

BOARD
MEMORANDUM

Date: June 22, 2022
To: Board of Trustees
From: Shawna Warren, Acting Superintendent
Originator(s): Superintendent's Office
Subject: Policy 235 – Conduct of Board Meetings

Purpose:

For approval. Motion required.

Motion:

That the Board of Trustees approve Policy 235 – *Conduct of Board Meetings* as presented at the June 22, 2022, Public Board meeting.

Background:

At the June 8, 2022, Committee of the Whole meeting, a new Board agenda format and order was presented. The new agenda will have the motion/discussion pieces moved to the beginning of the agenda to address the most important items first.

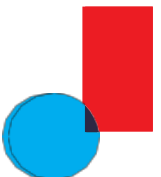
Accordingly, Administration has reviewed and updated, Policy 235 – *Conduct of Board Meetings*, appendix B – Sturgeon Public Schools Board Meeting Agenda. Administration has also updated the wording to be consistent with other policies, removing the CEO title.

Administration is prepared to respond to questions at the June 22, 2022, Public Board meeting.

Sincerely,

Shawna Warren, M.Ed
Acting Superintendent

Attachment





Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2024-2025

1.0 POLICY

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) with clearly defined procedures that are communicated clearly to the public.

2.0 GUIDELINES

- 2.1 The Board will follow Robert’s Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives.
- 2.2 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date. The agenda for this meeting is found in Appendix A.
- 2.3 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board. The format for the agendas of these meetings is found in Appendix B.
- 2.4 The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.

Treaty 6 Acknowledgement Statement:

“We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux.

We acknowledge all of the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.”

- 2.5 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement as previously approved by the Board at any Board sponsored events.

2.6 Preparation of Board Meeting Agendas

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

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert’s Rules of Order



Conduct of Board Meetings

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2.6.2 Agenda Items

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.

2.6.3 Distribution of Agenda Kits

2.6.3.1 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, no later than 5:00 pm three (3) business days prior to the Board Meeting.

2.6.3.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

2.7 The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

2.8 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.

2.8.1 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Associate Superintendent, Corporate Services. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date.

2.8.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category "Appointments".

2.8.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

2.8.4 The total duration of the "Appointments" section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
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- 2.8.5 Speakers shall address their comments to the Board Chair.
- 2.8.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.
- 2.8.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.
- 2.8.8 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

2.9 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

2.10 Preparation and Approval of Minutes

- 2.10.1 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.
- 2.10.2 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.
- 2.10.3 Minutes, once approved, are only subject to change by a formal resolution.

2.11 Open Meetings

All meetings shall be held in accordance with the Education Act, Section 64.

2.12 Special Meetings of the Board

Special meetings of the Board shall be called in accordance with the Education Act, Section 64.

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
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Conduct of Board Meetings

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2.13 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.

3.0 PROCESS

3.1 A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

3.2 Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

3.3 A Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.

3.4 A maximum of six Trustees may attend a meeting of the Board by electronic means.

3.5 The Board Chair or designate must be physically present in the meeting room.

3.6 All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.

3.7 Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)

3.8 A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.

3.9 The Chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 3.4 and 3.7.

4.0 ANNUAL GENERAL MEETING OF THE BOARD

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

References: Education Act: Division 2, Board Procedures;
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- 4.1.1 Prior to November 15 in each year
- 4.1.2 At a convenient place within the Division
- 4.1.3 At a date, time and place specified by the Board.

References: Education Act: Division 2, Board Procedures;
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Conduct of Board Meetings

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APPENDIX A

Sturgeon Public Schools

Board Organizational Meeting

Agenda

- 1.0 Roll Call
- 2.0 Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.
- 3.0 Treaty 6 Acknowledgement Statement.
- 4.0 Declaration of Returning Officer - if applicable
- 5.0 Oath of Office - if applicable
- 6.0 Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
- 7.0 Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.
- 8.0 Code of Ethics - the Board Chair will read the Code of Ethics.
- 9.0 Date, Time, Place of Regular Meetings.
- 10.0 Trustee Committees
 - 10.1 Advocacy Committee
 - 10.2 Building & Maintenance Committee
 - 10.3 Finance & People Services Committee
 - 10.4 Education Committee
 - 10.5 Transportation Committee
- 11.0 Trustee membership of 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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- 11.1 Committee of the Whole
- 11.2 Municipal Liaison Committee
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- 11.4 CUPE Negotiations Committee
- 11.5 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 11.6 Labour Management Committee (Policy Advisory – CUPE)

- 12.0 Board Representatives to Other Organizations
 - 12.1 Alberta School Boards Association
1 Representative, 1 Alternate Representative
 - 12.2 Public School Boards Association of Alberta
1 Representative, 1 Alternate Representative
 - 12.3 Sturgeon Composite High School – School Council Representative (Alternating)
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 - 12.6 Community Services Advisory Representative

- 13.0 Close of Meeting

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APPENDIX B

Board of Trustees
Sturgeon Public Schools

Agenda

- 1.0 Call to Order
 - 1.1 Treaty 6 Acknowledgement
- 2.0 Approval of the Agenda
- 3.0 Approval of the Minutes
 - 3.1 Approval of the Minutes of the Regular Meeting of _____
- 4.0 Delegation/Presentation
- 5.0 New Business
- 6.0 Reports from Senior Executive
- 7.0 Reports from Trustees and Standing Committees
 - 7.1 Chair's Report
 - 7.2 Trustees' Reports
- 8.0 Association/Local Reports
- 9.0 Comment and Question Period
- 10.0 In Camera Session
- 16.0 Adjournment

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Conduct of Board Meetings

EFFECTIVE: March 27, 2019

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Sturgeon Public Schools

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- 5.0 Oath of Office - if applicable
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- 7.0 Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.
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APPENDIX B

Board of Trustees
Sturgeon Public Schools

~~Board Meeting~~ Agenda

1.0 Call to Order

~~1.1~~ Treaty 6 Acknowledgement

2.0 ~~Consideration of Agenda~~ Approval of the Agenda

~~2.1~~ Additions/Deletions to Agenda

~~2.2~~ Approval of Agenda

~~3.0~~ Appointments

~~3.1~~ _____

~~4.3.0~~ Reading and Approving of Minutes Approval of the Minutes

~~4.3.1~~ Approval of the Minutes of the Regular Meeting of _____

~~5.4.0~~ Delegation/Presentations

~~5.1~~ _____

5.0 New Business

6.0 Reports from Senior Executive

7.0 Reports from Trustees and Standing Committees

7.1 Chair's Report

7.2 Trustees' Reports

7.3 Advocacy Committee

References: Education Act: Division 2, Board Procedures;
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~~7.4 — Building & Maintenance Committee~~

~~7.5 — Education Committee~~

~~7.6 — Finance & People Services Committee~~

~~7.7 — Transportation Committee~~

~~8.0 Reports from Special Committees/Task Groups~~

~~8.1 — Alberta School Boards Association Representative~~

~~8.2 — Public School Boards Association of Alberta Representative Association/Local Reports~~

~~9.0 — New Business~~

~~9.1 _____~~

~~9.2 _____~~

~~9.3 _____~~

~~10.0 — Unfinished Business~~

~~10.1 _____~~

~~11.0 — Notices of Motion~~

~~12.0 — Information~~

~~13.0 Comment and Question Period~~

~~13.1 — ATA; CUPE~~

~~13.2 — Community Members~~

~~13.3 — Media~~

~~14.0 — Requests for Information~~

~~15.0 In Camera Session~~

References: Education Act: Division 2, Board Procedures;
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16.0 Adjournment

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