7.1 herein. The ruling shall be subject to an appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 7.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees present. When an appeal is successful it does not necessarily set a precedent.
- 7.6 All questions shall be decided by a vote on motion.

8. Expulsion

- 8.1 The Chairperson or other member presiding at a meeting of the Board may expel from the meeting a person, other than a trustee, that the Chairperson or other member presiding at the meeting considers guilty of improper conduct. *School Act*, Section 70(1)
- 8.2 A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct. *School Act*, Section 70(2)

9. Motions

- 9.1 Motions shall be phrased in a clear and 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 he feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- 9.3 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration or residing process.
- 9.4 All motions shall be seconded except in committee.
- 9.5 An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided. An amendment may be inconsistent with one already adopted or may directly conflict with the spirit of the original motion, but it must have a direct bearing upon the subject of the motion.
- 9.6 A motion to reconsider can only be made the day on which the original motion was voted upon and by a member who voted on the prevailing side. No question can be reconsidered twice.
- 9.7 A motion to rescind will be considered only if notice has been given at the previous meeting or in the call for the present meeting.

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 Chairperson.
- 10.3 No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other trustees who wish to speak have spoken. No trustee shall speak for a period in excess of five minutes at one time. The Chairperson may caution a trustee who persists in tedious and repetitious debate and may direct him to discontinue if he persists.
- 10.4 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 forthwith before resumption of business.
- 10.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

11. Voting

- 11.1 All trustees present at a meeting must vote although a trustee must abstain from voting in the event that he has a conflict of interest by reason of having a direct pecuniary interest in a vote. A trustee may also abstain from voting if he states at the meeting his reasons thereon.

- 11.2 Voting shall be by a show of hands and only the results recorded unless a member requests recording of names before the vote is taken. Where names are recorded both positive and negative votes shall be recorded.
- 11.3 The Chairperson has the same right to vote and shall vote at the same time as the other members of the Board and, in the case of an equality of votes for and against a motion, the question is resolved in negative, and the Chairperson shall so declare.
- 11.4 All questions shall be decided by a majority of the votes of the trustees present and voting save as otherwise provided by these bylaws or the *School Act*.

12. Trustee Representation

- 12.1 The Chairperson shall appoint the appropriate representatives to the BCSTA and to the BCPSEA at the first regular meeting in each calendar year, or as soon thereafter as possible.
- 12.2 The Board Chairperson shall appoint the Board's representatives on community committees.

13. Board Formed Committees

- 13.1 When the Board wishes to form a committee to study, investigate or report on any matter, the make-up of its membership, functions, and the duties of the committee shall be brought to the Board for Board approval. Once the Board has approved a committee, the Board Chairperson will appoint the trustee members and if needed the Chairperson of that committee. All other trustees are ex-official members of any Board Formed Committees.

14. Bylaws and Resolutions

- 14.1 All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading but a bylaw shall have three readings.
- 14.2 The following matters shall only be resolved by bylaw:
- 14.2.1 Amendments to bylaws;
 - 14.2.2 The rules of procedure for governing the conduct of its meetings;
 - 14.2.3 The acquitting or disposal of property owned or administered.
 - 14.2.4 Where required by the *School Act*.

15. Procedures on Bylaws

- 15.1 Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading.
- 15.2 Every bylaw shall be dealt with in the following stages:
- 15.2.1 First reading - no debate or amendment.
 - 15.2.2 Second reading - discussion of the principle of the bylaw.
 - 15.2.3 Committee - if the questions for second reading passes, the bylaw shall automatically be referred to the committee of the

whole for detailed consideration unless a motion is passed for referral to a standing committee for detailed consideration.

- 15.2.4 Third reading - consideration of amendments made in committee.
- 15.3 When a bylaw has been amended in committee, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed except by vote of a two-thirds majority.
- 15.4 Every bylaw shall receive three readings on different days. A bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the Chairperson.
- 15.5 The Secretary-Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed in committee.
- 15.6 The trustee who introduces a bylaw may withdraw the same at any stage with unanimous consent.

Read a First time the 12th day of October, 2016.

Read a Second time the 12th day of October, 2016.

Read a Third time, adopted and passed the 12th day of October, 2016.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 48 (Sea to Sky) Bylaw 204.1-2016 Procedures for Governing School Board Meetings adopted by the Board of Education the 12th day of October, 2016.

Secretary-Treasurer

Adopted: October 12, 2016