



Section One: Board of Education

“Together We Learn”

115 – INAUGURAL AND ANNUAL BOARD MEETINGS

Introduction

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

Policy

1. Inaugural/Annual Meeting

- 1.1 Following the General Election of School Trustees, the date of the Inaugural Meeting shall be determined in accordance with the School Act.
- 1.2 The annual meeting of the continuing Board shall be held in ~~December~~ November.
- 1.3 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.

2. The agenda for the Inaugural meeting shall usually 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;
(For the election of the chairperson, the majority vote process will be used.)
- 2.5 ~~election~~ appointment of vice-chairperson;
(Two trustees' names shall be drawn from those who wish to act as vice-chairperson during the current year.)
- 2.6 approval of the agenda;
- 2.7 banking authorization;
- 2.8 cheque signature plate;
- 2.9 election of the BC School Trustees Association Provincial Councilor and Alternate;
- 2.10 election of the BC Public School Employers' Association Representative and Alternate;
- 2.11 election of Board Standing Committee chairs;
- 2.12 trustee comments;
- 2.13 setting regular meeting dates and times;



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2.14 destroying of the ballots (if any).

3. *The Board may separate the agenda items between the Inaugural and the first regular public meeting if desired. Items 2.1 – 2.8 shall be included in the Inaugural meeting and items 2.9 – 2.14 shall be included in the first regular public meeting of the Board.*

4. Annual meeting:

4.1 In the years in which no inauguration is required, the agenda shall consist of the items listed in 2.4 - 2.14 above and shall also include the Chairperson's Report.

4.2 Election of Vice-Chairperson: In order that all trustees, during each four year term, shall be provided with the opportunity to serve on the Coordinating Committee, the following process shall be followed: In years two, three and four of the term of office, at the annual meeting, two names shall be drawn from the trustees who have not served as Chairperson/Vice-Chairperson in the current term and wish to act as vice-chairperson. Should a trustee/trustees not wish to serve in the vice-chairperson role, and all trustees who indicated an interest have completed a term as Chairperson/Vice-Chairperson, then all trustees would be permitted to submit/resubmit their name/names for inclusion in the draw for the position of vice-chairperson.

Date Agreed: April 23, 1980; September 15, 1980; October 14, 1987;
January 9, 1991; February 9, 1994; September 27, 2000;

Date Reviewed/Amended: November 13, 2002

Date Amended: October 13, 2004; May 25, 2005; March 29, 2006;
June 9, 2010; November 27, 2013; September 10, 2014

Related Document: School Act Sec. 67



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140 – SCHOOL BOARD STANDING AND AD HOC COMMITTEES

Introduction

The Board of Education believes that a Committee structure is important to furthering Board activities.

Consequently, the Board maintains various Standing and Ad Hoc Committees in order to develop recommendations to the Board.

1. Operation

- 1.1 Decisions within a school district are made by the Board on the basis set out in the *School Act*.
- 1.2 The Board’s Coordinating Committee will determine if matters are to be considered first by a Committee or be dealt with directly by the Board.
- 1.3 Information on Committee activity will be provided through timely Committee reports, prepared by the Committee Chairperson after each meeting. Minutes are to be provided in draft form to all trustees, the Superintendent *of Schools/CEO*, Deputy Superintendent, Secretary-Treasurer/*CFO*, and all Committee members, and also circulated with the following meeting’s agenda.
- 1.4 Board Committee Chairpersons will act as the Committee’s spokesperson.

2. Standing Committees

- 2.1 A Standing Committee is a permanent Committee established by the Board to assist it in fulfilling its duties. Standing Committees have their scope and powers established by the Board, are made up of designated trustees and representatives from partner groups, meet on a regular basis, and retain any powers and oversight responsibilities until the Board changes or disbands the Committee.
- 2.2 All Standing Committees are chaired by a Trustee who is elected at the Board’s Inaugural/Annual General Meeting.



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- 2.3 The following Standing Committees shall be formed annually in accordance with this Policy:

Coordinating	(Policy 145)
General Affairs	(Policy 146)
Education and Student Services	(Policy 150)
Planning and Facilities	(Policy 155)
Finance and Legal <u>Audit</u>	(Policy 160)
Human Resources and Staff Services	(Policy 165)
Policy	(Policy 168)
<u>District Suspension Review</u>	<u>(Policy 170)</u>
Executive Staff Management	(Policy 175)

- 2.4 Composition, Scope and Function
The composition, scope and function of each Standing Committee shall be established in a separate Policy for each Committee.

3. Committee Members

- 3.1 The membership of the Standing Committees shall be established by the Board and written in separate Policy for each Committee.
- 3.2 The voting members of all Standing Committees shall be the appointed trustees serving on the Committee, with representatives from partner groups and other groups serving as non-voting members.
- 3.3 The trustee members of Standing Committees shall be appointed by the Board on or before the first regular Board Meeting in January of each year.
- 3.4 The Board Chairperson is a non-voting member of all Committees, except for the General Affairs Committee which is a Committee of the Whole.

4. The Role and Responsibilities of the Committee Chairperson

- 4.1 The Committee Chairperson, with the assistance of a person from senior management, shall prepare agendas and related materials for distribution to the committee members prior to the meeting.



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- 4.2 Committee meeting agenda and reports are to be posted on the district website, and provided to partner groups and individual schools.
- 4.3 The Committee Chairperson shall provide Committee Reports, and make Committee recommendations, to the Board.
- 5. **The Role and Responsibilities of the Representatives at Committee Meetings**
 - 5.1 Representatives on Board Committees are expected to reflect the interests, concerns and perspectives of the organization on whose behalf they are speaking. Where they are unable to do so for any reason (e.g. their Association has not discussed the issue) but wish to offer a personal or professional observation, they should make any such observation with the added comment that they are doing so not on behalf of the organization but in their personal capacity. Representatives should advise their organizations about such issues. It is also expected that the representatives will provide the means through which these interested organizations be kept informed about the affairs and decisions of the Board. A representative may send an alternate.
- 6. **Ad Hoc Committees**
 - 6.1 An Ad Hoc Committee may be established, as required, by the Board of Education, or a Standing Committee, to examine and make recommendations on a specific subject or task. Such Committees will have a specific mandate, be time bound, report to the Board or a Standing Committee of the Board, and be dissolved when their task is complete.
 - 6.2 **Composition, Scope and Function**
The composition, scope and function of each Ad Hoc Committee shall be approved by the Board of Education or the Standing Committee.
- 7. **Meetings**
 - 7.1 All meetings shall be governed by Board Policy and, in the absence of Policy, by Robert’s Rules of Order.
 - 7.2 A seconder is not required for resolutions moved at the Committee level.



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- 7.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution on or before the first regular Board Meeting in January of each year.
- 7.4 A Committee Chairperson may call an additional meeting to deal with an emergent issue. The Committee Chairperson may also cancel a meeting if there are no agenda items.
- 7.5 The agenda shall include a public question/comment period as part of the meeting.
- 7.6 Recommendations from a Committee require ratification by the Board.
- 7.7 Any trustee may attend a Committee meeting and participate in discussion, but only the trustee members of the Committee may vote.
- 7.8 The Superintendent of Schools/CEO and Secretary-Treasurer/CFO may attend all Committee meetings.
- 7.9 If the Committee is not fully represented, the Committee Chairperson may appoint temporary members from trustees in attendance (with full voting rights), for the duration of the meeting.
- 7.10 Items required to be Incamera will be dealt with at an Incamera meeting (as per Policy 135 – School Board Operation) to be attended by trustees and senior staff and others, as needed by invitation. Incamera meetings shall be scheduled to occur on the specific dates determined by the Board for Public Committee meetings, or at the call of the Committee chairperson as deemed necessary (as per Policy 135 – School Board Operation).

8. Delegations/Presentations

- 8.1 Participation in the Public meetings of the Standing Committees is open to partner groups, guests and visitors who are interested in specific matters, wishing to contribute at Question/Comment Period or make presentations.



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- 8.2 Delegations/Presenters to the Standing Committees are required to make known their interest in participating by requesting inclusion on an agenda. Requests for inclusion on a Committee Agenda should be submitted to the Senior Management Liaison person at least four working days prior to a Committee meeting.

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Date Amended: September 14, 1983; April 10, 1985;
May 9, 1990; June 28, 1990; February 27, 1991;
November 10, 1993; January 10, 1996; January 28, 1998

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January 24, 2007; June 22, 2011; February 12, 2014;
September 10, 2014; February 22, 2017;

Related Documents: School Act Sec 65; Policies 135,
141, 145, 146, 150, 155, 160, 165, 168, 175