

## Policy 7 - BOARD OPERATIONS

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The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold at least six (6) meetings per year but may meet as often as is necessary. A quorum, which is a majority of the number of trustees, must be present for every duly constituted meeting. No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs should be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in closed sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

The Board also believes that public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and effectiveness of the Board.

Cellular telephones are to be turned off at Board meetings unless the Board chair approves such use in exceptional circumstances.

### 1. Elections

Ministerial Order 013 – 2005/06 permitted by Order-in-Council 85/2005 established the number of members comprising the Board of Education of the Northwest School Division No. 203 of Saskatchewan to be eleven (11). Dates listed in Ministerial Order 013 – 2005/06 were subsequently updated by Ministerial Order 045 – 2005/06. Copies of the Orders are available from the Division Office.

- 1.1 Ministerial Order 013 – 2005/06 further stipulated that these members were to be elected as follows:

Eleven (11) members elected on the basis of subdivisions described in the Order; one (1) member from each subdivision, except that the two (2) members from subdivisions 9 and 10 are elected at large.
- 1.2 The Board will review the subdivision boundaries as required by the Board.
- 1.3 The provisions of the Local Government Election Act respecting the election of trustees shall apply to every election in each subdivision.
- 1.4 General elections of members of the Board are held at the intervals specified in section 5(1) of the Local Government Election Act.
- 1.5 At least one (1) month prior to the nomination date, the Board is to publish an announcement of the election, giving nomination and election dates and qualifications required by the candidates and electors.
- 1.6 The Board in its announcement is to encourage electors to present themselves for the office of school trustee.
- 1.7 The Board is to provide a packet of information for candidates containing:
  - 1.7.1 The most recent Annual Report of the Board.
  - 1.7.2 The most recent Auditor's report.
  - 1.7.3 The Saskatchewan School Boards Association Handbook.
  - 1.7.4 Excerpts from The Local Government Election Act.
  - 1.7.5 A copy of the nomination form.
- 1.8 The Board may provide a packet of information by electronic or other means for:
  - 1.8.1 The Board Policy Handbook.
  - 1.8.2 The Division's Administrative Procedures Manual.
  - 1.8.3 The Division's most recent Strategic Plan.

## 2. Organizational Meeting

- 2.1 The organizational meeting of the Board in each calendar year shall be held in the designated Division Office not later than November 30.
- 2.2 The Director or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
- 2.3 The Director or designate shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of members.
- 2.4 In an election year, the Director or designate shall call for and receive the duly signed Declarations of Office and corresponding

Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 71 of the Education Act.

- 2.5 The Director or designate shall proceed to conduct the election of the Board Chair. Nominations shall be made by the trustees for the office of Chair and need not be seconded. A vote upon the nominees shall be taken by secret ballot. The nominee who receives the largest number of votes of the members present shall therefore be declared elected. Where two (2) candidates are nominated and both candidates receive an equal number of votes, the returning officer shall follow the tie vote procedure specified in Section 111(1) of the Local Government Election Act. Where more than two (2) candidates are nominated, the candidate with the least amount of votes will be dropped from the list of nominees and a re-vote will take place. The procedure will continue until only two (2) candidates remain. Where the two (2) remaining candidates for the position of Board Chair have an equal number of votes, the returning officer shall follow the tie vote procedure outlined above.
- 2.6 In the event that only one (1) member has indicated willingness to serve as Board Chair, that member shall be declared elected by acclamation.
- 2.7 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair.
- 2.8 The newly elected Board Chair shall then proceed with the agenda as presented by the Director or designate and adopted by the Board.
- 2.9 The organizational meeting shall, in addition include, but not be restricted to, the following:
- 2.9.1 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 2.9.2 Establish trustee compensation rates;
- 2.9.3 Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
- 2.9.4 Appoint an auditor;
- 2.9.5 Create such committees of the Board as are deemed appropriate, and appoint members;
- 2.9.6 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate; and
- 2.9.7 Other organizational items as required.

### 3. Regular Meetings

- 3.1 Regular Board meetings shall be as established at the annual organizational meeting.

- 3.2 All trustees shall notify the Board Chair or the Director if they are unable to attend a Board meeting.
- 3.3 All trustees who are absent from three (3) consecutive regular meetings shall:
  - 3.3.1 Obtain authorization by resolution of the Board to do so; or
  - 3.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification.

- 3.4 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
- 3.5 Regular meetings of the Board will not be held without the Director and/or designate(s) in attendance, unless the Director's contract is being discussed.

#### 4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

- 4.1 In accordance with Section 74 3 of the Education Act, special meetings of the Board may be called by the Board Chair at any time, or upon receipt of a written request signed by any three (3) members of the Board who shall state explicitly the reason therefore. Subject to the paragraph below, if an additional meeting of the Board is to be held, the Director or designate shall send a written notice of such a meeting as prescribed by the Education Act and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.
- 4.2 The Board may, by unanimous consent in accordance with Section 74 of the Education Act, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the Board and shall be recorded in the minutes of the meeting in the form required by that section.
- 4.3 Special meetings of the Board will not be held without the Director and/or designate(s) in attendance, unless the Director's contract is being discussed.

#### 5. Electronic Meeting

- 5.1 In accordance with Section 80.1 of the Education Act, the Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of

the public attending the meeting to hear all the other trustees and follow any votes taken.

- 5.2 At least one (1) of the following persons must be present at the Meadow Lake Division Office during the meeting:
  - 5.2.1 A member of the Board.
  - 5.2.2 The Director or designate.
- 5.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 5.4 A trustee may participate from a location to which the public does not have access.

## 6. Closed Sessions

The Board may, by resolution, schedule a closed meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in closed session. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director. The reason for the closed session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 6.1 Personal or confidential matters relating to staff, students or finance.
- 6.2 Legal opinions respecting the Board and its activities.
- 6.3 Negotiations with respect to the purchase, lease, or sale of property.
- 6.4 Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.
- 6.5 Sensitive matters that a majority of the trustees present feel should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed meeting. Trustees and other persons attending the session shall maintain confidentiality and not disclose the substance of deliberations at such sessions.

The Board shall, during the closed session, adopt only a resolution to rise and report to the open public Board meeting.

## 7. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas.

The Board Chair is responsible for establishing the agenda for Board Meetings in consultation with the Vice-Chair and the Director, in accordance with legislation and Board policy.

Agendas shall include all the data and back-up information so that the Board is able to make sound and objective decisions consistent with established goals.

- 7.1 The order of business at a regular meeting shall be as follows:
  - 7.1.1 Call to Order;
  - 7.1.2 Adoption of Agenda;
  - 7.1.3 Adoption of Minutes of previous meeting(s);
  - 7.1.4 Delegations;
  - 7.1.5 Discussion/Decision Items;
  - 7.1.6 Information Items;
  - 7.1.7 Identification of Emergent Items for Next Agenda;
  - 7.1.8 Adjournment.
- 7.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation.
- 7.3 Items may be placed on the agenda in one (1) of the following ways:
  - 7.3.1 By notifying the Board Chair or Director nine (9) days in advance of a regular meeting.
  - 7.3.2 By notice of motion at a previous meeting of the Board.
  - 7.3.3 As a request from a committee of the Board.
  - 7.3.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 7.4 Materials for Board meetings will be distributed to each trustee and the Director and designates at least five (5) days in advance of the meeting. Agenda will be provided to members of the press and the general public attending the meeting. The agenda will be posted on the web site prior to the meeting. The Director or designate is responsible for distribution and posting.
- 7.5 The list of agenda items shall be available in the Division Office. Any elector may view the agenda and request a copy.
- 7.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

## 8. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1 The minutes shall record:
  - 8.1.1 Date, time and place of meeting;

- 8.1.2 Type of meeting;
- 8.1.3 Name of presiding officer;
- 8.1.4 Names of those trustees and administration in attendance;
- 8.1.5 Approval of preceding minutes;
- 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- 8.1.7 Names of trustees making the motion;
- 8.1.8 Points of order and appeals;
- 8.1.9 Appointments;
- 8.1.10 Summarized reports of committees;
- 8.1.11 Recording of the vote on a motion (when requested pursuant to the Education Act); and
- 8.1.12 Trustee declaration of conflict of interest pursuant to the Education Act.
- 8.2 The minutes shall:
  - 8.2.1 Be prepared as directed by the Director;
  - 8.2.2 Be reviewed by the Director prior to submission to the Board;
  - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3 The Director or designate shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 8.4 The Director or designate shall establish a codification system for resolutions determined by the Board which will:
  - 8.4.1 Provide for ready identification as to the meeting at which it was considered;
  - 8.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 8.4.3 Establish and maintain a file of all Board minutes.
- 8.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director or designate is responsible to distribute and post the approved minutes.

- 8.7 Each committee will appoint a recording secretary to take and distribute the record of the proceedings which will be presented for approval at their next meeting.
- 8.8 All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.

## 9. Motions

Motions do not require a seconder.

### 9.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 9.2 Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by the Board Chair or any trustee.

### 9.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

A trustee may speak to a motion only twice, unless replying to a question, in which case the trustee may speak a third time. The mover of a motion may speak a third time and thereby close the debate on the question. The Board may, by majority vote, approve extended discussion of any subject.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Amendments to the motion may be proposed at any time during discussion. No more than two (2) amendments may be before the

meeting at one (1) time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

#### 9.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 9.5 Entitled Votes

All members, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 69 of the Education Act.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote for or against.

#### 9.6 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

#### 9.7 Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

#### 9.8 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

A 'point of order' may be called by any trustee at any time. The 'point of order' must be stated definitively and conclusively. The Board Chair decides, without debate, whether the 'point' is well taken.

Any trustee may appeal a ruling of the Chair. The trustee states the reasons for the appeal; the Board Chair states the reason for the ruling. There is no debate. The Board Chair then asks, "Shall the decision of the Chair be sustained?" A simple majority decides the issue.

A rejected motion is not to be re-introduced during the same meeting unless at least a majority of the trustees present approve a motion "That the question be re-considered". This motion is not debatable and calls for an immediate vote.

A motion to lay a question on the table shall not be subject to debate, but the question may be debated when it is lifted from the table.

## 10. Delegations to Board Meetings

The Board may make provision for delegations to make presentations at Board meetings in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.

- 10.1 All delegations wishing to appear before the Board shall be required to give notice thereof, in writing, at least nine (9) days prior to the requested meeting date stating the nature of the subject or request they intend to bring to the Board.
- 10.2 The Board Chair and the Vice-Chair will jointly determine if the subject matter is pertinent to the business of the Board, and rule on the request at the agenda-setting meeting. The Board reserves the right to limit the number of delegations to be scheduled at any meeting. Normally, delegations will be limited to a maximum of three (3) per meeting. The Director or designate shall notify the individual or organization.
- 10.3 All delegations are required to submit their presentation in writing for inclusion in the Board agenda package.
- 10.4 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- 10.5 Normally, ten (10) minutes is allowed for the presentation by the delegation and a further five (5) minutes for clarifying questions. The Board Chair will introduce the individual(s) or group(s) and reserves the right to limit and control the discussion.
- 10.6 Delegations will be given a copy of this section of Policy 7 prior to their presentation. Delegations may be asked to leave if they do not abide by the procedures as set out in this policy.
- 10.7 At the time of presentation, the delegation shall confine its comments to the purpose stated in the notice.
- 10.8 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. The purpose of delegations is to allow individuals or groups to express problems, make suggestions and

requests, and give information to the Board. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion or commit the Board to any specific course of action.

- 10.9 Normally, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. This is intended to give individual trustees sufficient time to consider the information supplied by the delegation prior to making a decision. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the Board members to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 10.10 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.
- 10.11 The Board Chair and the Director may waive the time requirement in extenuating circumstances.

## 11. Correspondence to the Board

The Board believes that it is the delegated responsibility of the Director or designate to act for the Board within the bounds of Division policy. However, trustees are to be kept informed of non-routine items of business and are to be given the opportunity to seek further information on such matters.

- 11.1 A list of all non-routine correspondence addressed to the Board or received by the Director or designate acting in their official corporate capacities will be kept and forwarded to the trustees.
- 11.2 A list of correspondence received by the Board will be available at each regular meeting.
- 11.3 All correspondence or material addressed to a trustee in name or as Chair of a committee will be forwarded to all trustees.

## 12. Audio/Video Recording Devices

The Board expects that anyone wanting to use an audio and/or video recording device at a public Board meeting shall obtain prior approval of the Chair or designate.

## 13. Trustee Remuneration and Expenses

The Division compensates trustees in accordance with its remuneration and expense schedule. The schedule is established annually as directed by the Board at the organizational meeting of the Board.

- 13.1 Principles
  - 13.1.1 The Board believes that the role of trustee is one of service to the community.

- 13.1.2 It acknowledges that in serving the community personal expense is incurred.
- 13.1.3 It strives to ensure that remuneration levels reflect a capacity to enable all electors to seek a position on the Board.
- 13.1.4 Rates
- 13.1.5 The indemnity rates and allowance rate for travel and sustenance are to be reviewed and set as directed by the Board at the annual organizational meeting of the Board.
- 13.1.6 The rates established are to reflect the fiscal circumstances in the Division and in the Province of Saskatchewan.
- 13.2 Schedule
- 13.2.1 The remuneration and expense schedule may recognize service and expenses incurred in the following areas:
- Attendance at Board determined meetings.
  - Attendance at meetings, graduations and other proceedings as an official representative of the Board.
  - Attendance at seminars, conventions and meetings for trustee development.
- 13.2.2 One-third of the sum paid each trustee for services rendered is to be designated as having been paid in respect of general expenses incurred by the member that were necessary and incidental to the discharge of his or her duties.
- 13.2.3 Compensation will be contingent upon the completion of the appropriate forms and claims. Trustees shall submit claim forms to the Director or designate for processing and payment.
- 13.2.4 Questions arising out of the processing of trustee claims for payment are to be referred to the Board Chair.

#### 14. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members.

- 14.1 The trustee is expected to be conversant with Sections 69, 70 and 90 of the Education Act and with Policy 4 – Trustee Code of Conduct, and its appendices.
- 14.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.
- 14.2.1 The trustee shall make such declaration in open meeting prior to Board discussion of the subject matter which may place the trustee in conflict of interest.
- 14.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of

the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

- 14.4 The recording secretary will record in the minutes:
- 14.5 The trustee's declaration;
- 14.6 The trustee's abstention from the debate and the vote; and
- 14.7 That the trustee left the room in which the meeting was held.

## 15. Board Self-Evaluation

- 15.1 The annual Board self-evaluation process will complement the Director evaluation process described in the document entitled Director Evaluation Process, Criteria and Timelines.
- 15.2 The purpose of the Board self-evaluation is to answer the following questions:
  - 15.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
  - 15.2.2 How do we perceive our interpersonal working relationships?
  - 15.2.3 How well do we receive input and how well do we communicate?
  - 15.2.4 How well have we adhered to our annual work plan?
  - 15.2.5 How would we rate our Board-Director relations?
  - 15.2.6 How well have we adhered to our governance policies?
  - 15.2.7 What have we accomplished this past year? How do we know?
- 15.3 The principles upon which the Board self-evaluation is based are as follows:
  - 15.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
  - 15.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
  - 15.3.3 An evidence-based approach provides objectivity.
- 15.4 The components of the Board self-evaluation are:
  - 15.4.1 Review of Board Role Performance.
  - 15.4.2 Monitoring Interpersonal Working Relationships.
  - 15.4.3 Monitoring Board Representation/Communication.
  - 15.4.4 Review of Annual Work Plan Completion.
  - 15.4.5 Monitoring Board-Director Relations.
  - 15.4.6 Review of Board Motions.
  - 15.4.7 Review of Board Governance Policies.
  - 15.4.8 Creating a Positive Path Forward.

## 16. Saskatchewan School Boards Association Membership

The Saskatchewan School Boards Association (SSBA) is a non-profit organization dedicated to excellence in public education by providing leadership services to Saskatchewan school boards. Its mandate is to:

- Strengthen school boards' capacity to deliver appropriate programs.
  - Strengthen school boards' capacity to implement policy and manage affairs effectively.
  - Strengthen school boards' ability to communicate accomplishments.
- 16.1 Membership and Participation
    - 16.1.1 The Board endorses full active membership in the Association through its payment of the annual fee to the SSBA.
    - 16.1.2 The Board supports the active participation of its trustee membership in the Association at both the constituency and provincial levels.
    - 16.1.3 The Board establishes a remuneration and expense schedule in accordance with Policy 7, section 13 to recognize expenses incurred by trustees attending SSBA sponsored meetings, seminars, workshops and conventions.
  - 16.2 SSBA Voting Delegates
    - 16.2.1 The Board is to determine on or before November of each year which of the trustees delegated to Convention are voting delegates.
    - 16.2.2 The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws 10 and 11.
    - 16.2.3 Each trustee attending is to be a voting delegate apportioned at least one (1) vote.
    - 16.2.4 Any votes remaining unapportioned are to be divided as equally as possible using whole numbers among the trustee members of the Board attending convention.
    - 16.2.5 When registering delegates the SSBA is to be informed of the voting delegate and the number of votes apportioned each delegate.

## 17. Annual Meeting of Electors

The Board shall convene an annual meeting of all the electors of the Division after the receipt of the audited statement of the Board.

- 17.1 In the year a general election of trustees is held, the annual meeting must be held before the general election.
- 17.2 The Director or designate is to give notice of the meeting in accordance with the provisions of the Local Government Election Act with necessary modification.
- 17.3 At least fourteen (14) days prior to the meeting School Community Councils are to receive copies of the:

- 17.3.1 Report of the Board. (educational developments in year preceding).
- 17.3.2 Report of the Auditor and financial statement for the preceding year.
- 17.3.3 Report of the Director. (educational progress of education in schools of the Division).
- 17.4 The Director or designate is to facilitate the nomination procedure and conducting of the meeting until the Chair is elected.
- 17.5 Electors present at the meeting are to elect one (1) of their members to preside as Chair and one (1) other to serve as Secretary for the meeting.
- 17.6 The Chair shall conduct the meeting in accordance with (3) and to include any exchange, resolutions, information concerning reports in (4).
- 17.7 The statement of proceedings of the meeting, as prepared by the Secretary to the meeting, is to be distributed to the Board and to the School Community Councils.

## 18. Special Meeting of Electors

A special meeting of electors of the Division may be held at any time for any purpose not provided for by the Education Act.

- 18.1 The Director or designate is to call a special meeting when required to do so by:
  - 18.1.1 The Board.
  - 18.1.2 The Minister of Education.
  - 18.1.3 A request in writing by no fewer than twenty-five (25) electors of the Division.
- 18.2 The Director or designate shall ensure that the notice for calling a special meeting must set out the place, date, time and purpose of the meeting in accordance with the Local Government Election Act.
- 18.3 The electors in attendance at a special meeting shall elect a Chair and Secretary for the special meeting.
- 18.4 The meeting is to be conducted in accordance with procedures set out in Section 97 of the Education Act.
- 18.5 Only business that is set out in the notice (2) is to be considered at the special meeting.
- 18.6 A special meeting (or the annual meeting) shall be called to conduct a review and an evaluation of educational services available where:
  - 18.6.1 There is no school in operation in the Division.
  - 18.6.2 The Board considers it inadvisable to continue the operation of at least one (1) school.

- 18.6.3 The maintenance of a satisfactory standard of education service appears to be in doubt because of declining enrolment or other circumstances.
- 18.6.4 In relation to (6) the Board shall advise the Minister of Education of any recommendations or decisions.

Reference: Sections 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 80.1, 81, 82, 84, 87, 97, 98, 106  
Education Act  
Local Authorities Freedom of Information and Protection of Privacy Act  
Local Government Elections Act  
Electronic Meeting Procedures Regulation