

1. Agendas

- 1.1 The order of business at all regular meetings, unless varied by motion, shall be as follows:
 - 1.1.1 Adoption of Agenda
 - 1.1.2 Approval of Minutes of Prior Meetings
 - 1.1.3 Announcements
 - 1.1.4 Receiving Delegations
 - 1.1.5 Reports of Committees
 - 1.1.6 General
- 1.2 The agenda and notice of meetings shall be prepared jointly by the Superintendent, Secretary-Treasurer and Chairperson. Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by the Trustee. Late items to the agenda shall meet the test of urgency and must be approved by a majority of the Board.
- 1.3 All meetings shall stand adjourned at three hours after the commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.

2. Minutes

- 2.1 The minutes of the proceedings of all meetings of the Board shall be:
 - 2.1.1 Legibly recorded in a minutes book;
 - 2.1.2 Certified as correct by the Secretary-Treasurer or other employee designated by the Board under the *School Act*, section 69(4)
 - 2.1.3 Signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted. *School Act*, Section 72(1)(c)
- 2.2 Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies or extracts on payment of a fee set by the Board. *School Act*, Section 72(2)
- 2.3 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at meeting from which persons other than trustees or officers of the Board, or both, were excluded and the record shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board. *School Act*, Section 72(3)

3. Delegations and Representations to the Board

- 3.1 As a vehicle for affirming its policy of open Board-community relations the Board believes that members of the public, as individuals or delegations, are welcome to attend a Board meeting to express community views, make a presentation or seek Board support on a particular matter.
- 3.2 Such delegations and representations are requested to follow the guidelines outlined below:
 - 3.2.1 Delegates or representatives seeking to make representations, requests or proposals of district relevance should request an opportunity to appear before the Board by completing a Request to Appear form. This should be completed, in writing, listing the names of delegates or representatives and describing the nature of the request. This should be completed at least one week prior to the next Regular Board meeting in order to ensure that the delegation is placed on the agenda.
 - 3.2.2 Such a request should be directed through the appropriate Senior Management personnel, either the Superintendent or Secretary-Treasurer for review.
 - 3.2.3 The length of time for the representation, request or proposal will be held to a maximum of ten minutes, followed by questions and comments from trustees.
 - 3.2.4 The delegates or representatives will be advised that the Board will hear their representation, request or proposal and may ask questions of the delegates or representatives, but that the Board will not take any action at that time. The matter will appear on the agenda of a future Board meeting in order for the Board to have time to discuss, review or seek advice on the matter.
 - 3.2.5 If a delegation has already presented its brief at a Board meeting, its request to appear again before the Board may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary Treasurer.
- 3.3 For confidential matters pertaining to Student, Legal, Personal, or Property see Policy 204.6, Protocol Regarding Concerns about Personnel or Situations and Bylaw 500.2 Student Appeals Procedure

4. Media Coverage of the Board

- 4.1 The Board of Education, School District No. 48 (Sea to Sky), welcomes media attendance at all Regular Board meetings. The designated Trustee will be pleased to respond to media questions on behalf of the Board or may recommend the media interview the appropriate senior management personnel.

- 4.2 Board agendas will be provided to the media prior to Regular Board meetings in order to assist the media in preparing for the meetings.

Adopted: January 1995
Revised: August, 2018