

SAMPLE

(school name) _____ GOVERNING BOARD

Internal Rules of Procedure

PREAMBLE

Established body by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws, if any. All the Governing Board's decisions must be made in the best interest of the students.

The rules of order are to favorably and effectively guide the Governing Board's proceedings and activities. We suggest for these rules to be reviewed and adopted every year, by the October meeting at the latest. However, if not adopted again the following year, they remain applicable to all members. Any amendments to these internal rules during the current term will require the approval of two-thirds (2/3) of the total members on the Governing Board.

0. Composition

The composition of governing board as decided by the School Board is of X members (description).

1. Term of Office

The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year. To ensure continuity, only half of the parents' representatives' term of office should come up for election on a given year. (Section 54, EA)

2. Chair

- **Election of Chair** - The chair is elected by the governing board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA)
- **Term of Office** - The term of office of the chair is one year. (Section 58, EA)
- **Meetings** - The chair presides at the meetings of the governing board. (Section 59, EA)
- **Substitute Chair** - Should the chair be absent or unable to act, the governing board will designate a person from among the eligible members for office to chair that meeting. (Section 60, EA)
- **Role of the Chair**
 - The Chair prepares the agenda, in collaboration with the school principal and ensures that meetings unfold in accordance with the Education Act and the rules of procedure that are in place.
 - The Chair maintains order and decorum at meetings. The Chair is the official spokesperson for the governing board.
 - The Chair receives the motion and submits them to the Governing Board for study and debate.



3. Quorum

A quorum is the majority of the members in office, including at least half of the parents' representatives. (Section 61, EA).

4. Vote

Decisions of the governing board are made by a majority vote of the members present and entitled to vote. There can be no vote by proxy. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Section 63 & 64, EA)

5. Regular meetings of the Governing Board

Meetings are held on the school premises (Section 64, EA). Regular meetings are held ____ time per year (or, once a month) from ____ p.m. to ____ p.m. and may be extended by resolution. The annual calendar of meetings is adopted at the first meeting of the school year and is communicated to all parents.

The notice of meeting, proposed agenda and all related documents shall be transmitted to the members and all substitutes at least five (5) school days before the meeting is held. These documents constitute the notice of meeting.

Within the same delay, parents and staff are advised of the dates of regular meetings of the Governing Board.

A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.

*NOTE: Until further notice, meetings can be held online if specifically authorized by the internal rules of procedure. It should be decided in advance which meetings will be held online. The community should be informed of the dates of the meetings and how they can access the meeting (for example, the dates appear on the school website and there is a person to contact to be provided the link to the meeting). We encourage governing boards to make the meetings as accessible as possible: indicate the dates on your school website, remind your parental community by including the dates and sending reminders via your newsletter, remind the community via your social media etc. The school board licensed account must be used at all times and the meeting link should never appear directly on your school website or on social media for security purposes. When voting online, please ensure a clear process is followed whereby, for example, members must clearly identify their vote. Members should always inform the chair if they are leaving an online meeting to ensure quorum is maintained during the whole meeting. The notes must indicate if a member left the meeting, even if temporarily. Parents should be encouraged to be in a closed office and to keep their cameras on. If they wish, they can change their background to maintain confidentiality.

6. Special meetings of the Governing Board

A special meeting may be called by the Chair or three (3) members of the Governing Board to consider a matter that cannot wait until the next regularly scheduled meeting. A notice, including the topics to be discussed shall go out to GB members and parents 2 days prior to the special meeting. Only the topics listed in the notice may be dealt with, unless all members are present and agree to modify the agenda.

7. Public meetings

The meetings of the governing board are public but may move into closed session (*in camera*) if the matter to be discussed may cause injury to a person. This is done by resolution (Section 68, EA). However, no decision can be voted upon while in closed session.

8. Agenda

The Principal and the Chair draft the agenda together. Any member of the Governing Board may ask that an item be added to the agenda by requesting it to the Chair at least 7 days prior to the meeting. The topics must be of the Governing Board's jurisdiction. The final decision as to whether a topic will be put on the agenda resides with the Chair.

9. Minutes

The Recording Secretary will prepare the minutes and distribute them to all the members. The minutes of each meeting shall be approved at the beginning of the following regular meeting and modifications shall be made if the facts recorded are inaccurate. Typographical errors and minor corrections shall be called in by members prior to the following regular meeting for expediency. Once approved by the Board, the minutes shall be signed by the person presiding over the meeting and countersigned by the Principal, who shall then enter it in the register known as the "Minutes of Proceedings".

The minutes report on the decisions taken. However, a resolution may start by a brief explanation or preamble.

10. Call to order

The Chair shall call the meeting to order, after verification of Quorum. If quorum is not reached 30 minutes after the time indicated on the notice, the Chair, or in his absence, the substitute, adjourns the meeting.

Any member missing three meetings in a row may respectfully be asked to resign.

After having read the proposed agenda, any member or the Chair may request:

- the addition of one or more items;
- the modification of the wording of an item;
- the modification of the order of business.

Once the agenda has been accepted, no other matter may be dealt with by the Chair.

11. General rules governing debate

Only the members and the Principal are allowed to participate in debates. However, a resource person may be authorized by the Chair to provide information or answers to questions. The right to speak is given in the same order as individuals have requested it. Before an individual is given the floor for a second time on the same topic, other members who did not address the topic must be given a chance to speak. Discussions are limited to items on the agenda.

12. Motions and voting

If the topic is on the agenda, a member may present a motion to the assembly on it. When a motion is presented, the Mover or, at the invitation of the Chair, any other person shall present and explain the motion, including the principal. Any member may ask one or several questions in order to obtain more information deemed essential to take a position on the motion. The Chair shall go once around the table to give each member who wishes to speak an opportunity to do so.

When everyone wishing to express an opinion on a matter has had the opportunity to do so, the Chair may put the motion to a vote.

13. Public Question Period

A public question period is included on the agenda at the beginning and at the end of the meeting. Each period will not exceed 10 minutes and is for questions to be addressed to the Chair of the governing board only. For the first question period, questions must be sent to the chair in advance at least two (2) days prior to the meeting. The second question period is for questions related to agenda items only. The purpose of these question periods is to answer questions only, and not to enter into debates or conversations.

14. **Rules of Decorum**

Members of the GB and of the public must:

- be recognized by the chair for the right to speak;
- address the chair when speaking;
- show respect for the points of view of others;
- respect the right to speak of others;
- refrain from speaking out of turn;
- refrain from using profanity;
- refrain from discussing issues not relevant to the mandate of the Governing Board.
- maintain a respectful tone at all times; and
- advise the Chair or the Secretary as soon as possible if anticipate being absent at a meeting.