



## MEETINGS

The board values knowledgeable decision-making. The purpose of board meetings is to develop board awareness, understanding and direction on matters relevant to the district. Board motions duly moved and approved confirm district direction, action, and outcomes.

The board values transparency and accountability. The public and representatives of the press may attend regular and special meetings of the board and provision shall be made for presentation to the board of parent and community interests relevant to the meeting agenda.

The board values personal and organizational dignity and integrity. Matters of a confidential nature shall be treated in a manner that protects individual privacy, board contractual, legal, or labour relations positions, and the public interests. The board may convene confidential meetings to ensure necessary confidentiality to address issues dealing with individuals, land, labour relations, litigation, negotiations or other matters determined by the board to be of a sufficiently sensitive nature that provisions for confidentiality must apply.

The board values respectful and orderly conduct. Board meetings shall be conducted in a manner that preserves personal integrity, expects individual accountability, ensures procedural fairness, is efficient and disciplined, and is consistent with agreed on board meeting procedures.

### 1. General

- 1.1 The superintendent, secretary-treasurer and associate superintendent shall attend all board meetings unless it is determined by the board that they shall not attend.
- 1.2 The board shall hold meetings as often as is necessary in order to fulfill its duties.
- 1.3 Board meetings shall be held throughout the school calendar year on Tuesday's beginning immediately following Labour Day. The regular board meeting schedule will be created on a yearly basis and adopted by the board.
- 1.4 A quorum, which is a simple majority of the number of board members, must be present and no act, proceeding or policy of the board shall be deemed valid unless adopted at a duly constituted meeting.
- 1.5 To provide for the fair, open, orderly and efficient conduct of the board's business, board meetings shall be conducted according to *Robert's Rules of Order*. Board meeting procedures that supersede or that are not addressed by *Robert's Rules of Order* shall be established by the board.
- 1.6 In non-election years, at the first public board meeting in November, the chair and vice-chair shall be elected, and signing officers shall be appointed.
- 1.7 Following a by-election, at the first regular meeting of the board the returns shall be read and the Oath of Office shall be administered to the newly elected board members.

## **2. Regular Board Meetings and Agenda**

- 2.1 Board meetings shall normally be held at 7:30 p.m. and shall conclude no later than 10:00 p.m. except by board motion to extend the meeting.
- 2.2 Material to be included in the agenda must be submitted to the secretary-treasurer no later than 12:00 noon of the Wednesday preceding a regular board meeting. The agenda and notice of meeting shall be ready for distribution by 4:00 p.m. of the Friday preceding a regular board meeting.

## **3. Inaugural Meetings and Agenda**

- 3.1 In an election year, the inaugural meeting of the board shall be convened at 7:00 pm and be held within 30 days from the date of election at which time the returns shall be read, the Oath of Office shall be administered, the chair and vice-chair shall be elected, and signing officers shall be appointed.

## **4. Delegations to the Board**

- 4.1 Any individual or group of persons is welcome to make a submission to the Board of Education at any public meeting, subject to the provisions of 4.4.
- 4.2 Delegations are encouraged to notify the school board office of their intent to make a submission so time will be made available, subject to the provisions of 4.4.
- 4.3 A delegation shall appoint a spokesman who will act as a contact person in the event that the board needs to direct a reply or decision to the group.
- 4.4 Individuals or groups wishing to make a presentation to the board must submit a completed "Application to Present to the Board of Education School District 72" with all supporting material that will be used as part of the presentation, to the secretary-treasurer's office by 12:00 pm on the Wednesday proceeding the board meeting at which they wish to present. This application form is available on the school district website. The application request will be at the discretion of the board chair and will be reviewed at the board agenda setting meeting prior to the board meeting. Individuals or groups will be advised by the Friday prior to the board meeting whether their presentation application has been approved and will form part of the next board agenda. Presentations to the board may not exceed 10 minutes unless approved by the board chair.
- 4.5 There will be no more than 20 minutes allotted for **all** presentations to the board at each board meeting.
- 4.6 The spokesperson for the delegation or group will sit at the end of the board table and directly address the board.

## **5. Special Board Meetings and Agenda**

- 5.1 Special board meetings of the board may be held at the call of the chair, secretary-treasurer or a majority of board members. Normally, only agenda items announced at the time the special board meeting is called shall be considered.

## **6. Confidential Board Meetings and Agenda**

- 6.1 Confidential board meetings shall be held before each regular board meeting and may resume after the regular board meeting and shall be chaired by the vice-chair of the board. Normally, only agenda items announced at the time the confidential board meeting is called shall be considered.
- 6.2 No person shall disclose the proceedings of a confidential board meeting. The board, shall by resolution, approve the record of matters discussed and decisions made in confidential board meetings that shall be reported.

## **7. Board Information Sessions and Agenda**

Board information sessions may be held as required, and:

- 7.1 Shall be convened only for the purposes of information sharing, issue clarification, identification of options and alternatives, and understanding of impacts;
- 7.2 District staff, external resources and such other individuals that may be deemed necessary to provide information and guidance to the board may participate in board information sessions;
- 7.3 No decision or other official action shall be taken by the board while meeting in a board information session;
- 7.4 The agenda may include any item relevant to the district except a matter that would meet the standard to be addressed by a confidential board meeting; and
- 7.5 The superintendent and/or delegate(s) shall attend and facilitate all board information sessions which shall be conducted informally.

## **8. Question Period During Public Meetings of the Board of Education**

- 8.1 There will be two ways to submit a question to the Board of Education:
  - In writing and sent to the superintendent's office; and
  - During the public meeting questions shall be submitted in written form and signed by the person posing the question.
- 8.2 All questions will be directed to the board chair.
- 8.3 Questions will be submitted to the superintendent of schools (or designate) prior to the start of the question period. Questions will be asked in order of submission. Priority will be given to those who have not presented during the public meeting portion of the agenda. If time permits, questions may be submitted in writing from the floor.
- 8.4 The questions period will be limited to 15 minutes.
- 8.5 The board chair, with assistance from the superintendent, may direct the questions to the appropriate person. If the question is not answered at the meeting, the individual asking the question will be contacted in a timely manner.
- 8.6 There will be a limit of one question per person.

- 8.7 Only questions on agenda items will be answered, if the information is readily available, at the public meeting.
- 8.8 Answers to questions must not result in staff workload exceeding thirty (30) minutes.
- 8.9 All written questions and content will be kept in a binder at the school board office which will include the answers to each question.

Legal Reference: *School Act Secs. 65-72*  
Monitoring Method: *Board Governance Policy Committee*  
Monitoring Frequency: *Annual*  
Adopted: *June 25, 2013*  
Amended: *June 20, 2017*  
*October 2017*  
*June 2018*  
*December 2018*  
*November 2019*  
*October 2020*



## Application to Present to the Board of Education

Please complete the following application and either drop it off with the school district receptionist or email to [natalie.crawshaw@sd72.bc.ca](mailto:natalie.crawshaw@sd72.bc.ca). You will be contacted by the secretary-treasurer's office to be advised if your application has been approved or declined by the Friday immediately proceeding the public board meeting you wish to present at.

Presentation Topic: \_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Presenter's Position in Organization: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please acknowledge that you have reviewed the information found on the reverse side of this application form, by checking the box and adding your initials:

**Presentations may not exceed 10 minutes unless approved by the board chair.  
There is a maximum of 20 minutes per board meeting for all presentations to the board.**

Provide the main discussion points of your presentation:

What is your request? Do you want action taken by the school district?

### FOR OFFICE USE ONLY

Date application received: \_\_\_\_\_

Time: \_\_\_\_\_

Is the application complete

Yes

No

What is missing? \_\_\_\_\_

Status of application

Approved

Declined

Presentation date: \_\_\_\_\_

Applicant notified on: \_\_\_\_\_

Signature of Secretary-Treasurer



## Guidelines for Presenting to the Board of Education

1. This application can either be dropped off with the school district receptionist or emailed to [natalie.crawshaw@sd72.bc.ca](mailto:natalie.crawshaw@sd72.bc.ca).
2. The application will be reviewed by the board chair and you will be contacted by the secretary-treasurer's office to be advised if your application has been approved or declined by the Friday immediately proceeding the public board meeting you wish to present.
3. Your application may be denied if the issue has been previously presented or considered not to fall under the jurisdiction of School District 72.
4. If you wish to provide School District 72 with supporting materials for your presentation, it must be submitted to the secretary-treasurer's office by 12:00 pm on the Wednesday proceeding the public board meeting you wish to present at so that it can be included with the agenda package.
5. At the public meeting, your name will be called by the board chair to come to the board table. You will sit in the chair provided at the end of the board table to present.
6. At the beginning of your presentation, clearly state:
  - Your name, the organization you represent (if applicable), the reason for your presentation and any expected outcome of your presentation.
7. **Your presentation may not exceed 10 minutes.** Please be as clear and concise as possible.
8. Board members may ask you questions at the end of your presentation.
9. Following your presentation, please provide your speaking notes to the secretary-treasurer for public record.
10. Do not expect the board to make any decision on your request on the same night as your presentation.
11. A laptop computer and projector are provided if you wish to make an electronic presentation. This must be arranged prior to the night of the public meeting. Please note that there is no computer technician in attendance to assist you should there be any glitches with your presentation.
12. Profanity is not permitted and will not be tolerated.
13. Your presentation will be recorded.
14. Information collected on this application is done so under the general authority of the *Freedom of Information and Protection of Privacy Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.
15. If you have any questions or require more information, contact [natalie.crawshaw@sd72.bc.ca](mailto:natalie.crawshaw@sd72.bc.ca); or (250) 830.2302.

I have read and acknowledge the above information



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Signature of Applicant