



## LIMESTONE DISTRICT SCHOOL BOARD POLICY NO. 9

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# BOARD OPERATIONS

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The Limestone District School Board is a board of education established under the *Education Act*, with power to perform all the duties conferred or imposed upon a public school Board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the *Education Act*, other applicable legislation, the pertinent regulations of the Ministry of Education, and the following policy.

The Limestone District School 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 organizational design. In order to discharge its responsibilities to the electorate of the district, the Board shall hold regular meetings. 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 a fundamental obligation is to preserve, if not enhance, the public trust in education generally, and in the affairs of Limestone District School Board 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. The Board believes its affairs should be conducted in public to the greatest extent possible.

The Board believes there are times when the public interest is best served by private discussion of specific issues during closed sessions. A meeting of a committee of the Board, including a Committee of the Whole Board, may be closed to the public when certain matters, as outlined in legislation, are discussed.

### A. TYPES OF BOARD MEETINGS

#### 1.0.0 Committee of the Whole Board Caucus Meeting

All elected members of the Board shall be invited to the Committee of the Whole Board Caucus meeting of the Board to nominate the various officers of the Board and the Chairs and other designated representatives of the committees of the Board. This meeting shall take place at least seven days prior to the Initial and/or Inaugural meeting each year.

1.1.1 Date of Committee of the Whole Board Caucus Meeting

The Committee of the Whole Board Caucus meeting of the Board normally shall be held in the Board Room on a date in the first week of December determined by resolution of the Board at the first meeting of the Board in the preceding November.

1.1.2 In a non-election year, the Committee of the Whole Board Caucus meeting may be held in November.

1.2.0 Conduct of Meeting

The meeting shall be conducted according to Section 1.3.0 of this policy, or as agreed upon by a majority of the Board members present.

1.3.1 Standing Order — Committee of the Whole Board Caucus Meeting

1.3.2 Secretary to Preside

The Director of Education has been appointed Secretary to the Board as provided for in the Education Act. The Secretary of the Board (the Director of Education) shall be the presiding officer pending the election of the Chair of the Board.

1.3.3 Secretary to Conduct Election

The Secretary shall conduct the election for the position of Chair of the Board.

1.3.3.1 To be eligible, a member must be nominated and seconded for the position.

1.3.3.2 The vote for the position of Chair of the Board shall be by secret ballot and the member receiving a majority of the votes cast shall be declared elected.

1.3.3.3 In the event that no member receives a majority of votes cast, the name of the member receiving the fewest votes shall be dropped and the Board shall again vote until a Chair is elected.

1.3.3.4 The results of the count will not be declared.

1.3.4 Chair to Preside

The Chair will take the chair after being elected and will preside over the balance of proceedings of the Initial meeting.

1.3.4.1 The Chair will conduct the election for the office of Vice-Chair using the

same procedure as was used to elect the Chair.

1.3.5 Recess

The Board members shall recess to allow for their choice of committees.

1.3.6 Standing & Statutory Committee Selection *(for more detail, see Policy 10)*

Following the election of the Chair and Vice-Chair of the Board, each of the Chairs of the Board's committees shall be chosen in a like manner. Each of the members of the Board, except the Chair and Vice-Chair, shall be required to sit on at least one committee of the Board and shall indicate in priority order the committees selected.

1.3.6.1 The Vice-Chair of the Board may choose to become a member of any committee.

1.3.6.2 The members shall also decide who shall be designated as the Board's representatives on various other committees and organizations to which the Board appoints members.

1.3.6.3 In the event that any Board committee or other committee to which the Board appoints a representative is over-subscribed, an election in accordance with the above-noted procedures shall take place.

1.3.6.4 At the Board meeting to be held in April of each year, members shall elect one representative and an alternate, to the Ontario Public School Boards' Association Board of Directors, to act as both the Board's elected representative to the Eastern Region and as the Board's voting representative at the Ontario Public School Boards' Association Annual General Meeting.

1.3.6. Special Committees

Reports for special committees shall be provided to the Board annually at the regular Board meeting in November, or more frequently, as needed.

2.0.0 **Inaugural/Initial Meetings**

2.0.1 An Inaugural meeting is held in an election year, following a Committee of the Whole Board Caucus meeting. At the Inaugural meeting in an election year, the process noted in Section 2.5.0 will be followed.

2.0.2 An Initial meeting is held in the non-election years, following a Committee of the Whole Board Caucus meeting. At the Initial meeting, the process noted in Section 2.5.0 will be followed.

2.1.0 Report to Inaugural/Initial Meeting

At the Inaugural meeting of the Board during an election year, and at the Initial meeting of the Board during a non-election year, the Chair shall appoint a member of the Board to report the results of the Committee of the Whole Board Caucus meeting to the Inaugural/Initial meeting.

2.2.0 Certification of Members Following Election

At the Inaugural meeting in the year following an election, the Secretary of the Board shall provide a statement certifying the election of the various members as reported by the election returning officers and that all such members have taken the Declaration of Office and the Oath of Allegiance and that the Board is legally constituted.

2.3.0 Date of Inaugural/Initial Meeting

The Board normally shall hold its Inaugural/Initial meeting at 6:00 p.m. at the head office of the Board, not later than seven days after the day on which the four-year term of office of the Board commences. The Inaugural/Initial meeting may be called at some other time or date on the petition of a majority of the members of the Board.

2.4.0 Process to be Followed

The agenda of the Inaugural/Initial meeting and the process to be followed shall be in accordance with Section 2.5.0 of this policy.

2.5.0 Standing Order —Inaugural/Initial Meeting

2.5.1 Introduction of Notables

The Secretary of the Board shall introduce the notables.

2.5.2 Announcement

The Secretary of the Board shall announce the Chair and Vice-Chair of the Board.

2.5.3 Chair to Preside

The meeting shall be called to order by the Chair.

#### 2.5.4 Calling of the Roll

The Treasurer of the Board will then call the roll.

#### 5.5.5 Invocation

#### 2.5.6 Inaugural Address of the Chair

#### 2.5.7 Greetings

#### 2.5.8 Report from the Committee of the Whole Board (Caucus) Meeting

- Committees
- Special Committees and Appointments

#### 2.5.9 Adjournment

### 3.0.0 **Regular Meetings**

#### 3.1.0 Date, Time and Location of Regular Meetings

For the months of September, October, November, January, February, March and April regular meetings of the Board shall normally be held on the second Wednesday of each month commencing at 6:00 p.m. at the head office of the Board. For the months of May and June (and August, if needed), the Board Meeting shall normally be held the third Wednesday commencing at 6:00 p.m. at the head office of the Board. The December Board Meeting shall be held in accordance with Policy 9, Sections 1.1.0 and 1.1.1.

#### 3.2.0 Changing Date, Time and/or Place

The Board may agree, by resolution no later than its previous regular meeting, to a change in the date, starting time or the location of such regular meetings. In extraordinary circumstances, such as inclement weather or traumatic event, the Chair, Vice-Chair or designate may make a decision to change in the date, time or location of a regular meeting. Such changes shall be communicated through the Board website and/or other methods as appropriate.

#### 3.3.0 Conduct of Regular Meetings

The agenda and process to be followed at the regular monthly meeting shall be in accordance with Section 3.4.0 of this policy.

3.4.0 Standing Order—Regular Meetings

3.4.1 Presentations

A period of up to thirty minutes may be used for delegations and submissions or to highlight other aspects of the educational system. Further information about delegations and submissions is provided in Section 17.0.0 of this policy.

3.4.2 Adoption of Agenda

Usually a motion is put to adopt the agenda for the meeting. The Chair or any member may request certain amendments to the distributed agenda. If any member objects to the informal amendment of the agenda, a formal amendment shall be put by way of motion.

3.4.3 Conflict of Interest

Conflict-of-interest legislation is concerned only with pecuniary, or financial, interests. The Municipal Conflict of Interest Act refers to three kinds of pecuniary interest: direct, indirect, and deemed.

3.4.4 Declaration of Conflict of Interest

3.4.4.1 A member who identifies a direct, indirect, or deemed conflict of interest in a matter before the Board must declare it before any discussion of the matter begins at a school board meeting. Specifically, the member must follow these steps:

Publicly declare the conflict of interest, state the general nature of the interest, and have the declaration recorded in the minutes;

Not vote on the matter;

Not take part in the discussion of the matter or attempt to influence the vote; and

When a committee of the Board, including a Committee of the Whole Board, is in closed session (in-camera), leave the room for as long as the matter is under consideration, and have the fact that he or she left the room recorded in the minutes.

3.4.4.2 Immediately following adoption of the agenda, the Chair shall ask Trustees to declare any conflict of interest.

3.4.4.3 If a member is absent from a meeting during which that member would have been placed in a conflict of interest, at the next meeting attended by

the member, the member must disclose the interest and otherwise refrain from discussing, influencing, or voting on the matter.

- 3.4.4.4 i. Each trustee shall declare their official involvement with community agencies, boards and committees outside the Board, where such participation may involve public education.
- ii. An annual declaration of such involvement shall be submitted in writing by December 1st to Director of Education and declared verbally by each trustee at the caucus meeting of the Board, for inclusion in the minutes of the inaugural/initial meeting, and for retention with Trustee documentation.
- iii. Trustees will update their declarations of involvement to the Board as appropriate, throughout the year.

3.4.5 Private Session Report

The Vice Chair reports on items and decisions from Private Session.

3.4.6 The Chair's Update

The Chair may update the Board on various issues.

3.4.7 Director's Update

The Director may update the Board on various issues.

3.4.8 Section A--Matters Requiring Action at the Meeting

3.4.9 Consent Agenda - Routine Matters

For the purpose of convenience and for expediting meetings, routine matters are included in the Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively by a show of hands. A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Trustee. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively. Each and every matter of business contained in the Consent Agenda is recorded separately in the minutes of the meeting.

3.4.9.2 Board Minutes

This section of the agenda deals with the minutes of previous meetings.

3.4.9.3 Reports from All Committees: Standing, Statutory, Ad Hoc and Special

3.4.10 OPSBA Report

The Trustee representative on the OPSBA Board of Directors and the representatives on OPSBA Committees will provide a regular report.

3.4.11 Report from Student Trustee(s)

This section of the agenda allows for the Student Trustee(s) to provide a report, including an update from the Interschool Council.

3.4.12 Reports Requiring Decision

This section of the agenda includes those reports requiring a motion of the Board. These reports would normally be of a time sensitive nature or which do not readily relate to a Committee of the Board. In the normal course, a member will move the motion and a second member will second it, to allow for discussion and resolution.

3.4.13 Reports for Information

This section of the agenda includes those reports for Trustee information and/or discussion. These reports would normally be of a time sensitive nature or which do not readily relate to a Committee of the Board.

3.4.14 Notice of Motion

This section of the agenda contains those motions which are required to be made in writing or which members desire to be made in writing in order to obtain more time for debate. Further information about notices of motion is provided in Section 10 of this policy.

3.4.15 Section B—Information

Internal Reports and Other Communications

External Reports and other Communications

This section will include a summary list of correspondence, relevant to the governance role, addressed to the Board, the Chair, or Director which requires action to be taken by the Board, or provide useful information not otherwise included in the agenda. A copy of such correspondence shall be available for Trustee perusal in the Board's electronic communications folder. Any responses to correspondence shall be copied to all original recipients.



The Director of Education in capacity as Secretary of the Board will note those pieces of information which may be acted upon by motion, if they deal with matters that are within the governance role of the Board.

The Chair may highlight certain of these items in a brief review during the meeting.

The members will be given an opportunity to comment on such pieces of information as they consider important before the next section of the agenda is called.

The members of the Board may use this section to give information to the Board or report on conferences attended, events attended or schools attended. Such comments shall be limited to two minutes per member.

#### 3.4.16 Communications Referred to Committee

This section of the agenda will list those communications referred to committees, if the issue falls within the governance role of the Board.

#### 3.4.17 Requests for Reports and/or Information

This section of the agenda allows members of the Board to ask questions related to issues within the Board's policy jurisdiction. If recognized by the Chair, the request will be addressed verbally by the Director, or the Director's designate.

It is appropriate to notify the Chair or Director in advance prior to the meeting to allow for a considered response to be available at the meeting.

Trustees who request a written report or a report which requires research, shall, on receiving recognition of their request by the Chair, submit their request in writing. This request shall outline the nature and the rationale for the request. The Chair, in consultation with the Director, will determine if such requests are appropriate and represent the needs of the whole Board. If they do, the Chair and Director will recommend the most effective way to address the issue.

The Director may recommend that the request for information be deferred until an assessment of the time and costs involved in preparing the report is completed.

#### 3.4.18 Other Business

This section of the agenda allows members of the Board to raise matters related to issues within the Board's policy jurisdiction. It is appropriate to notify the Chair or Director in advance prior to the meeting or during the section for additions to the agenda, section 3.4.2.

3.4.19 Future Meetings Scheduled Before the Next Board Meeting

This section of the agenda will list all scheduled meetings of the Board committees. The Chair will ask for any changes or updating of this list at the time of the meeting.

3.4.0 Other Special Meetings

This section will list all meetings known to be scheduled but not included in the previous section of the agenda.

3.4.21 Section C—Recess to Closed Session (In-Camera)

There is a recess at this point in the agenda to allow for the press and others to vacate the meeting room prior to commencement of the closed session (in-camera).

3.4.22 Section D—Committee of the Whole Board in Closed Session (In-Camera)

This section of the agenda deals with matters which, in accordance with the *Education Act* and the terms of this policy, may be discussed in Private Session (in-camera). These issues include those portions of any meeting minutes or agenda items dealing with matters appropriate for Private Session. (See Section 12.0.0)

The Chair has a responsibility to ensure that only such matters as are properly dealt with in Private Session (in-camera) are addressed at this time. These matters are set out in Section 12.0.0 of this policy. All other matters must be dealt with in Public Session of the Board.

3.4.23 Report to Public Session

This section reflects that all the matters resolved and discussed in closed session (in-camera) will eventually become public.

3.4.24 Adjournment

4.0.0 **Special Meetings**

Special meetings may be called by the Chair, and shall be called upon a request addressed to the Chair and signed by at least three Board members. In the absence of the Chair or the refusal of the Chair to call such special meeting, such meeting shall be called by the Secretary of the Board upon a request addressed to the Secretary and signed by at least three Board members. Special meetings may be open to the public or closed, depending on the content as per the Education Act or as per section 12.0.0.

**A. CONDUCT OF BOARD MEETINGS**

Agenda, Standing Orders and Minutes

5.0.0 Agenda

There shall be an agenda for each regular meeting of the Board and its committees.

5.1.0 Board Agenda Committee

The Board Agenda Committee composed of the Chair, the Vice-Chair, the Director, the Treasurer (Superintendent of Business), and the Superintendent of Human Resources or their designates, shall meet to review all items, for both Private and Public Sessions, to be placed on the agenda for regular meetings of the Board.

5.1.1 The Board meeting agenda will be prepared by the Director in consultation with the Chair and Vice-Chair at the agenda meeting. Agenda items for the regular Board meeting will normally flow from the committee structure.

5.1.2 Additional items to the agenda may be submitted by Trustees to the Director in advance of the time set for the agenda meeting, and added at the discretion of the Agenda Committee, or by a two-thirds (2/3) vote of the Trustees.

5.2.0 Committee Agendas

The Agenda Committee for committee meetings shall include the Chair of the committee and the Director or designate.

5.3.0 Draft Motion

When an item on the agenda requires action at the next meeting of the Board, the Director shall normally ensure that a recommendation in the form of a draft motion is included in the agenda for circulation to the members prior to the meeting.

5.4.0 Background Material

The agenda shall include sufficient background material to support any motions to be considered by the Board. The Agenda Committee shall review the motions to be considered by the Board and determine the necessity of further background material, including any documents that might be necessary to support committee minutes. Any comments submitted by a Board member in relation to an agenda item shall be

included in the agenda of the Board meeting considering such minutes.

5.5.0 Communications Requiring Action

All communications addressed to the Board of Education, the Chair, Director or Secretary that require governance action to be taken by the Board, shall be promptly acknowledged and placed on the agenda of the next regular meeting of the Board or referred to an appropriate committee. Any communication referred to a committee of the Board in accordance with this section shall be listed in the agenda of the next regular meeting of the Board.

5.6.0 Other Communications

Other communications not requiring action by the Board may be brought to the Board for information.

5.7.0 Delivery of the Agenda

The Board agenda, with supporting materials for all regular meetings, should be transmitted to the address of each Trustee three (3) full business days before the time of the meeting, and forty-eight (48) hours before a special meeting whenever possible.

5.8.0 Address of Record

Until a member of the Board or of one of its committees notifies the Secretary in writing of an official address, all notices or communications delivered or mailed to the member at the address set out in the official nomination papers or notification of appointment shall be deemed to be received.

6.0.0 **Standing Orders**

The Board may adopt standing orders which shall set out the model agenda for a particular type of meeting and guidelines for the conduct of its business at such meetings, including time limits.

7.0.0 **Minutes**

7.1.0 Record of Proceedings

There shall be a record of the proceedings and deliberations of the Board and its committees called the minutes.

## 7.2.0 Contents of Minutes

The minutes shall contain a record of what was done by the members of the Board, as opposed to what was said.

### 7.2.1 The minutes shall record:

- i. Date, time and place of meeting;
- ii. Type of meeting (regular, special or committee);
- iii. Name of presiding officer;
- iv. Name of those Trustees and all staff in attendance;
- v. Approval of preceding minutes;
- vi. A brief summary of the circumstances which gave rise to the matter being debated by the Board;
- vii. All resolutions, including the Board's disposition of the same, placed before the Board, should be entered in full;
- viii. A summary page of all motions for consideration;
- ix. Names of persons making the motion;
- x. Points of order and appeals;
- xi. Summarized reports of committees;
- xii. Recording of roll call vote on non-procedural motions; and
- xiii. Trustee declaration of conflict of interest.

## 7.3.0 Adopted Reports

When the Board or a committee adopts a report or a set of minutes which includes a series of recommendations or motions, the minutes shall reflect the motion to adopt together with each of the included recommendations and/or motions which have been adopted.

## 7.4.0 Chair to Review

Prior to publication, the Chair of the Board and the Chair of each Board committee or another Trustee designated by such Chair, shall be responsible for reviewing the minutes of the Board or the respective committee. For Community Advisory Committees (ESAC and SEAC), the minutes shall be vetted by the Board and Community committee Co-chairs, prior to adoption by the Board.

## 7.5.0 Member's Comments

In order to allow individual members the right to record their precise feelings on particular matters of substance, any member may submit to the recording secretary written comments of no more than one page by the Monday next following the meeting at which the subject matter of concern was debated. Such comments shall be attached as adjunct to the minutes and form part of the record.

7.6.0 Roll Call Vote

When a roll call vote has been called, the minutes shall record the names of all members present and their votes on the issue.

7.7.0 Resolution to Record

Before the beginning of a debate on a matter of special concern to a member, any member may move that the recording secretary record a summary of the comments of the members in relation to the particular question being debated.

8.0.0 Motions

8.1.0 All Motions Require at Least a Majority Vote

All motions, including the main motion, must be moved and seconded and require at least a majority vote to be carried.

Every Trustee present, excluding those trustees who have declared a pecuniary interest as required by the Municipal Conflict of Interest Act, shall vote on all questions on which the member is entitled to vote. Any abstention shall be considered as a vote in the negative, counted as such, and recorded in the minutes as an abstention.

8.2.0 No Secunder Required in Committees

A motion shall be before a committee of the Board if such motion is moved by a member of the committee, and in no case will a seconder be required at any committee meeting.

8.3.0 Withdrawal of Motion

The mover of a motion may withdraw such motion at any time before the question is called by the Chair. The consent of the seconder is not required to withdraw a motion.

8.4.0 Complex Motions to Be in Writing

Any motion not normally required in writing under the provisions of this policy, and which is moved and seconded at a Board meeting, may, at the discretion of the Chair be required to be presented to the recording secretary in writing. This request for a motion in writing must be honoured before the motion may be officially debated if the Chair determines the need because of the complexity of the motion.

#### 8.5.0 Definition of Main Motion

A main motion is a motion which introduces a substantive question or a new subject matter to the Board. A main motion may be written in either the positive or negative.

#### 8.6.0 When in Order

A main motion is always in order except in the following circumstances:

- i. when there is another main motion moved and seconded before the Board;
- ii. when the substantive question or subject matter of the motion has already been the subject of debate during the current session (except by way of a motion to reconsider, a motion to rescind, a motion to amend something previously adopted, or with the unanimous consent of the Board);
- iii. when the main motion remains currently under the control of the Board (i.e. through a motion to postpone, table, etc.); or
- vi. when the substantive motion or the subject matter of the motion requires advance notice in writing or a notice of motion to proceed.

#### 8.7.0 No Priority Over Other Motions

A main motion has priority over no other motions, is debatable in accordance with this policy and is amendable.

#### 8.8.0 Motions Changing Policy (*see also Policy No. 12*)

Main motions which seek to substantially change existing Board policy must be sponsored in writing with an indication of mover and seconder through the agenda committee or be presented to the Board by way of notice of motion.

#### 9.0.0 Notices of Motion/Written Motions

9.1.0 A motion made in writing through the Agenda Committee, in accordance with Section 8.8 above, will be placed on the agenda for the next Board meeting.

9.1.1 Wording of written motions shall be confined to wording essential to the proposed action., without commentary, elaboration or preamble.

9.1.2 Background information related to the motion may be submitted separately by the sponsor of the motion, with the purpose and author of the document clearly identified. Such background information will be distributed with the motion where the length of such background information is reasonable. The background information will not be read aloud at the meeting where the motion is heard, except where the sponsor may choose to include all or part of said information within the sponsor's approved time limit for introducing the motion, as stipulated in 9.2.0.

9.2.0 Rights of Sponsor of Notice of Motion

The sponsor of a notice of motion will not be entitled to speak to the motion when serving the notice. However, the sponsor will be entitled to a period of up to three minutes additional to the time to which any member is entitled in the normal rules of debate in order to introduce the motion at the meeting during which the motion is scheduled for debate.

9.3.0 No Deferral of Presentation

The sponsor of the motion, after serving notice of motion, may not defer its presentation beyond the date of the next meeting of the Board. The motion may be withdrawn, tabled, postponed, or referred to a committee.

9.4.0 Consequences of Withdrawing Motion

A notice of motion served on the Board and subsequently withdrawn shall be considered to be defeated for the purposes of reintroduction of the substantive subject matter in subsequent motions during the current session., that is, during the one-year period between the elections of officers of the Board.

10.0.0 **Amending, Changing or Improving Motions**

10.1.0 Friendly Amendments

After a motion has been moved and seconded and before the question has been put by the Chair, any member may informally suggest one or more modifications to the motion about which there is unlikely to be a difference of opinion. The mover of the motion may accept or reject such modifications.

10.2.0 Seconder Objects

If the seconder objects to a friendly amendment accepted by the mover of the motion, the seconder may withdraw support for the motion and a new seconder must be found before debate on the motion can continue.



### 10.3.0 Motion to Amend

After a motion has been moved and seconded and before the question has been put by the Chair, any member may move to amend the original motion.

### 10.4.0 When in Order

A motion to amend shall always be in order except that:

- i) the motion to amend must in some way involve the same question that is raised by the motion to which it applies;
- ii) the motion to amend cannot introduce an independent question since it may be hostile to the main motion or even defeat the spirit of the main motion;
- iii) the motion to amend may be applied to an amendment but not to an amendment of an amendment;
- iv) the motion to amend cannot amend the main motion in such a way as to make the main motion out of order under the terms of this policy; and
- v) the motion to amend cannot be used to raise the same question of content and effect that has just been the subject of a prior motion to amend.

## 11.0.0 **Postponements, Tabling and Referrals**

### 11.1.0 Motion to Table

After a motion has been moved and seconded and before the question has been put by the Chair, any member who feels that a matter may be more appropriately dealt with at another time during the same meeting, may move to table such motion until that time. The motion to table is not debatable.

### 11.2.0 Motion to Postpone to a Definite Time or Indefinitely

After a motion has been moved and seconded and before the question has been put by the Chair, any member may move that the motion be postponed to a definite time or until after certain requisite actions have taken place or that the motion be postponed indefinitely. The motion to postpone to a definite time is not debatable.

### 11.3.0 Definite Time

A motion to postpone to a definite time or until after certain requisite actions have taken place results in the subject matter of the motion being removed from discussion pending the requisite action or until the specified time. A matter may not be postponed beyond the four-year term of the

current Board.

11.4.0 Indefinite Postponement

A motion to postpone indefinitely results in the subject matter of the motion being removed from discussion and placed in abeyance. Such subject matter will not be brought to the Board except upon motion by a member of the Board.

11.5.0 Removal of Matters in Abeyance

Matters which have been postponed indefinitely and placed in abeyance will be removed at the end of each one-year session from such status. After such removal, any member may make any motion on the same or similar subject matter.

11.6.0 Motion to Refer

After a motion has been moved and seconded and before the question has been put by the Chair, any member may move that the motion be referred to the Director of Education or a committee or any combination of committees. When a motion is moved to refer a motion to more than one committee, the mover must specify the committee which should have carriage of the motion. Such a motion is debatable with respect to the appropriateness of referral or the committee to which the referral is proposed.

11.7.0 Referral Beyond Term

No matter which has been referred to a committee may be continued beyond the four-year term of the Board.

11.8.0 Review at End of Term

Each committee of the Board shall, at its last meeting of its term, review all matters in abeyance or pending and shall refer all matters of substance to the Director of Education for comment and referral to the appropriate reconstituted committee.

11.9.0 Any matter in abeyance or pending which is not referred to the Director as noted in Section 11.8.0 above, shall be considered at an end. Any member may reintroduce any matter so removed by way of a new motion.

12.0.0 **Closed Session (In-Camera)**

12.1.0 A meeting of a committee of a Board, including a Committee of the Whole Board, may be closed to the public when the subject matter under consideration involves:

- i. the security of the property of the Board;
- ii. the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
- iii. the acquisition or disposal of a school site;
- iv. decisions in respect of negotiations with employees of the Board;  
or
- v. litigation affecting the Board.

12.2.0 Scheduled closed sessions will normally precede Board Meetings, beginning no later than 5:30 p.m.

12.3.0 Before holding a meeting or part of a meeting that is to be closed to the public, the Board of Trustees shall state by resolution,

- (a) the fact of holding the Private Session (in-camera) meeting; and
- (b) the general nature of the matter to be considered (Labour, Personnel, Property or Safe Schools) at the Private Session (in-camera) meeting.

12.4.0 If a member of the Board of Trustees wishes to introduce new business at a Private Session (In-Camera) meeting that has not been placed on the agenda through the normal agenda setting process (see Section 5.1.0), it shall only be introduced in Public Session.

12.5.0 When the Board resolves Private Session (in-camera), the Trustee shall expand further on the nature of the new business and the majority of the Board of Trustees shall determine, by vote, as to whether the matter shall be dealt with in-camera that evening. There shall be no debate on the issue until the motion to deal with the new business has been decided in the majority (or by 2/3rds as according to Section 5.1.0).

12.6.0 Following discussion, Trustees rise from Private Session (in-camera) and report to the Board on any recommendations agreed upon. A Trustee may at any time move that the Private Session (in-camera) rise to report and the question shall be decided without debate.

12.7.0 Decisions may be reached in Private Session (In-Camera). However, any actions evolving from the decisions must be enacted at the regular meeting of the Board.

If the recommendations are to become a resolution of the Board, there will be a motion in Public Session to adopt the recommendations from the Private Session (In-Camera).

- 12.8.0 Decisions on Private Session (in-camera) matters shall be reported in the public session minutes of the Board of Trustees if the matter can be appropriately disclosed due to the completion or conclusion of the matter and is not of a personnel nature.
- 12.9.0 Private Session Information: Minutes
- 12.9.1 Private Session minutes outlining the key areas of consideration shall normally be provided to Trustees in advance of the meeting where such minutes would be approved.
- 12.9.2 Each page of Private Session minutes shall be clearly marked confidential, shall be accessible electronically through a password protected transmission, and shall be stored in a secure location within the office of the Director of Education.
- 12.9.3 Sensitive information related to Private Session matters that may be deemed to compromise provisions included in Section 12.1.0 shall not be included in the minutes.
- 12.10.0 Private Session Information: Documents
- 12.10.1 Reports and documents in support of Private Session minutes shall normally be provided to Trustees in advance of the meeting where such minutes would be approved.
- 12.10.2 Each page of Private Session documentation shall be clearly marked confidential, shall be accessible electronically through a password protected transmission, and shall be stored in a secure location within the office of the Director of Education.
- 12.10.3 Sensitive information related to Private Session matters that may be deemed to compromise provisions included in Section 12.1.0 shall be provided to Trustees during the meeting at which the matter shall be discussed. All reports, and the pages within, shall be numbered and returned to the Director of Education by each Trustee for secure storage or shredding prior to the Board rising and reporting.
- 12.10.4 In some cases, very sensitive information may be projected during the meeting, with no paper distribution.
- 12.10.5 With the exception of the Recording Secretary or designate, any electronic recording of Private Session meetings is expressly prohibited. Any written notes will be turned in with the private session documents.

13.0.0 **Recess and Adjournment**

13.1.0 **Motion to Recess**

A motion requesting a recess may be moved by the Chair or any member in order to permit a short intermission (no more than fifteen minutes). This does not bring the meeting to an end and after the recess, the meeting will be resumed at exactly the point where it was interrupted. The motion to recess is not debatable.

13.2.0 **Motion to Adjourn**

A motion moving to adjourn the meeting may be made by any member at any time during the meeting in order to close the meeting immediately. The motion to adjourn is not debatable.

13.3.0 If a question was pending at the time of adjournment, such question will be taken up at the next meeting as the first item under unfinished business, resuming the question at exactly where it was previously interrupted.

13.4.0 **Automatic Adjournment**

All regular Board meetings, special meetings and all committee meetings shall be adjourned automatically at 10:00 p.m., unless a majority vote extends the meeting in thirty (30) minute increments.

14.0.0 **Motions Relating to Voting**

14.1.0 **General Rule Regarding Division of the Question**

A motion cannot be divided unless each part presents a proper question to be acted upon if none of the other parts are adopted.

14.2.0 **Division Required on Request**

When a series of independent propositions dealing with different subjects is offered in the same motion, one or more parts of the motion may be voted on separately at the request of any member.

14.3.0 **Motion for Division of the Question**

When a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the other parts are removed, any member may move that the propositions be voted on separately. Such a motion for the division of the question is not debatable.

#### 14.4.0 Consideration by Paragraph or Seriatim

When a report or long motion consists of a series of resolutions, paragraphs, articles or sections that are not totally separate questions, a member may move a motion to consider by paragraph or seriatim. Such a motion is not debatable.

#### 14.5.0 Consideration of the Matter as a Whole

The Chair may move that a motion be considered by paragraph or seriatim. When the Chair moves that a motion be considered by paragraph or seriatim and a member feels that time could be saved by acting on the motion in its entirety, the member may move that the matter be considered as a whole. Such a motion is not debatable.

#### 14.6.0 Roll Call Vote

A roll call vote will be called on all non-procedural motions and the results of such roll call vote shall be recorded in the minutes.

#### 15.0.0 **Motions to Reconsider, Rescind or Amend Something Previously Adopted**

##### 15.1.0 Motion to Reconsider

A motion to reconsider a motion may be made by a member who voted in favour of the original motion at any time during the meeting at which the original motion was carried.

##### 15.2.0 Motion to Rescind or Amend Something Previously Adopted

A motion to rescind may be made by any member to change an action previously taken or ordered. The effect of the motion is to strike out an entire main motion, resolution, rule, bylaw, section or paragraph which has been adopted at a previous time. In the event that the member desires only to change a portion of the action adopted, the appropriate motion is to amend the motion previously adopted.

##### 15.3.0 Vote Necessary to Carry

A motion to rescind a previous action or a motion to amend something previously adopted requires a vote of two-thirds of the members present to carry, except that a member may serve a notice of motion to rescind. In this case, a vote of one-half of the whole Board will carry the motion.

##### 15.3.1 In all cases, a two-thirds majority of the Trustees attending the meeting is required:

- i) to overturn a ruling of the Chair;
- ii) to refuse to consider a question;
- iii) to suspend a rule of order;
- iv) to close nominations;
- v) to expel a Trustee; and
- vi) to approve, amend or rescind a policy of the Board.

#### 15.4.0 No Reconsideration Without Unanimous Consent

A further motion to rescind or amend something previously adopted which deals substantially with the same subject matter is out of order until the next session of the Board unless the member is able to obtain the unanimous consent of the Board to continue.

#### 16.0.0 Quorum for the Board

##### 16.1.1 Majority Required

The presence of a majority of all members of the Board is necessary to form a quorum. It is the duty of the Chair to determine that a quorum is present.

16.1.2 Trustees are expected to attend all Board meetings, planned events and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means is considered to be present at the meeting.

16.1.3 A trustee who is unable to attend a scheduled Board meeting must advise the Office of the Secretary of the Board as early as possible in advance of the meeting or event, but no later than 24 hours in advance of a board meeting. Exception to this expectation will be made under extraordinary extenuating circumstance including unexpected inclement weather. Meeting minutes shall note when trustees have been unable to attend a meeting.

16.1.4 A trustee absent from a meeting while acting on approved Board business or while serving as an officer of a Trustee Association will be excused from attendance at the meeting.

16.1.5 Trustees who are not excused from attendance at a committee or Board meeting or fail to notify the Secretary of the Board if unable to attend a committee or Board meeting will be marked as absent in the official minutes of the meeting.

16.1.6 The Chair and the Vice-Chair will discuss any attendance problems with the trustee(s) concerned and notify them in writing.

16.1.7 In keeping with the Education Act, a trustee must physically attend at

least three (3) Board meetings in a calendar year. A trustee will lose his or her seat for being absent without authorization for three (3) consecutive meetings of the Board, including special meetings of the Board.

16.2.0 Fifteen Minute Rule

If a quorum is not present within fifteen minutes after the time set for the meeting, and in the absence of a definite extension agreeable to all members present, the meeting shall adjourn and the recording secretary shall record the names of the members then present.

16.3.0 Actions Possible if No Quorum

The only actions which can be undertaken in the absence of a quorum is to fix the time to which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

16.4.0 Adjournment When Quorum Lost

The Board shall adjourn a convened meeting whenever a quorum is no longer present. The recording secretary shall then record the time of adjournment and the names of the members then present.

17.0.0 **Delegations and Submissions**

17.1.0 Persons wishing to make submissions on educational issues to the Board or its committees will apply in person or in writing to the Secretary of the Board. The Secretary of the Board, in consultation with the Chair and the Agenda Setting Committee, will ascertain whether a Board committee or the whole Board should hear the submission and arrange to have the Board or committee advised, through the agenda process, of the substance of the presentation. The Secretary will ensure that all Trustees are aware of the delegation, the substance of the presentation and the names of presenters. Presenters will be heard as soon as practicable after they have applied to be heard.

17.2.0 A delegation shall designate not more than two people as spokespersons and no other member of the delegation shall address the Board or committee, except at the request of a Trustee, and the permission of the Chair.

17.3.0 In consultation with the Chair, the Secretary shall inform the delegation as to the time during the meeting when its spokesperson(s) shall be heard, and refer them to the details outlined in Policy 9, 17.0.0.

17.4.0 The complete and detailed presentation must be sent electronically to the Office of the Secretary to the Board at least four (4) business days prior to



the meeting. At the meeting the presenter(s) will highlight the pertinent points in their presentation.

- 17.5.0 The complete presentation by any delegation shall not exceed five (5) minutes, exclusive of Trustee questions. Following the presentation, the Chair will ask the Trustees if there are any questions of clarification.
- 17.6.0 The Board and its committees shall take action on an issue addressed through delegations and submissions only when those issues appear as a result of the regular agenda process. All other issues shall be referred for decision to a later meeting of the Board, to consideration in private session (in-camera), when appropriate, or to the Director of Education for further action. The Secretary of the Board shall advise delegates of the action taken.
- 17.7.0 Any one delegation shall be permitted to make only one (1) presentation to the Trustees on any issue. When there are multiple delegations on the same topic, presentations may be combined or reduced. A delegation cannot make a presentation on a topic on which a decision has been made.
- 17.8.0 If, in the opinion of the Agenda Setting Committee, a delegation or person should not be heard by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the first agenda of the Board following the refusal.
- 17.9.0 At the discretion of the Chair, any parts of this regulation may be waived and, at the discretion of the Board, the decision of the Agenda Setting Committee may be overturned.

18.0.0 **Rules of Order**

These rules of order shall be the procedural rules for Limestone District School Board and its committees.

18.1.0 **Chair to Interpret**

It is the responsibility of the Chair to ensure the orderly conduct of the Board's business and the application of these rules when necessary. When called upon to do so, the Chair shall interpret these rules having recourse to the rules, and, insofar as applicable, *Robert's Rules of Order, 10<sup>th</sup> Edition*.

18.2.0 **Challenging the Chair**

Any member who disagrees with an interpretation of the Chair may challenge such ruling by making a motion to overturn the decision of the

Chair. Such a motion is not debatable and requires a two-thirds majority to be carried.

### 18.3.0 Priority of Rules

These rules of order shall have priority over *Robert's Rules of Order, Latest Edition*, in the event of conflict.

### 18.4.0 Motion to Suspend the Rules

Any member may make a motion to suspend the rules in order to do something which cannot ordinarily be done without violating these rules of order. Such a motion is not debatable and requires a two-thirds majority vote to pass.

### 18.5.0 Renewal of Motion to Suspend Rules

A motion to suspend the rules which is defeated, may not be renewed by moving to suspend the rules for the same purpose at the same meeting, without the unanimous consent of the members present.

### 18.6.0 Motion to Amend the Rules

Any member may propose a change to these rules by way of a written notice of motion in accordance with Section 8.0.0. Such a motion will normally be referred to the Committee of the Whole Board for consideration.

### 18.7.0 Meeting Conduct

Members of the public addressing the Board, are expected to speak and act in a respectful manner at all times. Members of the public attending, must not:

- i. use or display offensive words or gestures;
- ii. interrupt a member, staff member or member of the public, who is addressing the Board;
- iii. debate with a member or staff member;
- iv. make derogatory or disparaging comments to or about Board members or staff members; or
- v. disobey the Rules of Order, a ruling by the Chair, or a decision of the Board.

#### 18.7.1 If any behaviour is deemed inappropriate, the Chair may:

- vi. ask the person in breach of the rules to stop the behavior;
- vii. ask the person to withdraw what was said;
- viii. ask the person to apologize; or
- ix. if previous attempts to call the person to order have failed, the Chair may expel the person for the balance of the Board meeting,

or choose to adjourn the meeting.

18.8.0 Signs, Banners. Etc.

Signs, banners, posters, emblems, flags and other paraphernalia are prohibited in the Boardroom (or alternate location functioning as the Boardroom) except by invitation of the Chair.

18.9.0 Recording Equipment

Recording devices may not be used in such a way as to obstruct the proceedings of a meeting.

19.0.0 **Rules of Debate**

19.1.0 Members to Rise and Be Relevant

When a member desires to speak, the member shall raise his/her hand and when recognized by the Chair, shall address the Chair. The member's comments shall be confined to the question under debate.

19.2.0 One Speaker/Chair to Name

No more than one member may speak at any one time. When two or more members raise their hands at the same time, the Chair shall name the member who is to speak first.

19.3.0 No Interruptions

No member shall interrupt another member who is speaking to the question under debate except to raise a point of order or a point of privilege. The member raising the point of order or point of privilege shall confine such interruption to the point of order or point of privilege.

19.4.0 Motion to be Read on Request

Any member may require the motion under discussion to be read at any time during the debate but not so as to interrupt another speaker.

19.5.0 Who May Address the Chair

No person, other than a member of the Board and Secretary of the Board, shall be allowed to address the Chair without the permission of the Board.

19.6.0 Time to Introduce Motion

The mover of a motion is entitled to a period of up to two minutes in which

to introduce a motion. In the case of a member moving a notice of motion, such time is in addition to the time of up to three minutes to which the member is entitled to introduce the motion at the meeting when the motion is scheduled for debate.

19.7.0 No More Than Five Minutes

No member, without permission of the Board, is permitted to speak longer than five minutes on the same question.

19.8.0 Speaking a Second Time

No member may speak a second or subsequent time as long as a member who has not spoken desires the floor. However, a member who has already spoken and who is directly referred to by a subsequent speaker who opposes the first member's comments shall, if the member desires the floor, be given an opportunity of reply prior to a new speaker obtaining the floor. There shall be no opportunity to reply to the reply.

19.9.0 Mover Entitled to Final Word

The mover of a motion, including the Chair or designate when moving a committee report, shall be entitled to a final period of up to two minutes to summarize the reasons to support the motion prior to calling the question.

19.10.0 The Director or Designate May Address the Board

The Director of Education or designate shall be given an opportunity to address the Board when a report contains the recommendation of the Director or the Director's designate.

20.0.0 **Points of Order and Points of Privilege**

20.1.0 Point of Order

When a member feels that the rules of order are being violated, the member may make a point of order by stating to the Chair the violation of the rules and calling upon the Chair for a ruling and enforcement of the rules.

20.2.0 Inquiry of the Chair

When a member is uncertain as to whether there is a breach of the rules, the member can make a parliamentary inquiry of the Chair.

20.3.0 Timelines

A point of order must be raised promptly at the time the breach occurs.

20.4.0 Ruling of the Chair

In the normal course of Board business, the Chair shall rule upon the point of order. The Chair may be challenged in this ruling in accordance with Section 18.3.0. The priority of rules as described in Section 18.4.0 applies. Before making such a ruling, the Chair may request the advice of other members of the Board.

20.5.0 Vote of the Board

When the Chair is uncertain as to how to rule on a point, the Chair may submit the question to the Board for decision.

20.6.0 Priority

A point of order has priority over all motions except points of privilege.

20.7.0 Point of Privilege

Any member may raise any matter relating to the rights and privileges of the Board or its members by rising on a point of privilege. The Chair shall recognize the member raising the matter of privilege and the member shall, as briefly as possible, state the point of privilege.

20.8.0 Definition

Questions of privilege may relate to the privileges of the Board as a whole or to the privilege of the member individually. Questions of privilege relating to the Board as a whole may relate to such matters as the comfort of the members of the Board, the conduct of the Director of Education, the conduct of Board members, the accuracy of published reports of its proceedings or other matters related to the character of the body itself. Similarly, questions relating to personal privilege may relate to an incorrect record of a member's participation in a meeting or to charges made against a member's character.

20.9.0 Ruling of the Chair

The Chair shall rule on the point of privilege and shall determine if the question of privilege is of sufficient urgency to warrant interrupting the existing process.

20.10.0 If the Chair determines that the point of privilege should interrupt the proceedings, then the meeting shall deal with the point of privilege and then return to exactly the same matter which was on the floor prior to the interruption.

20.11.0 A point of privilege shall have priority over all other motions.

**B. ELECTRONIC MEETINGS**

21.0.0 **Provision of Electronic Systems**

Limestone District School Board shall provide for the use of electronic systems to allow members of the Board to take part in meetings of the Board and its committees, including a Committee of the Whole Board, from remote sites.

22.0.0 **Attendance at Meetings**

22.1.0 The following persons shall be physically present at each meeting of the Board or Committee of the Whole Board:

- i) The Chair of the Board or his/her delegate;
- ii) At least one additional member of the Board;
- iii) The Director of Education of the Board or his/her delegate.

22.2.0 The following persons shall be physically present at each meeting of a committee of the Board:

- i) The Chair of the committee of the Board or his/her designate;
- ii) The Director of Education of the Board or his/her designate.

22.3.0 At the request of any Board member, the Board shall provide the member with electronic means of participating in one or more duly constituted meetings of the Board or its committees.

The request for making electronic means available to Board members for duly constituted meetings of the Board or its committees must be made at least 24 hours before the scheduled meeting.

22.4.0 A member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting.

**23.0.0 Participation of Board Members**

The electronic means used for these meetings shall permit the member to hear and be heard by all other participants in the meeting.

23.1.1 Pupil representatives to the Board who are participating through electronic means shall not participate in any proceedings which are closed to the public.

23.1.2 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.

24.0.0 **Public Participation in Board Meetings**

24.1.0 The Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public.

24.2.0 Such participation shall be in accordance with Policy 9 Board Operations, Section 16.0.0.

24.3.0 The extent and manner of participation shall be determined by the Board Chair based on the electronic means available.

**C. STUDENT REPRESENTATION ON THE BOARD**

25.0.0 Limestone District School Board has established three positions for Student Trustees on the Board in order to provide for the interests of students within its school system. One Student Trustee will be elected from the following group of schools: Ernestown Secondary School, Granite Ridge Education Centre, Napanee District Secondary School, North Addington Education Centre and Sydenham Secondary School. A second Student Trustee will be elected from the following group of schools: Bayridge Secondary School, Frontenac Secondary School, Kingston Collegiate and Vocational Institute, Loyalist Collegiate and Vocational Institute, and LaSalle Secondary School. This is to ensure accurate representation for all secondary students in the Board. The third position for Student Trustee will be an Indigenous student. The Student Trustee positions provide for the active involvement of students in their education and provides an opportunity for students to express their views and to listen to and evaluate the opinions of others.

The Student Trustee:

- i) provides greater insight into student activities, programs and needs;
- ii) encourages more student involvement in the district's governance activities;
- iii) provides a greater awareness and understanding of mutual issues between and among the Board, school staff and students;
- iv) Student Trustees have non-binding votes on Board motions; and
- v) Student Trustees may suggest motions, but are not allowed to move and/or second a motion. If no member of a Board moves the suggested motion, the record shall show the suggested motion.

25.1.0 **Responsibilities of Student Representative**

- i) **By-Laws**

The Student Trustees shall act in accordance with the policies and

administrative procedures of the Board. Each of the Board's policies and procedures will pertain, as appropriate, to the election and duties of the Student Trustee.

ii) Duties on Board

The Student Trustees shall attend monthly regular meetings of the Board and its committees, including closed sessions (in-camera), but shall not remain in closed session (in-camera) when the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee or a pupil or his or her parent or guardian is discussed. The student representative does not affect a quorum.

The Student Trustees may be a non-voting participating member of identified Board committees, and otherwise involved as requested by the Board. The votes of the student Trustees shall be non-binding.

Student Trustees have non-binding votes on Board motions. Student Trustees may request a recorded vote on any Board motion. If a recorded vote is requested there must be two votes:

- i) a non-binding vote that includes the Student Trustees' vote; and
- ii) a recorded binding vote that does not include the Student Trustees' vote.

iii) Conduct

The Student Trustees shall conduct themselves in accordance with the Trustee Code of Conduct.

iv) Private Session

- a) The Chair of the Committee or Board shall determine and communicate in advance which of the matters on a Private Session agenda are appropriate for Student Trustee presence and participation.
- b) Student Trustees shall only receive Private Session materials during the In-Camera section of a meeting related to those matters for which they will be present, and shall return all documentation to the Chair of the Board prior to the Board rising and reporting.

v) Representation

- a) The Student Trustees may represent the Board only when specifically delegated.



- b) The Student Trustees shall represent the student voice through his or her seat on the Board.
- c) The Student Trustees shall inform Limestone District School Board Student Council Executive and thereby all students, of issues within the Board and act as liaison with Student Council Executive in the district.
- d) The Student Trustees shall comment on and/or bring forth any issues deemed to be pressing and of concern to the Board.
- e) The Student Trustees may bring forward motions as a co-named representative sponsored by an elected Trustee.
- f) The Student Trustees shall, upon receipt of complaints, questions or suggestions regarding a school or service, direct the person or persons to the appropriate principal or supervisor of the service. Student Trustees are in the position to receive complaints regarding issues, but shall not involve themselves with complaints about individual employees of the Board. Should the complaint continue, the Student Trustees may discuss the matter with the Director of Education or designate.
- g) The payment of membership fees to the Ontario Student Trustees' Association (OSTA-AECO) and all appropriate expenses to enable Student Trustees' participation in approved OSTA-AECO events shall be incurred by the Board.

vi) Safety and Supervision of Student Trustees

- a) The Director of Education shall ensure that Student Trustees are responsibly supervised during approved overnight events to the satisfaction of the Director and parents/guardians if the Student Trustees are under the age of majority; and
- b) Such supervision may include a written plan of supervision related to an event, signed parental and student forms, communication regarding a supervision plan with conference hosts or organizations, and communication of such plan with other Board members, as appropriate.

25.2.0 Term of Office

i) School Year

The term of office for the Student Trustees shall begin August 1<sup>st</sup> following their election and shall end on July 31<sup>st</sup>. The Student Trustees shall normally commence office at the September Board meeting unless there is a Board meeting(s) in August. In the event an incumbent resigns the position during the course of the school

year, another student may be asked to complete the term. The vacant position shall be filled by a by-election following the procedures established in 25.5.0(i). The newly elected Student Trustees may seek a briefing and guidance from the current representative in the month of June, following their election, but will not assume the position until the following September.

ii) One Year Term

The Student Trustees may occupy the position for a one-year term only unless he/she is re-elected at his/her school and subsequently re-elected during regular Student Trustee elections.

25.3.0 Mentorship

The Director of Education or designate shall serve as a Student Trustee advisor to guide and assist the Student Trustee in fulfilling the required responsibilities of the position.

25.4.0 Selection/Election Process

i. Date

Elections shall be held prior to the end of April. The Board shall inform the Minister of Education of the names of the three elected Student Trustees prior to the end of May following the election.

ii. Electors for Urban and Rural Trustee

- a) All secondary school students of Limestone District School Board in regular attendance shall be eligible to be electors.
- b) The panel of electors for the urban and rural student trustees will be composed of 22 students: two students from each secondary school in Limestone District School Board, and the current Student Trustees. The Student Council Executive staff advisor is a non-voting support person.
- c) Electors will be the two highest-ranking officers of their school's student council.
- d) Electors must be 16 years of age or older.

iii. Electors for the Indigenous Student Trustee

- a) All secondary school students of the Limestone School Board in regular attendance shall be eligible to be electors.
- b) The panel of electors for the Indigenous student trustee will be composed of 11 students: one Indigenous student

from each secondary school in the Limestone District School Board. The Indigenous Education and Reconciliation Lead is a non-voting support person.

- c) The Elector for each will be an Indigenous student leader selected at each school.

## 25.5.0 Election Procedures

### i. Selection Process

- a) All candidates must be prepared to make a three- to five-minute speech to the electors and be prepared to answer questions from the floor.
- b) On each ballot, there will be one list containing the names of all candidates. From this list, electors will choose one candidate. Any spoiled ballot will be discarded.
- c) The Student Trustee will be chosen by a simple majority of the electors. The vote will be held by secret ballot.
- d) There will be a separate election for each Student Trustee.
- e) The two Student Trustees must be from different schools.

Note: The process for the selection of the Student Trustee representative shall be reviewed on an annual basis by the Secretary of the Board or designate.

### ii. Role of Staff Advisor During Election

The staff advisor will oversee the presentation of speeches and the discussion and voting by electors.

The staff advisor cannot make suggestions to the panel of electors, influence the votes of electors, or vote.

### iii. Eligibility of Candidates

To be eligible, a candidate must:

- a. be registered as a full-time Senior division student in one of the Board's secondary schools for the upcoming year or an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools –General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced;

- b. have obtained an overall average of at least seventy per cent in the current school year;
- c. have demonstrated respect for the school's code of student conduct;
- d. have appropriate parental permission if the student is under 18 years of age;
- e. have sufficiently completed the required written application at least 24 hours prior to the election.

25.6.0 Regular School Program

i. Impact of Student Trustee Role

The holding of the position of Student Trustee should enhance the student's regular school program.

ii. Parent Consent

Before assuming the position of Student Trustee, the student must consult with his or her parent(s), if under the age of 18, to ensure that the role will have a positive impact on his or her regular school program.

25.7.0 Expenses

As stipulated in the *Education Act* Regulation 7/70 Student Trustees will be reimbursed for expenses related to the Student Trustee role. Other resources, with the exception of the Student Trustee honorarium, shall be provided to Student Trustees. Student Trustees shall have access to the same professional development opportunities as provided to other Trustees.

25.8.0 Disqualification of Student Trustee

The Director of Education or designate, in consultation with the Student Trustee's principal, will bring a recommendation for disqualification to the Board during a closed session (in-camera).

Disqualification may occur for one of the following reasons:

- i. Failure to attend three consecutive Board meetings.
- ii. The Student Trustee ceases to be enrolled as a full-time student in one of the Board's secondary schools.
- iii. The Student Trustee commits a serious breach of his or her school's code of conduct.
- iv. The Student Trustee's behaviour is deemed to be incompatible with the roles and responsibilities of the position.

25.9.0 Recognition of the Student Trustees

Upon completion of the Student Trustees' terms of office, the Student Trustees will be suitably recognized by the Board. Types of recognition include, but are not limited to, confirmation of the accumulation of community service hours and a letter of service signed by the Chair. Each of the Student Trustees shall receive an honorarium in the amount of \$2,500.00 which shall be presented to each Student Trustee at the June Board meeting prior to the end of their term of office. The amount shall be pro-rated if the Student Trustee serves less than a full term.

**C. TRUSTEE VACANCY**

26.0.0 Filling a Vacancy on the Board

26.1.0 This policy establishes the process by which Limestone District School Board shall fill a vacancy on the Board when a Board member (Trustee) resigns, becomes ineligible or otherwise creates a vacancy on the Board during the term of the Board.

26.2.0 The *Education Act* in S. 221 allows a Board to fill a Trustee vacancy in one of two ways:

- i. require the municipality to hold a by-election; or
- ii. appoint a qualified person to the position.

26.2.1 A by-election may not be held after March 31 in a municipal election year, that is, within the last eight months of a Board's three-year mandate. All costs of a by-election are borne by the Board, in accordance with the *Municipal Elections Act* S. 7(3).

26.3.0 The *Education Act* does not specify the method of appointment of a Trustee.

26.4.0 Board Decisions

26.5.0 By-election

If the Board chooses to fill a Trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the Board information regarding the implications of holding a by-election, including previous election results and estimated costs.

26.6.0 Appointment Process

26.6.1 If the Board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within 60 days after the office becomes vacant.

26.6.2 The *Education Act* S. 219 (1) specifies the qualifications necessary to be elected as a member of a Board, and, therefore, to be appointed to a Board:

- i. qualified to vote for members of the Board;
- ii. a resident in the area of jurisdiction of the Board; and
- iii. not disqualified as outlined in S. 219(4), (5) and (7).

26.6.3 The Board may choose to appoint one of the unsuccessful Trustee candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.

26.6.4 If the Board chooses to offer the position to a broader range of electors, the following actions will occur:

- i. the vacancy shall be advertised in the local media;
- ii. persons interested in the position shall be required to submit an application in writing to the secretary of the Board;
- iii. persons interested in the position shall also be required to submit a résumé or summary including past accomplishments and experience;
- iv. persons shall also submit a letter of intent outlining the reasons for wishing to serve on the Board and ways in which the individual can contribute to its overall effectiveness;
- v. applicants will be informed that they should be prepared to make a short verbal presentation to a selection committee. The time for the presentation should not exceed five minutes;
- vi. applicants must sign consent forms and declaration of qualifications forms;
- vii. information packages including facts about Limestone District School Board, a copy of Policy 5 Trustee Code of Ethics, and a schedule of Board and committee meetings will be made available to the applicants;
- viii. applicants may request a public forum to review the role of a Trustee;
- ix. the applications will be available for review by the public if requested.

#### 26.7.0 Interview Process

26.7.1 Only candidates who have submitted written applications by the deadline date shall be interviewed.

26.7.2 Interviews shall be conducted on Board premises, which may include a school or the education centre.

26.7.3 The Secretary of the Board shall ask Trustees to indicate their intention about their attendance and participation in the interviews.

- 26.7.4 Trustees participating shall constitute an *ad hoc* selection committee. Committee membership shall be a minimum of three Trustees. The selection committee shall select its Chair from among its members. Only Trustees who have participated in all interviews shall vote on the committee recommendation. The selection committee shall make its recommendation to the Board at the next meeting of the Board.
- 26.7.5 The Secretary of the Board shall be the administrative liaison to the selection committee.
- 26.7.6 The selection committee shall establish its operating practices. These practices shall include a common set of questions for all applicants.
- 26.7.7 The appointed candidate shall be advised promptly of the Board's decision and shall be sworn in at the next opportunity following the appointment.

**D. TRUSTEE HONORARIA AND EXPENSES**

27.0.0 **Trustee Honoraria**

27.1.0 The honoraria for members of the Board will be set in accordance with the Education Act, Regulation 357/06 and Ministry funding provisions and shall be as follows:

- a base amount of \$5,900 per Trustee plus 100% of the C.P.I. adjustments as permitted by Regulation;
- 100% of the annual enrolment permitted by Regulation;
- an attendance amount of \$50 limit per meeting permitted by Regulation, set at \$1,200 per Trustee; and
- an additional amount of \$5,000 for the Chair of the Board and \$2,500 for the Vice-Chair of the Board;

27.2.0 One-third of the honoraria paid to Trustees shall be designated as an allowance for expenses.

28.0.0 **Floral Tributes: Funerals and Illness**

28.1.0 Limestone District School Board has made provision for:

- i. flowers or an appropriate donation to a charity or church of the family's choice upon the death of a Board member or immediate family member; and
- ii. flowers or small memento for the illness of a Board member.

28.2.0 The Director's office will be responsible for deciding upon and providing whatever recognition is appropriate and will also be responsible for notifying other members of the Board.

29.0.0 Reimbursement of a Board Member's Expenses

The Limestone District School Board will include in its annual budget, and allocation for:

- i. travel expenses for Board members to attend meetings and seminars; and
- ii. a professional development fund for Board members

The Board shall reimburse a member of the Board for expenses incurred for:

- i. travel to and from his/her residence to attend a meeting of the Board, or a committee of the Board, which is held within the jurisdiction of the Board;
- ii. travel and related costs of "designated" business of the Board. "Designated" business shall include:
  - meetings of the Ministry of Education where the member's attendance is requested by the Minister or the Board;
  - meetings of Trustee associations or other organizations where the member is directed to attend by the Board;
  - school graduations and other school functions where the member is invited by the principal to attend as a representative of the Board;
  - meetings of a School Council;
  - meetings called by the Director of Education or designate where the member is requested to attend;
  - conventions and conferences where the member is requested to attend by the Board;
  - subject to the budget allotment, conventions and conferences of an educational nature;
  - non-electoral meetings of municipal councils, other ratepayer associations, and other organized groups where the member is requested to attend as a representative of the Board;
  - other meetings or functions where a Trustee participates as a representative of the Board.
- iii) individual Trustees seeking a legal opinion related to their potential conflict of interest. A sum each year not normally to exceed \$20,000 is to be added to the budget to reimburse individual Trustees seeking a legal opinion related to their potential conflict of interest. Each request shall be submitted prior to expenses being incurred, and shall be considered on its own merit by the Director of Education in conjunction with the Superintendent of Business.



- 29.1.0 Rates for Travel
- 29.1.1 All Trustees who travel on Board business shall be reimbursed for their vehicle and travel expenses.
- 29.1.2 The vehicle reimbursement rate shall be at the current per kilometer travel rate as determined by the Board through the process articulated in procedures for such adjustments.
- 29.2.0 Travel Arrangements
- 29.2.1 Arrangements for seminars, conferences and conventions may be made through the Director's office. This includes registration and accommodation for the seminars, conferences and conventions.
- 29.2.2 If a Trustee determines that he/she will not be able to arrive at his or her prearranged accommodation, then the onus is on the Trustee to telephone the hotel to cancel the night's reservation.
- 29.3.0 Reimbursement Rates for Meals
- 29.3.1 The reimbursement rates for meals while on Board business shall be paid at the Board's current meal allowance rates. Itemized receipts are required for all meal claims (original receipts). Claims for meals cannot be made, where a meal is provided for attendees as part of the conference, seminar or meeting.
- 29.3.2 Claims for meals where the cost of the meal exceeds the allowance amounts may be made in exceptional circumstances such as when there is no eating establishment in close proximity that can provide a reasonable meal at a cost comparable to the meal allowance (e.g. metropolitan areas such as Toronto and Ottawa).
- 29.3.3 Alcohol expenses will not be reimbursed.
- 29.4.0 Expense Claims
- 29.4.1 Claims for reimbursement of expenses shall be submitted on a standard Board expense claim form and shall include itemized receipts for registration fees, hotel accommodation and meals. Expense claims should be submitted on a timely basis and normally should be submitted within two months of the last claim made.
- 29.4.2 The Chair of the Board shall certify that an individual Trustee's expense claim meets the requirements of Board policy and approve the claims.
- 29.4.3 The Superintendent of Business Services shall certify that the Chair of the

Board's expense claim meets the requirements of Board policy and approve the claim.

29.5.0 Purchasing Supplies, Services and Books

29.5.1 Ongoing supplies and equipment required by Trustees, as part of their duties and responsibilities, will be provided through the Board's regular procurement process. Should Trustees require other incident supplies/books, such items may be purchased directly by the Trustee and the expenses may be submitted through the regular claim procedures.

29.5.2 The cost of all supplies and equipment will be charged to the appropriate budget(s) set up for Trustees.

29.5.3 Each Trustee will be provided with a standard equipment package (laptop or desktop computer, printer, monitor and internet connection) at the beginning of their term. All equipment will be purchased through the Board's regular procurement process and all equipment must be returned to the Board at the end of the Trustee's term or the Trustee may purchase the equipment package at the end of the four year term for the residual fair market value, as determined by an independent corporate appraisal.

29.5.4 In addition to the above, each Trustee will be provided with a Board purchased cellular phone and standard corporate data package.

29.6.0 Recognition of Trustees on Retirement

29.6.1 When a Trustee has completed a period of service to the Board, and through retirement for any reason ceases to be a member of the Board, such service will be recognized by the members of the Board with an appropriate gift to be presented at a special occasion.

Legal References:

*Education Act S. 55 Pupils on Boards; S. 176 Trustee benefits; S. 191 Trustee honoraria and expenses; S. 207 Closed session; S. 208 First meeting; S. 209 Trustee declaration; S. 221 Trustee vacancy*

*Ontario Regulation 461/97—Pupil Representation on Boards Ontario Regulation 463/97—Electronic Meetings*

*Municipal Freedom of Information: Protection of Privacy Act*

*Robert's Rules of Order, Latest Edition*

**June 2020**

Section 27 (Trustee Honoraria) -- Effective December 1, 2014

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