



**Section One: Board of Education**

*“Together We Learn”*

**115 – INAUGURAL AND ANNUAL BOARD MEETINGS**

**Introduction**

The purpose of this policy is to explain how meetings of the Board of Education are organized.

**Policy**

**1. Inaugural/Annual Meeting**

- 1.1 The date of the inaugural meeting after the elections for Trustees shall be determined in accordance with the School Act.
- 1.2 The annual meeting of the continuing Board shall be held in December.

**2. The agenda for the Inaugural meeting shall be:**

- 2.1 a report on the election results;
- 2.2 administration of oath of allegiance and oath of office;
- 2.3 declaration of the composition of the current Board;
- 2.4 election of chairperson;
- 2.5 election of vice-chairperson;  
(Two trustees' names shall be drawn from those who wish to act as vice-chairperson during the current year. In subsequent years of the term, at the annual general meeting, two names shall be drawn from the remaining trustees wishing to act as vice-chairperson. Should a trustee/trustees not want to serve in the vice-chairperson role, and all trustees who indicated an interest to serve have completed a term, those previously serving would be permitted to resubmit their name/names for inclusion in the draw for the position of vice-chairperson.)
- 2.6 approval of the agenda;
- 2.7 banking authorization;
- 2.8 cheque signature plate;
- 2.9 election of Board committee chairs;
- 2.10 election of trustee representatives to other boards and agencies;
- 2.11 trustee comments;
- 2.12 setting regular meeting dates and times;
- 2.13 destroying of the ballots (if any).



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**3. Annual meeting:**

In the years in which no inauguration is required, the agenda shall consist of the items listed in 2.4 - 2.13 above and shall also include the Chairperson’s Report.

**4. Chair of the Meeting**

The meeting shall be chaired by the Secretary-Treasurer or designate, until a chairperson of the Board is elected by secret ballot or by acclamation.