



BOARD OF TRUSTEES 1 – Board Procedures

Date: Sept. 24, 2014 Revised: February 22, 2017 Responsible Administrator: Superintendent of Schools

1.0 Board Regulation “Board Procedures” shall be administered in compliance with Policy B/III/1 and School Act Division 2: Operations & Management

2.0 RATIONALE:

2.1 At the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board shall be established by Board resolution.

3.0 GUIDELINES:

3.1 Preparation of Board Meeting Agendas

3.1.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.

3.2 Agenda Items

3.2.1 Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

3.3 Distribution of Agenda Kits

3.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, not later than 5:00 pm three (3) business days prior to the Board Meeting.

3.3.2 Closed and/or In Camera Meeting Agenda kits will be provided electronically or delivered to the residence of each trustee, time permitting.

3.4 Order of Business at Board Meetings

References: *Board Policy B/II/2: Code of Ethics*
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- 3.4.1 The Order of Business at Regular meetings of the Board will be as per Appendix A.
- 3.4.2 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.
- 3.4.3 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.
- 3.5 Order of Business at Board Organizational Meetings
 - 3.5.1 The organizational meeting of the Board shall be held annually and in accordance with the School Act at a time and place to be fixed by the Secretary Treasurer of the Board who shall give notice of the meeting to each trustee as if it were a special meeting. The Order of Business at Board Organizational meetings will be as per Appendix B.
- 3.6 Preparation and Approval of Minutes
 - 3.6.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.
 - 3.6.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.

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3.6.3 Minutes, once approved, are only subject to change by a formal resolution.

3.7 Open Meetings

3.7.1 All meetings shall be held in accordance with the School Act, Section 70.

3.8 Special Meetings of the Board

3.8.1 Special meetings of the Board shall be called in accordance with the School Act, Section 67.

3.9 Annual General Meetings of the Board

3.9.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

3.9.1.1 Prior to November 15 in each year

3.9.1.1.1 At a convenient place within the Division

3.9.1.1.1.1 At a date, time and place specified by the Board.

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APPENDIX "A"

Sturgeon School Division Board Meeting Agenda

1. Call to Order
2. Consideration of Agenda
 - 2.1. Additions/Deletions to Agenda
 - 2.2. Approval of Agenda
3. Appointments
 - 3.1. _____
4. Reading and Approving of Minutes
 - 4.1. Amendment/Correction of Minutes
 - 4.2. Approval of Minutes of the Regular Meeting of _____
5. Presentations
 - 5.1. _____
 - 5.2. _____
6. Reports from Senior Administration
7. Reports from Trustees and Standing Committees
 - 7.1. Chair's Report
 - 7.2. Trustees' Reports
 - 7.3. Building
 - 7.4. Finance & Human Resources
 - 7.5. Education Policy
 - 7.6. Advocacy Committee
 - 7.7. Transportation
8. Reports from Special Committees
 - 8.1. Alberta School Boards Association Representative
 - 8.2. Public School Boards Association of Alberta Representative

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9. New Business

- 9.1. _____
- 9.2. _____
- 9.3. _____
- 9.4. _____
- 9.5. _____
- 9.6. _____

10. Unfinished Business

- 10.1. _____

11. Notices of Motion

12. Information

13. Comment & Question Period

- 13.1. ATA; CUPE
- 13.2. Community Members
- 13.3. Media

14. Requests for Information

15. Adjournment

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APPENDIX "B"

Sturgeon School Division
Board Organizational Meeting
Agenda

1. Call to Order - The Secretary Treasurer will call the meeting to order and act as Chair.
2. Treaty 6 Acknowledgement Statement.
3. Declaration of Returning Officer - if applicable
4. Oath of Office - if applicable
5. Election of Board Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
6. Election of Vice-Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot.
7. Code of Ethics - the Board Chair will read the Code of Ethics.
8. Date, Time, Place of Regular Meetings.
9. Trustee membership on committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

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