

September 23, 2019

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, September 23, 2019, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Policy and Governance

Verbal Update on Political Activities in Schools During Elections

A. Sloan

Reports

01 Galt Collegiate Institute Amphitheatre Consultation Update

M. Gerard

Board Reports

05 Request to Dissolve the Early Years Advisory Group

Trustee C. Whetham

06 Ad Hoc Bylaw Review Committee Report

Trustees N. Waddell & K. Woodcock

Question Period (*10 minutes*)

Future Agenda Items (*Notices of Motion to be referred to Agenda Development Committee*)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie_Reidel@wrdsb.ca



Report to Committee of the Whole

September 23, 2019

**Subject: Galt Collegiate and Vocational Institute
Amphitheatre Public Consultation Results**

Recommendation

This report is for the information of the Board.

Status

Staff engaged stakeholders about the GCI Amphitheatre both at a meeting held at GCI on May 15, 2019 and through an online survey available from May 16, 2019 to June 13, 2019.

The results of the public consultation contained in Appendix A of this report have been shared with GCI administration. GCI School Council will review the information and engage interested parties in a discussion about next steps which may include fundraising for the options contained in the assessment presented to the Board of Trustees on March 18, 2019.

Background

In 2017, the Waterloo Region District School Board engaged an architect to review the potential redevelopment of the Galt Collegiate and Vocational Institute Amphitheatre.

The findings of the study indicate that even if the Galt Collegiate and Vocational Institute Amphitheatre were to be reconstructed, there is very little salvage value to the condition of the existing structures.

The Waterloo Region District School Board does not own and operate any other amphitheatres within its inventory of assets.

The Galt Collegiate and Vocational Institute Amphitheatre was constructed in 1978 at a cost of \$86,000.

While users of the Galt Collegiate and Vocational Institute Amphitheatre have fond memories, former principals struggled with issues of ongoing vandalism, loitering and lack of visibility. These issues were further compounded by a lack of maintenance and deterioration of the facilities. Vandalism destroyed the electrical system and constant cleanup of broken beer bottles was required.

The Galt Collegiate and Vocational Institute Amphitheatre was condemned from public access almost a decade ago due to health and safety issues associated with the deterioration of steps, handrails, seating and wood boards and nails. Furthermore, the

lack of accessibility had come to light with rental requests for usage of the space. Because of this, the area was fenced off and has been shut down since 2009.

As reported in the January 21, 2019 Major Capital Projects Quarterly Update, Annex A – Galt Collegiate and Vocational Institute Amphitheatre, increased issues related to needle, drug, and homeless activities in the community of Galt have become a significant health and safety concern.

The Amphitheatre, program viability, community use, and facility rejuvenation have become a topic of significant interest of late by concerned stakeholders in the media. The Board of Trustees and stakeholders have requested access to the architect study, financial status, and an engagement process so that the community can have input regarding the Amphitheatre.

Financial implications

The WRDSB has budgeted \$30,000 to secure the site and remove components of the facility which were deemed unfit for future use. No further financial commitments have been made for work on the amphitheatre; any further renewal of this facility will be completed only if fully fundraised. As the WRDSB owns the amphitheatre land, any construction or maintenance conducted on this site will be at the direction and discretion of staff.

Communications

The information contained in this report has been shared with GCI administration and made available on the Board's website.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services
 & Treasurer of the Board
 Alana Russell, Chief Communication Officer
 in consultation with Coordinating Council

APPENDIX A - Summary of GCI Public Consultation

Galt Collegiate Institute Amphitheatre Public Consultation Summary

In the spring of 2019, the WRDSB mobilized two public consultation initiatives to engage the Galt Collegiate Institute (GCI) community for input on the future of the space that includes the currently closed GCI Amphitheatre. On May 15th, an in-person consultation was held at GCI's Tassie Hall that saw the participation of approximately 30 community members. The consultation included presentations on the history and current situation of the amphitheatre space by current GCI principal, Beverly Wood, former GCI principal, Jane Currie, Coordinating Superintendent, Business Services and Treasurer of the Board, Matthew Gerard, and Controller of Facility Services, Ian Gaudet. Community members were then asked to provide written feedback and identify priorities for four key questions regarding the amphitheatre space:

- [What is valuable about the amphitheatre space?](#)
- [What are the current challenges and risks in the space?](#)
- [What are the future opportunities for this space?](#)
- [What factors/risks limit proposed opportunities?](#)

On May 16th, an online survey was launched for community members to allow for broader consultation with the GCI community. The survey asked the same questions as the in-person consultation, with the addition of asking participants to identify as an alumni, a community member, a staff member, or a student. In total, 317 individuals participated in the online survey, including 132 alumni, 121 community members, 27 staff members, and 37 students.

Online survey participation:

132 Alumni
121 Community members
27 Staff members
37 Students
317 Total

This report provides a summary of key findings from the public consultation activities. All feedback gathered from consultation participants was in an open-ended format. Staff from the WRDSB Research Department reviewed all responses identified key themes and the frequency that these ideas were expressed. The findings below are broken down by each of the four overarching consultation questions.

What is valuable about the amphitheatre space?

During the in-person consultation, the feedback that the most participants highlighted as valuable were the many different opportunities offered by the space such as: drama, music, poetry, yoga/meditation, and a space for supporting mental health. Others expressed the importance of community as their priority, while others focused on the value of the space to support student and staff wellbeing.

“Beautiful location for students to study, relax, learn and perform.”

- GCI Alumni

In the online survey, the aspect of the amphitheatre space most frequently identified by survey participants as valuable was its unique, idyllic location along the Grand River. About half of all survey participants highlighted these features in some way. For students and teachers the next most valuable aspect of the space was its use as a learning environment for students. They highlighted its value as a quiet natural gathering space for students to participate in outdoor classes, read, meet with friends, eat lunch, be creative, connect with nature, and relax. Other often mentioned aspects of the space that were considered valuable included the importance of the space as a community venue/as a community building opportunity and the heritage and history of the amphitheatre (including memories, such as “Night Under the Stars”).

What are the current challenges and risks with the space?

During the in-person consultation, the key challenge that was most often agreed with from the community feedback was about finding the necessary funds to renovate and maintain the space. Community members highlighted the limits on the ability of the community to fundraise as a key challenge to supporting the space. Community members also highlighted that fears associated with liability is a barrier. The current lack of access to the space was also noted as a barrier that limits the extent to which students could appreciate and benefit from the space, while simultaneously increasing the challenges associated with the recognized problems of trespassing and drug use in the space.

“The falling apart structure, the lack of population in the area leading homeless people and drug users there.”

- Current GCI Student

In the online survey, about two-fifths of alumni, community members, and staff, mentioned the costs, including repairs, maintenance, and supervision of the space as a key challenge currently facing the space. Over half of the staff and students in the survey highlighted trespassing, drug use, and vandalism as key challenges with the space (this compared to about one third of alumni and community members).

Other key challenges mentioned by participants in the online survey included the general disrepair and the neglected nature of the space. For a small number of participants this was also associated safety and liability issues.

What are the future opportunities for the space?

In-person consultation participants most often agreed that the key to future opportunities for the space is regular utilization. They noted that if it is used actively, it will not be perceived as abandoned and will allow for “a million ‘first’ performances”. They also expressed an interest for a community partnership to be established to ensure the space is revitalized and used. The possibility of the space being used as a space for Indigenous studies and drum circles was also suggested.

Approximately two-thirds of online survey participants identified opportunities for the space to be used as an entertainment or event venue. Suggested uses included concerts, live theatre, meetings, workshops, festivals, fundraisers, visual art activities, weddings, graduations, meditation, yoga, and faith-based gatherings. Almost three-quarters of students mentioned how the space might be used as a learning or outdoor space during school hours, such as an outdoor classroom, a calm place to hang out, and/or to eat lunch. A small number of survey participants felt the space should be removed and/or naturalized (including about one in five of the community members who participated).

“All of the arts can utilize the space for various occasions, students and teachers, parties, concerts, weddings, town halls, fundraising... endless possibilities.”

- Community member

What factors/risks limit proposed opportunities?

During the in-person consultation participants identified limitations on the community’s ability to fundraise and develop partnerships to support the site as a key barrier limiting future opportunities. They noted a desire develop school, public, and private partnerships.

“The amphitheatre stairs and walkway would have to be repaired and accessibility issues would need to be addressed.”

- WRDSB staff member

The ongoing risks mentioned most frequently by online survey participants (about half of all participants) were associated with costs and the ongoing requirement for resources to support maintenance and supervision of the amphitheatre space. For students, the risks they highlighted most frequently were related to potential trespassing, vandalism, and drug use in the amphitheatre space. From the student perspective the next most common risks and challenges were associated with the physical safety and accessibility of the space (specifically noting the safety risks related to the stairs, ramps, and fences).

Several survey participants rejected the idea that cost should be a barrier, believing that community partnerships, funders, and fundraising can alleviate these barriers. This sentiment was mirrored by about one-third of alumni and about one-fifth of community members and staff who felt that the primary risks to proposed opportunities were a general lack of will, desire, and collaboration needed to find solutions. Approximately one-quarter of all survey participants described issues such as safety, accessibility of persons with disabilities, liability, and/or policies/regulations as ongoing challenges.



Report to Committee of the Whole

September 23, 2019

Subject: Motion to Dissolve the Early Years Advisory Group

Recommendation

That the Waterloo Region District School Board discontinue and dissolve the Early Years Advisory Group effective September 30, 2019.

Status

The Early Years Advisory Group has achieved its mandate and no further meetings are required. Procedures and processes are now successfully in place for Full Day Kindergarten and Extended Day programs.

Should there be a need to re-establish the Early Years Advisory Committee, the Trustee Membership Selection Committee may assign a Trustee in consultation with the Board of Trustees.

Background

The Mandates of the Early Years Advisory Group are:

1. To act as a resource on planning, implementation and evaluation of early years programs related to quality and convenience; and
2. To serve as a formal mechanism to exchange ideas and concerns from various stakeholders related to achieving the Boards overall goals of offering high quality, accessible early years programs.

Early Years Programs may include Full Day Kindergarten programs, before and after school programs, or school readiness programs such as Welcome to Kindergarten and Vision screening.

Financial implications

There are no known financial implications.

Communications

If approved, the Early Years Advisory Group will be removed from further Trustee Committee Selection forms and the corporate website.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Whetham in consultation with Coordinating Council



Report to Committee of the Whole

September 23, 2019

Subject: Ad Hoc Bylaw Review Committee - Review of Working Draft

Recommendation

Recommendations provided by the deadline have been included as Appendix G.

Additional recommendations may be made from the floor.

Status

At the June 17, 2019 Committee of the Whole the following motion was approved:

That the Waterloo Region District School Board postpone consideration until the fall of 2019 to allow for fulsome trustee discussion to narrow down any issues in the working draft using Senario 3 of Appendix D - Timelines to Completion as a guideline.

On September 13, 2019 Trustees were sent an email asking that Trustees review the Working Draft Bylaws prior to the meeting on September 23, 2019 and provide the Manager of Corporate Services with their proposed changes by noon on Thursday, September 19, 2019 using the provided template. Trustees were told they may also bring changes forward at the meeting, but they will not be part of the agenda package.

Based on any motions approved on September 23, 2019, a revised working draft will be brought back on October 21, 2019.

Recommendations provided by the deadline have been included as Appendix G.

The below information was also provided at the June 17, 2019 Committee of the Whole

The Ad Hoc Bylaw Committee is providing this report to inform trustees of the next step in the process which is to proceed to engage public consultation on the Working Draft document. It is important to note that this document (Appendix C) remains a "Working Draft" and is not ready for trustee approval.

Trustees will recall there have been several opportunities for generative discussions at the Board table on various sections of the Working Draft document. As a reminder, the following chart provides dates and specific content as discussed:

Date	Content/Section Discussed (numbered per the Working Draft as presented on dates noted)
February 25, 2019	Article 16.0 Committees Article 17.0 Committee of the Whole In Camera Meetings Article 18.0 Statutory Committees Article 19.0 Standing Board Committees
March 25, 2019	Article 6.0 Election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair Article 7.0 Inaugural Meeting of the Board Article 8.0 Inaugural Meeting of the Chair Article 9.0 Duties of the Chair Article 10.0 Duties of the Vice-Chair Article 11.0 Notice and Holding of Public Meetings Article 12.0 Quorum Article 13.0 Board and Standing Board Meeting Article 14.0 Delegation Procedures Article 15.0 Public Question Period
April 1, 2019	Article 24.0 Rules of Order
April 15, 2019	Article 20.0 Board Committees Article 21.0 Community Committees Article 22.0 Ad Hoc Committees Article 23.0 Trustee Representation on Staff Committees
April 29, 2019	Article 1.0 Overview Article 2.0 Trustee Determination and Distribution Article 3.0 Student Trustees Article 4.0 Trustee Responsibility Article 5.0 Waterloo Region District School Board Responsibilities

After each time trustees participated in a generative discussion, the Ad Hoc Bylaw Review Committee members met to consider and discuss the feedback received and revise the Working Draft document as applicable. Members of the committee committed to additional research and editing ‘homework’ between committee meetings and discussions at the Board table.

Now that the trustees have had discussion on the entire Working Draft and the Ad Hoc Bylaw Review Committee has made revisions to the draft, the committee would like to receive feedback from Board committees (Parent Involvement Committee, Special Education Advisory Committee, Equity and Inclusion Advisory Group and Student Senate) and the public. Upon approval of the recommendation in this report, the

working draft document will be provided to the Board committees for comment/feedback and posted on the Board website with a feedback opportunity for members of the public.

Changes of Note

The Ad Hoc Bylaw Committee would like to highlight a couple of articles that have been revised after feedback was received from trustees, staff and some members of the public, namely Article 15 Public Question Period and Article 19 Standing Board Committees.

Article 15 Public Question Period

This article was proposed by the Ad Hoc Bylaw Committee to provide the public with an opportunity to ask questions of the Board of trustees at a monthly Board meeting on a topic of concern for them. In considering the feedback received about this article, the ad hoc committee is proposing that the article be removed at this time. Opportunities for members of the public to appear as a delegation to the Board remain on the agenda of both Standing Committee (proposed name) and Board meetings. The ad hoc committee suggests that a pilot project be developed to implement this concept at a future time.

Article 19 Standing Board Committees

Creating two committees of the board that were each focused on specific topics, i.e., business/operations or academic/learning, was anticipated to assist in clarifying the various responsibilities of the Board of trustees and streamline reporting for staff. Additionally, the proposed committee structure was viewed as an opportunity for trustees who are interested in developing their leadership skills for future roles within the Board.

While feedback on the concept was generally positive, the ad hoc committee suggests that changing the committee structure not occur. While providing succession opportunities for other trustees, having additional chair roles for each committee was deemed to dilute the duties of the chair and vice-chair of the Board.

As a result, the Ad Hoc Bylaw Committee suggests that the committee structure of the Board remain the same with a change of name only: current Committee of the Whole to Standing Committee (Appendix F). All references to the previously proposed PPAC and PSSAC committees and chairs have been removed from the Working Draft that accompanies this report.

Road Map

This has been a complex and comprehensive review process. It was difficult to track all the changes and suggestions using the usual format (i.e., edits in red and strikethroughs). Therefore, the Ad Hoc Bylaw Committee has created a 'road map' for trustees to guide their reading of the working draft document. This road map (Appendix

A) explains what actions were taken (modified, identical, deleted) during the review for each article mapping the working draft back to the current bylaws (Appendix B).

Timelines to Completion

The Ad Hoc Bylaw Review Committee has requested and been granted by the Board of Trustees, several extensions for completion of this work. Appendix D provides trustees with several timeline options for completion of this project. Trustees are reminded that the most recent approved extension approved a report with recommendations coming to the Committee of the Whole meeting on November 18, 2019.

Gradients of Agreement

The Ad Hoc Bylaw Review Committee is introducing this tool to assist trustees in expressing where they are at during consideration of the recommendation in this report. The Gradients of Agreement (Appendix E) allows participants to be honest and register their level of support or lack of support for a decision in terms understood by the whole group in language that is respectful and professional.

Next Steps

After the public consultation process, the Ad Hoc Bylaw Review Committee will review and discuss the input received and make any revisions to the Working Draft document accordingly. The ad hoc committee will bring forward a final draft and a report to the Board for approval as outlined in the Timelines to Completion in Appendix D.

Appendix A: Road Map

Appendix B: Current Bylaws

Appendix C: Working Draft Bylaws

Appendix D: Timelines to Completion

Appendix E: Gradients of Agreement

Appendix F: Board Committee Structure

Background

The Bylaw Review Ad Hoc Committee was established by way of trustee motion at the March 19, 2018 Committee of the Whole meeting.

The committee currently consists of the following members:

- Natalie Waddell, Trustee (Committee Co-Chair)
- Kathleen Woodcock, Trustee (Committee Co-Chair)
- Jayne Herring, Board Chair
- Kathi Smith, Trustee
- John Bryant, Director of Education
- Stephanie Reidel, Manager of Corporate Services

The committee met on the following dates in 2019:

	N. Waddell	K. Woodcock	J. Herring	K. Smith
January 22, 2019	✓	✓	✓	✓
February 6, 2019	Cancelled due to weather			
February 20, 2019	✓	✓	✓	
March 21, 2019	✓	✓		
March 28, 2019		✓	✓	✓
April 10, 2019	Cancelled due to illnesses			
April 24, 2019	✓	✓	✓	
May 2, 2019	✓	✓	✓	
May 22, 2019	✓	✓		✓
May 28, 2019	✓	✓	✓	

Additional background information can be found on the February 25, 2019 Bylaw Discussion report to the Board of Trustees.

Communications

Public consultation will include Parent Involvement Committee, Special Education Advisory Committee, Equity and Inclusion Committee, Student Senate and members of the general public.

Prepared by: Stephanie Reidel, Manager of Corporate Services
in consultation with the Ad Hoc Bylaw Review Committee

Bylaw "Road Map"					Appendix A
Ad Hoc Bylaw Review Committee					
Current Bylaw # & Topic	Action			Working Draft #	Additional Comments
	Modified	Identical	Deleted		
Article 1 - Name, Objective, Definitions	X			Article 1.0	Overview
1.1 Name of the Organization and Objective	X			1.1	Statutory Provision
1.1.1		X		1.1.1	
1.1.2		X		1.1.2	
1.1.3	X			14.1; Article 15.0 Preamble	Preamble to this article; Committee recommends removing this article from Bylaws and run a public question period as a pilot
1.2 Definitions	X			1.2	
1.2.1 Board	X			1.2	
1.2.2 Member or Trustee	X			1.2	Separated into two definitions in working draft
1.2.3 Chairperson		X		1.2	
1.2.4 Vice-Chairperson		X		1.2	
1.2.5 Director		X		1.2	
1.2.6 Committee of the Whole	X			1.2	Committee of the Whole In Camera
1.2.7 In Camera	X			1.2	Committee of the Whole In Camera
1.2.8 Board Committee (Standing)	X			1.2	Board Committee
1.2.9 Board Committee (Ad Hoc)	X			1.2	Ad Hoc Committee
1.2.10 Statutory Committee		X		1.2	Statutory Committee
1.2.11 Community Committee (Standing)	X			1.2	Standing Board Committees
1.2.12 Community Committee (Ad Hoc)	X			1.2	Community Committee
1.2.13 Trustee Appointment			X	1.2	Ad Hoc Committee
1.2.14 Committee Chairperson	X			1.2	Committee Chair
1.2.15 Act		X		1.2	Act
1.2.16	X			1.1.3	
1.3 Head Office			X		
Article 2 - Members					
2.1 Board Membership					
2.1.1	X			2.3	
2.1.2	X			3.1	Modification is the reference to BP 3006
2.2 Duties of Members	X			Article 4.0	Trustee Responsibility

2.2.1		X		4.1	
2.3 Qualification/Disqualification			X		In Education Act
2.3.1			X		In Education Act
2.3.2			X		In Education Act
2.3.3			X		In Education Act
2.3.4			X		In Education Act
2.4 Removal from Office		X		4.4.2	
2.4.1		X		4.4.2	text from existing 2.4
2.4.2		X		4.4.2.1	text from existing 2.4.2
2.5 Resignation		X		4.4.1	
2.5.1		X		4.4.1.1	See current 2.5.1 for wording
2.5.2		X		4.4.1.2	See current 2.5.2 for wording
2.6 Vacancies	X			4.4.3	Filing Vacancies
2.6.1		X		4.4.3.1	Use wording in current 2.6.1 and reference Education Act, Section 224 (a) and (b); Section 221
2.6.2	X			4.4.3.1, 4.4.3.6	
2.6.3	X			4.4.3.2	
2.6.4		X		4.4.3.4(c)	Current 2.6.4
Article 3 - Officers					
3.1 Officers					
3.1.1		X		6.11	
3.2 Director of Education and Secretary					
3.2.1	X			1.2	Definitions
3.2.2	X			5.5	
Article 4 - Meetings					
4.1 Inaugural Meeting	X			7	Inaugural Meeting of the Board
4.1.1	X			7.1	
4.1.2		X		7.2	
4.1.3		X		7.3	
4.1.4		X		7.4	
4.2 Election of Chairperson and Vice-Chairperson					
4.2.1	X			6.5.1	
4.2.2			X		
4.2.3				6.5.6	
4.2.4	X			6.4	

4.2.5	X			6.5.7	
4.2.6	X			6.5.7	
4.2.7	X			6.5.8	
4.2.8	X			6.5.9	
4.2.9	X			6.5.9	
4.2.10	X			6.5.9	
4.2.11	X			6.7	
4.2.12	X			6.5.11	
4.3 Term and Tenure of Office - Board Chairperson and Vice Chairperson					
4.3.1	X			6.1	
4.3.2	X			6.12	
4.3.3	X			6.13	
4.3.4			X		
4.4 Ex Officio					title only
4.4.1		X		9.17	
4.4.2		X		12.4	
4.5 Notice and Holding of Public Meetings					
4.5.1	X		X	Article 11.0	Notice and Holding of Public Meetings
4.5.2		X		9.3	
4.5.3		X		11.1	
4.5.4		X		11.2	
4.5.5		X		11.3	
4.5.6		X		11.4	
4.5.7		X		11.5	
4.6 Quorum - Board and Committee of the Whole Meeting					
4.6.1	X			Article 12.0	Quorum
4.6.2	X			12.2	
4.6.3		X		12.3	
4.6.4	X			13.8	
4.7 Board Meetings					
4.7.1		X		Article 13.0	Board and Standing Board Meetings
4.7.2		X		13.2	
4.7.3		X		13.3	
4.7.3		X		13.4	
4.8 Committee of the Whole Meetings					
	X			Article 19.0	Standing Board Committees

4.8.1	X			19.1 and 19.2 inclusive	
4.8.2	X			19.1 and 19.2 inclusive	
4.9 Special Board Meetings					
4.9.1	X				13.15
4.9.2	X				13.16
4.10 Opening Exercises					
4.10.1	X			13.10	
4.10.2	X			13.10	Removed Invocation
4.11 Reports from Members					
4.11.1			X	24.8.1	
4.11.2			X	24.8.2	
4.12 Delegation Procedures					
4.12.1			X	14.1	
4.12.2			X	14.2	
4.12.3			X	14.3	Delegation Submission template needs updating per MFIPPA
4.12.4			X	14.4	
4.12.5	X			14.5	
4.12.6	X			14.6	
4.12.7	X			14.7	
4.12.8			X	14.9	
4.12.9			X	14.1	
4.13 Special Delegation Meetings					
4.13.1			X	14.12	
4.13.2			X	14.13	
4.13.3			X	14.14	
4.13.4	X			14.15	
4.13.5			X	14.16	
4.13.6			X	14.17	
4.14 Adjournment (starts at 4.14.4)					
4.14.4			X		13.17
4.14.5			X		13.18
4.16.6			X		13.19

4.16.7		X		13.2	
Article 5 - Committees	X			16.0	Committees
5.1 General Committee Operation					
5.1.1	X			16.1 a) b) c) d) e) f)	
5.1.2	X			16.2	
5.1.3	X			16.3	
5.1.4	X			16.4	
5.1.5	X			16.5	
5.1.6	X			16.6	
5.1.7	X			16.9	
5.1.8	X			16.7	
5.1.9		X		13.8	Change from Board Chair and Vice-Chair, to Committee Chair and Vice-Chair
5.1.10		X		16.10	
5.1.11	X			16.11	
5.1.12	X			16.12	
5.2 In Camera (Closed) Meetings					
5.2.1 a) b) c) d) e)	X			17.1 a) b) c) d) e) f)	
5.2.2	X			17.10	
5.2.3		X		17.12	
5.2.4	X			17.4	
5.2.5	X			14.11	
5.3 Board Statutory Committees	X			Article 18.0	Statutory Committees
5.3.1		X		18.5	
5.3.2		X		18.6	
5.3.3		X		18.3	
5.3.4		X		18.2	
5.3.5		X		18.4	
5.4 Board Standing / Advisory Committees	X			19.0	Standing Board Committees
5.4.1	X			19.1.4, 19.2.4	Applies to FIC/PPAC and PSSC
5.5 Other Board Committees	X			Article 20.0	Board Committees
5.5.1		X		20.1 a) b) c)	Agenda Development
5.5.1.1	X			20.1.1	

5.5.1.2		X		20.1.2	
5.5.1.3		X		20.1.3	
5.5.2.1		X		20.1.4	
5.5.2.2			X		Not current practice
5.5.3			X		Now in the PIC committee terms of reference
5.5.3.1			X		Now in the PIC committee terms of reference
5.5.3.2			X		Now in the PIC committee terms of reference
5.6 Board Committees (Ad Hoc)	X			Article 22.0	section referred to as Ad Hoc Committees
5.6.1	X			22.1	
5.6.2	X			22.2	
5.6.3		X		22.3	
5.6.4	X			22.4	
5.6.5	X			22.4	
5.6.6	X			22.5	
5.7 Trustee Representation on Staff Committees		X		Article 23	
5.7.1	X			23.1, 23.2, 23.3	
Article 6 - Parliamentary Authority	X			Article 24.0	section referred to as Rules of Order
6.1 Rules of Procedure					
6.1.1	X			24.0	Introductory paragraph
6.1.2	X			9.10	
6.1.3	X			9.11	
6.1.4	X			24.3.6	
6.1.5	X			24.2.3	
6.1.6			X		Defined by Robert's Rules
6.1.7			X		Defined by Robert's Rules
6.1.8	X			9.7	
6.1.7 (duplicate number but different bylaw)	X			9.12	
6.1.8 (duplicate number but different bylaw)	X			24.2.1	
6.1.9			X		Defined by Robert's Rules
6.1.10			X		Defined by Robert's Rules
6.1.11	X			24.3.2	
6.1.12	X			24.2.3	
6.1.13	X			24.2.11, 24.2.12	
6.1.14	X			24.2.3	
6.1.15 a) b) c)			X	24.2.3, 24.2.5	

6.1.15 (duplicate number but different bylaw)	X		24.2.3,24.2.7, 24.2.8, 24.2.9	
6.1.16		X	24.2.15	Added back in from previous version
6.1.17	X		24.2.3, 24.2.4	
6.1.18	X		9.9,	
6.1.19				
6.1.20				
6.1.21				
6.2 Reconsideration of a Motion Previously Approved at a Board Meeting		X	Article 24.5	
6.2.1 a)		X	24.5.1 a)	
6.2.1 b)		X	24.5.1 b)	
6.2.1 c)		X	24.5.1 c)	
6.3 Recorded Votes	X		Article 24.6	section referred to as Voting
6.3.1	X		24.6.5	
6.4 Member Question Period / Requests for Information	X		Article 24.7	section referred to as Other Business/Requests for Information
6.4.1		X	24.7.1	
6.4.2	X		24.7.2	
6.5 Corporate Seal and Execution of Documents	X		Article 1.4	
6.5.1			1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5, 1.4.6, 1.4.7	Same wording but also now includes the location of the seal. This section has been expanded to include the Execution of documents
6.6 Notice of Motion		X	Article 24.1	
6.6.1	X		24.1.3, 24.1.4, 24.1.5	24.1.4 - requires one signature of support
6.7 Motion to Suspend the Rules		X	Article 24.4	
6.7.1		X	24.4.1	
6.8 Calculation of Two-thirds	X		--	
6.8.1	X		1.2.1	Included in Definitions
Article 7 - Amendments to Bylaws	X		Article 1.3	section referred to as Amendments and Additions to Existing Bylaws
7.1 Amendment Procedure			--	
7.1.1		X	1.3.1	
7.1.2		X	1.3.2	



**Waterloo Region
District School Board**

BOARD BYLAWS

Revised: June 2011
December 2011
February 2012
March 2012
May 2013
November 2013
January 2015

BOARD BYLAWS

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1.1 Name of Organization and Objective

- 1.1.1 The following bylaws of the Waterloo Region District School Board shall be observed for the order and dispatch of its business. All former bylaws of the Waterloo Region District School Board are hereby repealed.
- 1.1.2 The bylaws of the Waterloo Region District School Board shall be subject to the provisions of any Statute of the Province of Ontario and the Dominion of Canada and, in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.
- 1.1.3 It is the Board's objective to invite, support, and encourage public participation in the policy formulation, delivery, and quality assurance of educating our students.

1.2 Definitions

- 1.2.1 • “Board” means the Waterloo Region District School Board;
- 1.2.2 • “Member” or “Trustee” means a person elected, or acclaimed, or appointed to the office of Member or Trustee of the Board pursuant to the provisions of the Municipal Elections Act and the Education Act.
- 1.2.3 • “Chairperson” means the Chairperson of the Board;
- 1.2.4 • “Vice-Chairperson” means the Vice-Chairperson of the Board;
- 1.2.5 • “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- 1.2.6 • “Committee of the Whole” means the members of the Board meeting as a Committee;
- 1.2.7 • “In Camera” means a private meeting of the Board or any Committee of the Board from which the public is excluded pursuant to the Education Act, the Young Offenders’ Act or the Municipal Freedom of Information and Protection of Privacy Act;
- 1.2.8 • “Board Committee (Standing)” means a committee established by the Board of Trustees to consider matters related to its approved terms of reference that meets on a regular basis and/or submits minutes and recommendations to the Board for approval;
- 1.2.9 • “Board Committee (Ad Hoc)” means a committee established by the Board of Trustees to consider a specific assigned subject matter per its approved terms of reference, with start and end dates, and that submits a report outlining its recommendation(s) by a specific dated fixed by the Board;
- 1.2.10 • “Statutory Committee” means a committee struck as a requirement of government legislation;
- 1.2.11 • “Community Committee (Standing)” means a committee established by the Board of Trustees to consider matters related to its approved terms of reference, that has public/community representation, is not a Statutory Committee, meets on a regular basis and/or submits minutes and recommendations to the Board for approval;

- 1.2.12 “Community Committee (Ad Hoc)” means a committee established by the Board of Trustees to consider a specific assigned subject matter per its approved terms of reference, with start and end dates, that has public/community representation, is not a Statutory or Standing Committee, and that submits a report outlining its recommendation(s) by a specific date fixed by the Board;
- 1.2.13 “Trustee Appointment” means a committee established by the community and/or another entity to which trustees are appointed for a specified time frame per the committee terms of reference;
- 1.2.14 “Committee Chairperson” means a Chairperson of statutory, standing, advisory, or ad hoc committee of the Board;
- 1.2.15 • “Act” means the Education Act of Ontario, R.S.O. 1990, as amended from time to time;
- 1.2.16 • All provisions in this bylaw shall be interpreted in a manner consistent with all laws applicable to a public board of education in Ontario.

1.3 Head Office

- 1.3.1 The head office of the Waterloo Region District School Board is hereby established at the Education Centre, 51 Ardel Avenue, Kitchener, Ontario, N2C 2R5.

ARTICLE 2 - MEMBERS

2.1 Board Membership

2.1.1 The Waterloo Region District School Board is comprised of eleven elected members representing the seven municipalities within the Regional Municipality of Waterloo:

- three members - City of Cambridge/Township of North Dumfries
- four members - City of Kitchener
- three members - City of Waterloo/Township of Wilmot
- one member - Township of Wellesley/Township of Woolwich

2.1.2 The Board appoints two student representatives, as directed by legislation, in accordance with the Board's policy on student representatives and related regulations.

2.2 Duties of Members

2.2.1 The Board will operate under the ordinance of the Education Act.

2.3 Qualification/Disqualification (Education Act, Section 219)

2.3.1 A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is a resident in its area of jurisdiction.

2.3.2 A person who is qualified to be elected as a member of a district school board or school authority is qualified to be elected as a member of that district school board or school authority for any geographic area in the district school board's or school authority's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.

2.3.3 A member of a district school board or school authority is eligible for re-election if otherwise qualified.

2.3.4 A person is not qualified to be elected or to act as a member of a district school board or school authority if the person is,

- (a) an employee of a district school board or school authority;
- (b) the clerk or treasurer or deputy clerk or deputy treasurer of a county or municipality, including a regional municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
- (c) a member of the Assembly or of the Senate or House of Commons of Canada; or
- (d) otherwise ineligible or disqualified under this or any other Act.

2.4 Removal From Office (Education Act, Section 228)

A member of a board vacates his or her seat if he or she,

- (a) is convicted of an indictable offence;
- (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
- (c) ceases to hold the qualifications required to act as a member of the board;
- (d) becomes disqualified under subsection 219 (4); or

(e) fails to meet the requirements of section 22, which reads, “a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period beginning December 1, 1997.”

2.4.2 Where a member of a board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated.

2.5 Resignation

(Education Act, Section 220)

2.5.1 A member of a board, with the consent of a majority of the members present at a meeting, entered in the minutes of it, may resign as a member, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a member if the resignation will reduce the number of members of the board to less than a quorum.

2.5.2 Where it is necessary for a member of a board to resign to become a candidate for some other office, the member may resign by filing his or her resignation, including a statement that the resignation is for the purpose of becoming a candidate for some other office, with the secretary of the board and the resignation shall become effective on November 30 after it is filed or on the day preceding the day on which the term of the office commences, whichever is the earlier.

2.6 Vacancies

(Education Act, Section 225 (a) & (b), Section 221)

2.6.1 Where a vacancy occurs on a board;

(a) within one month before the next election, it shall not be filled; or

(b) after the election, but before the new board is organized, it shall be filled immediately after the new board is organized in the same manner as for a vacancy that occurs after the board is organized.

2.6.2 If the office of a member of a board becomes vacant before the end of the member's term;

(a) the remaining elected members shall appoint a qualified person to fill the vacancy within 60 days after the office becomes vacant, if a majority of the elected members remain in office, and priority will be given to candidates who ran for the position of trustee in the current election; or

(b) a by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office.

2.6.3 If elections of the board are held under the Municipal Elections Act, 1996 and the vacancy occurs in a year in which no regular election is held under that Act or before April 1 in the year of a regular election, the remaining elected members may by resolution require that an election be held in accordance with the Municipal Elections Act, 1996 to fill the vacancy.

2.6.4 A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office.

ARTICLE 3 - OFFICERS

3.1 Officers

3.1.1 The officers of the Waterloo Region District School Board shall be:

- The Chairperson of the Board;
- The Vice-Chairperson of the Board;
- The Director of Education and Secretary;
- The Executive Superintendent of Business and Financial Services.

3.2 Director of Education and Secretary

3.2.1 The Director of Education and Secretary is the Chief Education Officer and the Chief Executive Officer and Secretary of the Waterloo Region District School Board.

3.2.2 The Chief Executive Officer shall, within policies established by the Board, develop and maintain an effective organization and the programs required to implement such policies.

ARTICLE 4 - MEETINGS

4.1 Inaugural Meeting

(Education Act, Section 208 (4), Section 209 (1))

4.1.1 Subject to statutory requirements the Board shall, in each year of the elected members' term of office, fix a day (to be not later than the seventh day of December) for the first meeting of the Board for the ensuing year.

4.1.2 In accordance with the provisions of the Education Act, the Director of Education and Secretary shall preside until the election of the Chairperson of the Board. If the Director of Education and Secretary is absent, the members present shall designate who shall preside at the election of the Chairperson and, if a member of the Board is so designated, that member may vote at the election of the Chairperson.

4.1.3 At the Inaugural Meeting following the election of a new Board, after calling the meeting to order, the Director or designated Chairperson pro tem (temporary), shall read the return (if any) of the municipal clerks along with a statement that the Declaration of Office and Oath of Allegiance have been completed and filed, pursuant to the provisions of the Education Act.

4.1.4 Following the election of the Chairperson, the Chairperson shall preside over the meeting and shall proceed with the election of the Vice-Chairperson and other inaugural and organizational business.

4.2 Election of Chairperson and Vice-Chairperson

(Education Act, Section 208 (8))

4.2.1 Nominations for the position of Chairperson of the Board shall be made orally by any member. No seconder is required.

4.2.2 A member may make only one nomination for the office of Chairperson.

4.2.3 When nominations have been closed by a vote with a show of hands, any vote required to elect the Chairperson will be conducted by secret ballot.

4.2.4 The Board shall appoint two staff members to act as scrutineers for the election of Chairperson and Vice-Chairperson.

- 4.2.5 The candidate receiving the votes of the majority of the members present shall be declared elected.
- 4.2.6 The outcome of each ballot will be delivered by the scrutineers to the Chairperson, who will announce the results without reference to the number of votes received.
- 4.2.7 If at the conclusion of any ballot no candidate has secured a majority of the votes of members present the Board shall proceed to another ballot from which the name of the candidate receiving the least number of votes on the previous ballot has been dropped. This procedure shall be repeated until a candidate is elected as Chairperson.
- 4.2.8 In the event that no candidate secures a majority of the votes of members present and two or more candidates are tied with the least number of votes a second ballot shall be conducted with the same slate of candidates.
- 4.2.9 If the second ballot fails to break the tie among candidates having the least number of votes and if no other candidate secures the necessary majority to be elected, the name of the person to be dropped from the next ballot shall be resolved by drawing of lots with the name(s) of the candidate(s) drawn to be added to the next ballot.
- 4.2.10 When the slate of candidates has been reduced to two individuals and there is an equality of votes the candidates shall draw lots to fill the position.
- 4.2.11 The election of the Vice-Chairperson shall proceed in the same manner as that of the Chairperson.
- 4.2.12 Following completion of the balloting for the office of Chairperson and Vice-Chairperson, the Board may approve a motion authorizing the scrutineers to destroy all ballots.

4.3 Term and Tenure of Office - Board Chairperson and Vice-Chairperson

- 4.3.1 The Board Chairperson and Vice-Chairperson are elected annually.
- 4.3.2 The following table sets out the term and tenure for Board Chairperson and Vice-Chairperson as noted:

<u>Office</u>	<u>Length of Term</u>	<u>Maximum Number of Consecutive Allowable Terms</u>
Board Chairperson	1 year	2 terms
Board Vice-Chairperson	1 year	2 terms

- 4.3.3 In the case of a partial term for the position of Chairperson or Vice-Chairperson of less than one year, six months or more shall be defined as a term.
- 4.3.4 Following the completion of the maximum number of terms noted in the table above, the member officer in question shall step down for a period of one year before holding that office again, except in the case of a member making a bid for a higher office.

4.4 Ex Officio

- 4.4.1 The Chairperson of the Board shall be an ex-officio member of all Committees, shall have voice and vote, and shall have the power to delegate the Vice-Chairperson of the Board to serve on any such committee in the absence of the Chairperson in which case the Vice-Chairperson shall have voice and vote.
- 4.4.2 The Chairperson, or Vice-Chairperson, as the case may be, shall count in forming a quorum.

4.5 Notice and Holding of Public Meetings

(Reference Board Policy 3004 - Holding of Public Meetings)

- 4.5.1 The Board Chairperson shall chair all meetings of the Board and Committee of the Whole. In the Chairperson's absence, the Vice-Chairperson shall chair such meetings. In the absence of both, Board members shall elect a chair from amongst themselves.
- 4.5.2 The Director of Education and Secretary shall give notice of all meetings of the Board and of the Committee of the Whole, together with all matters so far as known, that are to be brought before the Board or the Committee at such meeting, to every member of the Board at least 48 hours in advance. Notice of meetings of the Board and its Committees shall be delivered to the last known address of each member at least 48 hours prior to the hour of each meeting.
- 4.5.3 Until members of the Board notify the Director of Education and Secretary in writing of their official addresses for the receipt of all notices or communications, all such notices or communications delivered or mailed to the members at their addresses, as set out in their nomination papers, shall be deemed to have been received by them.
- 4.5.4 Accidental omission to give notice to any member of the Board or of a committee, or the non-receipt of any notice, or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or founded thereon.
- 4.5.5 The Chairperson of the Board or the Vice-Chairperson, in the absence of the Chairperson, shall have the authority to call a special meeting of the Board during an emergency without having given the required 48 hours notice.
- 4.5.6 Formal sessions of the Board, in public, including statutory and ad hoc committees may be convened in accordance with these bylaws without Board approval. The notice of meeting and agenda will serve as a statement on the status of the session and its purpose.
- 4.5.7 Attendance of staff members at meetings will be determined by the Director of Education and Secretary.

4.6 Quorum - Board and Committee of the Whole Meetings

- 4.6.1 The presence of a majority of all the members constituting a board is necessary to form a quorum. (Education Act, Section 208 (11))
- 4.6.2 Board members unable to attend scheduled Board and Committee of the Whole meetings should notify the Chairperson's Office as early as possible, and if it should appear a quorum will be lacking, the Chairperson will instruct the Secretary to the Chairperson and Trustees to notify trustees of the postponement or cancellation of the meeting.
- 4.6.3 Should there be no quorum present at the time appointed for the meeting, the Chairperson shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Manager of Corporate Services shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.
- 4.6.4 In the case of the absence of both the Chairperson and Vice-Chairperson for five minutes after the hour appointed for the meeting, as soon as a quorum shall be present, the Board shall select a Chairperson from among themselves who will preside until either the Chairperson or Vice-Chairperson arrive. If neither arrive, then the selected Chairperson will preside until the completion of the meeting.

4.7 Board Meetings

- 4.7.1 The regular monthly meetings of the Board shall be held on the last Monday of each month during the school year September to June, commencing at 7:00 p.m., as well as the first Monday in July, if required, and the last Monday in August, if required, unless otherwise ordered by special motion or unless that Monday falls on a statutory holiday
- 4.7.2 Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.
- 4.7.3 In unusual circumstances, at the discretion of the Chairperson and in consultation with the Vice-Chairperson and the Director, a regular meeting may be cancelled or rescheduled.

4.8 Committee of the Whole Meetings

- 4.8.1 The Committee of the Whole meetings of the Board shall be held on the second and third working Mondays of each month commencing at 7:00 p.m., unless otherwise determined by members of the Agenda Development Committee.
- 4.8.2 In unusual circumstances, at the discretion of the Chairperson and in consultation with the Vice-Chairperson and the Director, a Committee of the Whole meeting may be cancelled or rescheduled.

4.9 Special Board Meetings

(Education Act, Section 208 (13))

- 4.9.1 Special Meetings of the Board shall be held at the call of the Chairperson or at the written request of five members of the Board.
- 4.9.2 The written notice of every special meeting of the Board shall state all business to be transacted or considered within 24 hours before the meeting is to take place. No other business shall be considered unless all the members of the Board are present and agree unanimously.

4.10 Opening Exercises

- 4.10.1 National Anthem - All public Committee of the Whole and Board meetings will be opened with the singing of the national anthem, O Canada.
- 4.10.2 Invocation - Following the singing of the national anthem, O Canada, all Board meetings will be opened with the reciting of the following sentence:

In preparation for this evening's meeting, let us pause for thirty seconds of silent reflection - to commit our hearts and our heads, and help one another to make the careful and thoughtful decisions that will further the education of all our students.

4.11 Reports from Members

- 4.11.1 Presentations made under the "Reports from Members" section on the regular Board meeting agenda shall be limited to information concerning events or activities at which the member presenting the report was acting on behalf of or representing the Board.
- 4.11.2 When trustees attend a conference or workshop on behalf of the board, they are required to submit to the Board a written report of that event.

4.12 Delegation Procedures

- 4.12.1 The Waterloo Region District School Board recognizes the need to foster effective communication between the educational system and the community.
- 4.12.2 Delegations wishing to appear before the Waterloo Region District School Board at a Committee of the Whole or Board Meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting. Delegations not making prior arrangements by noon on the Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.
- 4.12.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented, and recommendation(s) for resolving the matter. A Delegation Submission Template can be accessed via the Board's website (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.
- 4.12.4 At regular Board Meetings, delegations may speak only to matters relevant to those items listed on the agenda. All other presentations will be referred to Committee of the Whole meetings.
- 4.12.5 Delegations will be permitted to address the Board for a period of up to ten minutes. Exceptions to this rule will be permitted only by a majority vote of the Board or Committee.
- 4.12.6 Delegations will be scheduled to appear at the beginning of Board or Committee meetings up to the first hour of the meeting. A maximum of eight (8) delegates will be scheduled per meeting.
- 4.12.7 The Board will consider or act on any request from a delegation during the same meeting at which the presentation is made only if approved by a vote of two-thirds (2/3) of the members present at the meeting, or if consideration of the matter was included on the meeting agenda.
- 4.12.8 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chairperson may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.
- 4.12.9 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

4.13 Special Delegation Meetings

- 4.13.1 Special Meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget, etc.)
- 4.13.2 Delegations wishing to appear before the Waterloo Region District School Board at a Special Delegation Meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting.

- 4.13.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented. A Delegation Submission Template can be accessed via the Board's website at (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.
- 4.13.4 Delegations who wish to speak for the first time on a topic will be given precedence over those who wish to speak a second time on the same topic. Delegations who wish to speak for a second time on the same topic will be placed on a waiting list. The Manager of Corporate Services will review the list of delegations on the Friday prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda.
- 4.13.5 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chairperson may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual (e.g. props, placards) demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.
- 4.13.6 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

4.14 Adjournment

- 4.14.4 All public Board and Committee of the Whole Meetings will adjourn at **9:30 p.m.** unless otherwise agreed to by trustees.
- 4.14.5 An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.
- 4.14.6 At **10:00 p.m.** a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.
- 4.14.7 At **10:30 p.m.** a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.

ARTICLE 5 - COMMITTEES

5.1 General Committee Operation

- 5.1.1 The Board's Committee operation consists of the following:
- a) Committee of the Whole (In Camera and Public)
 - b) Board Committees (Statutory)
 - i) Special Education Advisory Committee
 - ii) Student Program Review/Student Alternative Learning Committee (as per Ontario Regulation 374/10 - Supervised Alternative Learning and Other Excusals from Attendance at School)
 - iii) Discipline Committee
 - iv) Audit Committee (In Camera Committee)
 - v) Parent Involvement Committee (PIC)

- c) Board Committees (Standing)
 - i) Agenda Development
 - ii) Student Trustee & Student Senate Mentor(s)
 - d) Board Committees (Ad Hoc)
 - i) As required
 - e) Community Committees (Standing)
 - i) Accessibility Committee
 - ii) Equity and Inclusion Advisory Group
 - i) School Year Calendar Committee
 - f) Community Committees (Ad Hoc)
 - i) As required
 - g) Community Committee (Appointments)
 - i) Huron Natural Area Advisory Committee
 - ii) Waterloo Education Foundation Inc.
- 5.1.2 The membership, tenure, terms of reference, powers, and duties of Statutory, Board Standing and Ad Hoc Committees and Community Standing, Ad Hoc and Appointment Committees shall be as required by law, collective agreement, or as approved by the Board and set forth in these bylaws.
- 5.1.3 Minutes will be taken at all Statutory and Board Standing Committees and must be submitted for approval at regular monthly Board Meetings.
- 5.1.4 At the first meeting of any Committee, only members of that Committee shall elect a Chairperson and Vice-Chairperson from among themselves.
- 5.1.5 The Board Chairperson shall not be eligible to be elected as the Chairperson or Vice-Chairperson of any Board Statutory, Standing or Ad Hoc Committees; and Community Standing, Ad Hoc or Appointment Committees.
- 5.1.6 Other members are not eligible to serve as Chairperson of more than one Statutory Committee at the same time. Members shall not be elected as Vice-Chairperson of more than two Statutory Committees at the same time.
- 5.1.7 Members of the Board may attend meetings of committees of which they are not members and, unless otherwise limited by law, collective agreement or Board motion, shall have voice but no vote.
- 5.1.8 A majority of the members constituting a Committee shall be a quorum. Should there be no quorum present at the time appointed for the meeting, the Committee Chairperson shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Secretary shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.
- 5.1.9 In the case of the absence of both the Committee Chairperson and Vice-Chairperson for five minutes after the hour appointed for the meeting, as soon as a quorum shall be present, committee members shall select a Chairperson from among themselves. The selected Committee Chairperson shall preside only until the Chairperson or Vice-Chairperson arrives and the immediate business at hand is completed.
- 5.1.10 Unless otherwise directed, all Committee recommendations shall be reported to the Board in the form of a report to a Committee of the Whole meeting, and shall be subject to the approval of the Board.

5.1.11 If a Board Statutory or Board Standing Committees makes a recommendation that requires immediate consideration by the Board, the process noted below is to be followed:

- a) The Agenda Development Committee must be advised that the Board Statutory or Board Standing Committee has a report they wish to have scheduled on a Committee of the Whole agenda.
- b) This report shall be submitted in the regular Board Report format, providing the background information necessary for trustees to make an informed decision on the recommendation.
- c) The report will normally be scheduled for the first Committee of the Whole meeting following the Agenda Development Committee meeting where the report is considered. If the recommendation is time-sensitive, any alternative action will be at the discretion of the Board Chairperson.
- d) The minutes of the Board Statutory or Board Standing Committee meeting (containing the recommendation requiring immediate consideration) will continue to appear on the Board meeting agenda in accordance with the procedures currently in place; i.e., the minutes of the committee meeting are presented at the next committee meeting for approval before they are included on a Board meeting agenda.

5.1.12 Meetings of Committees shall be held in accordance with committee approved schedules subject to any terms and conditions contained in the Board's bylaws. Committee Chairpersons, in consultation with the Committee Vice-Chairperson, may convene additional meetings as may be deemed necessary, or may cancel a scheduled meeting where there is insufficient agenda material to warrant the holding of a meeting.

5.2 In Camera (Closed) Meetings

5.2.1 A meeting of a committee of a Board including a Committee of the Whole meeting may be closed to the public when the subject matter under consideration involves (Education Act, Section 207(2)):

- (a) the security of the property of the board;
- (b) 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;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.

5.2.2 Every in camera recommendation from Committee of the Whole, Audit Committee, or other committees shall be given formal approval during an in camera Board meeting before being reported to the Board in public session.

5.2.3 As part of its in camera procedures, the Waterloo Region District School Board allows any member to rise on a point of order dealing with the appropriateness of agenda items to be considered during an in camera meeting, and the decision to consider an agenda item which might be called into question will be based on the willingness of a majority of members present at the meeting to consider the item as an in camera matter.

5.2.4 Only members of the Board and Senior Administration may be present at in camera meetings. Other staff members may attend at the request of the Director of Education and Secretary.

5.2.5 Delegations may be received at in camera meetings if they relate to matters involving Board employees, or, in the case of matters involving students, if the delegation is the parent/guardian of student, or the student (if he/she is 18 years of age or older). The procedures for delegations, as set out in Article 4.12, will apply.

5.3 Board Committees (Statutory)

5.3.1 Special Education Advisory Committee - The Special Education Advisory Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 206; Ontario Regulation 464/97)

5.3.2 Student Program Review/Student Alternative Learning Committee – The Student Program Review/Student Alternative Learning Committee shall function in accordance with the Education Act and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).

5.3.3 Discipline Committee - In accordance with Section 23 (6) of the Education Act, R.S.O. 1990, the Waterloo Region District School Board directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of the three or more trustees appointed annually by the Board.

5.3.4 Audit Committee – The Audit Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 253.1; Ontario Regulation 361/10 – Audit Committees)

5.3.5 Parent Involvement Committee – The Parent Involvement Committee shall function in accordance with Regulation 612/00 from Bill 177 (The Student Achievement and School Board Governance Act).

5.4 Board Committee (Standing/Advisory)

5.4.1 Board Committee (Standing) means a committee established by the Board of Trustees to consider matters related to its approved terms of reference that meets on a regular basis and/or submits minutes and recommendations to the Board for approval. Membership on Board Committees (Standing) would need to be determined.

5.5 Other Board Committees

5.5.1 Agenda Development Committee - shall be struck each year for the following purposes:

- a) to set meeting agendas;
- b) to ensure the flow of business to be brought before the Board or any of its Committees, including timed, regular reports;
- c) to track to completion all business brought before the Board by motion, and provide to all trustees on a monthly basis a current schedule of meetings and pending agenda items.

5.5.1.1 The Committee shall be comprised of the following people: Board Chairperson; Board Vice-Chairperson, Past Chairperson (if applicable), one trustee appointed for the period January to May, one trustee appointed for the period June to December, Director of Education and Secretary, and Manager of Corporate Services.

5.5.1.2 The Committee may be chaired by the Board Chairperson or the Board Vice-Chairperson, in the absence of the Chairperson, or by another member designated by the Board

Chairperson and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

5.5.1.3 The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the Committee Chairperson.

5.5.2.1 The committee membership term in the year prior to a municipal election will be January to November to coincide with the trustee term of office.

5.5.2.2 The Board of Trustees will review the minutes of Board Standing/Advisory Committees and the annual reports of the other Board Committees to determine if those committees should continue to operate or be dissolved. Their recommendations will be reported to the Board at the December Board Meeting for consideration and approval.

5.5.3 Parent Involvement Committee - works collaboratively with the school board to ensure linkages between parents, the Director of Education and trustees:

- to develop strategies for enhancing parental engagement and outreach;
- to hold district-wide meetings and to engage in inter-school communications;
- establish a forum for the exchange of ideas, concerns and topics that matter to parents for school councils to share with the Director of Education and trustees.

5.5.3.1 A minimum of one trustee is appointed annually by the Board under the terms of the regulations.

5.5.3.2 The committee meets approximately four or five times per year.

5.6 Board Committee (Ad Hoc)

5.6.1 No Board Committee (Ad Hoc) shall be struck without Board approval.

5.6.2 Any motion establishing an Ad Hoc Committee shall contain a date by which the Committee must present its report to the Board.

5.6.3 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.

5.6.4 The membership of all Ad Hoc Committees established under this bylaw shall be approved by the Board.

5.6.5 Any motion establishing a Board Committee (Ad Hoc) shall have a completed terms of reference included with the motion.

5.6.6 A formal Board motion should be presented to dissolve a Board Committee (Ad Hoc) once the final report has been presented to the Board.

5.7 Trustee Representation on Staff Committees

5.7.1 Trustee representatives may be required to serve on staff (administrative) committees which are chaired by a senior administrator or designate. Staff Committee Chairs are to submit any requests for trustee representation to the Board Chairperson who will seek trustee volunteers and determine appointments in consultation with the Board Vice-Chairperson and the Director of Education and Secretary. If necessary, actions taken by staff committees will be reported to the Board as information as determined by the Staff Committee Chair.

ARTICLE 6 - PARLIAMENTARY AUTHORITY

6.1 Rules Of Procedure

- 6.1.1 The rules of order to be observed at meetings shall be in accordance with the provisions of this section. In all cases not provided for by these rules, the rules and practice of Robert's Rules of Order shall govern as applicable.
- 6.1.2 A member, in speaking to any question or motion, shall address the Chair, confining remarks to the question in debate and avoiding all discourteous language and personalities.
- 6.1.3 When two or more members, at the same time, signify their desire to speak, the Chairperson shall name the member who is to speak first.
- 6.1.4 At the mover's request, the mover of a motion may be the initial and/or the final speaker.
- 6.1.5 No member while speaking shall be interrupted except on a point of order or privilege, in which case that member shall desist from speaking and await the decision of the Chairperson on the point of order or privilege raised. The original speaker regains the floor after the interruption has been dealt with.
- 6.1.6 A Point of Order is a question about process, or content of a motion, or an objection of process and a suggestion of an alternative process. It may include a request for the Board Chair to rule on process. A Point of Order should not be used as a means to obtain the floor for any other reason. Members misusing a Point of Order will not be acknowledged. A Point of Order has priority over all other motions with the exception of a Point of Personal Privilege.
- 6.1.7 A Point of Personal Privilege relates to the comfort of the members (e.g. room temperature), or a direct response to a comment defaming a member's character. The Board Chair shall recognize the member raising the matter of privilege and the member shall, as briefly as possible, state the Point of Personal Privilege. A Point of Personal Privilege has priority over all other motions.
- 6.1.8 Any member may put a motion to challenge the ruling of the Board Chair, and shall state the reason(s) for the challenge. Such a motion requires a seconder and is not debatable. The Chair shall have the opportunity to explain his/her ruling before the vote is taken. The Chair will call for a vote on the upholding of the Chair's ruling. A majority vote of members is required to overturn the ruling.
- 6.1.7 No member shall speak longer than five minutes on the same question, without permission from the Board, by simple majority. Each member has a right to speak a maximum of twice on the same question but cannot make a second speech on the same question as long as any member who has not spoken on the same question desires the floor. Further discussion beyond two speeches by a trustee will be permitted only at the discretion of the Board Chairperson if new information is being offered.
- 6.1.8 No motion shall be debated or put without a second, unless it is a motion of nomination. Members shall have the privilege of writing their own motions or on request, the Manager of Corporate Services, or designate, shall record and read the motion before the vote is taken.
- 6.1.9 Any member may require the motion under discussion to be read for clarification and information at any time in the course of debate, provided that the request does not interrupt the member speaking to the question.
- 6.1.10 When the motion under consideration contains two or more distinct issues, upon the request of any member, those issues may be considered and voted upon separately.

- 6.1.11 After a motion has been moved and seconded and the mover wishes to withdraw or modify it or substitute a different one in its place, if no one objects, the Chairperson may grant that permission. If an objection is made to the withdrawal, it will be necessary to put a motion for that purpose.
- 6.1.12 The ordinary motions rank as follows, the lowest in rank being at the bottom and the highest at the top of the list. When any one of them is immediately pending, the motions above it in the list are in order, and those below are out of order. Those marked (2/3) require a 2/3 vote for their adoption; the others require only a majority.

Undebatable

Fix the Time to which to Adjourn (when privileged). [Notes 1 & 2 apply]

Adjourn (when privileged). [Note 2 applies]

Take a Recess (when privileged). [Notes 1 & 2 apply]

Raise a Question of Privilege

Call for the Orders of the Day

Lay on the Table

Previous Question (2/3).

Limit or Extend Limits of Debate (2/3). [Note 1 applies]

Debatable

Postpone to a Certain Time. [Note 1 applies]

Commit or Refer. [Note 1 applies]

Amend. [Note 1 applies]

Postpone Indefinitely.

A Main Motion. [Note 1 applies]

[Note 1. Can be amended: the others cannot be amended.

Note 2. The first three motions are not always privileged. To *Fix the Time to which to Adjourn* is privileged only when made while another question is pending, and in an assembly that has made no provision for another meeting on the same or the next day. To *Adjourn* loses its privileged character and is a main motion if in any way qualified, or if its effect, if adopted, is to dissolve the assembly without any provision for its meeting again. To *Take a Recess* is privileged only when made while other business is pending.]

- 6.1.13 A motion to adjourn shall be put without debate. A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some other business has intervened.
- 6.1.14 A motion to adjourn or to table shall be put without debate. A motion to refer, until it is decided, shall preclude all amendments of the main question.
- 6.1.15 A motion to delay consideration of any item may be moved at any time when a motion is before the Chair, provided that it is put in one of the following statements:
- a) “That the motion be postponed (to a specific time)”.
If the motion to postpone is to a “specific time”, the motion may be:
 - i) amended as to the specific time;
 - ii) debated as to the advisability of the postponed motion.
 If the motion to postpone to a specific time is carried, the matter cannot be reconsidered until the time specified, unless otherwise agreed to by a vote of two-thirds of the members present.

- b) “That the motion be postponed indefinitely”.
If the motion to postpone is for an “indefinite time”, it is not meant to postpone, but to reject the main motion without incurring the risk of a direct vote on it, and it is made only by members opposing the main motion when they are in doubt as to their being in the majority. the motion may be:
- i) amended as to the specific time;
 - ii) debated as to the advisability of the postponed motion.
- c) “That the motion be tabled”.
If the motion is to “table”, the motion is undebatable. If the motion to table is carried, the matter is laid aside until it is removed from the table by a majority vote. A motion to remove from the table is undebatable.
- 6.1.15 A motion to amend another motion takes precedence over the motion to be amended. The motion to amend can also be amended; however, only one amendment shall be allowed to each amendment. An amendment must be directly relevant to the main motion and propose some change in form or substance of the main motion. An amendment to an amendment must be directly relevant to the main motion and amendment, and propose some change in the form or substance of the amendment. A separate vote will be taken, in this order:
- an amendment to an amendment;
 - an amendment;
 - the main motion.
- 6.1.16 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 (a friendly amendment) to the motion about which there is unlikely to be a difference of opinion. The mover of the motion may accept or reject the suggested modification.
- 6.1.17 A motion to “Call the Question” (or “move previous question”) may be moved at any time when a motion, with or without amendment or amendments, is before the Board, provided always that no member while speaking is interrupted for this purpose. A motion to call the question is undebatable and shall be put in the following words, “I move that we call the question”. If carried by two-thirds of those present, the Chairperson shall then call for the vote on the pending motion and amendments (if more than one is before the Board at the time the question is called), in the appropriate order as required by these rules, and these items shall be voted upon and disposed of without further debate, and no other motion or amendment shall be entertained until the motion and amendment(s) are disposed of. If the vote on the amendment is negative, further amendments may then be moved, and the motion and all amendments shall continue to be debated in the same manner as if the previous question had not been moved.
- 6.1.18 If the Chairperson has not exercised the right to vote on a motion, and a tie vote occurs, the Chairperson may exercise the right of the chair to cast a deciding vote.
- 6.1.19 Should the Chairperson elect to vacate the Chair to take part in any debate or discussion or for any other reason, the Vice-Chairperson will be called upon or, in the Vice-Chairperson’s absence, one of the members to fill the Chair for that period of time. The Vice-Chairperson or other member occupying the Chair shall discharge all the duties and enjoy all the rights of the Chair. If a motion is on the floor at the time the Chairperson returns to the meeting, the Vice-Chairperson, or designate, shall remain in the chair until the vote on the motion is taken.
- 6.1.20 When the Chairperson is called upon to decide a point of order or practice the Chairperson shall, before deciding, state the rule applicable to the case, without comment. The ruling of the Chairperson shall be final, subject only to an appeal to the Board by a member, without debate.

- 6.1.21 When a motion is presented by a trustee that is not in relation to a written report, the Board Chairperson may call upon the Director of Education, or designate, to offer information from staff once the motion has been moved and seconded, as well as immediately prior to the vote being taken on the motion on the floor.

6.2 Reconsideration of a Motion Previously Approved at a Board Meeting

- 6.2.1 Once a motion has been decided upon by the Board at a regular or special Board meeting, and confirmed by a resolution of the Board recorded in its minutes, it shall not be reconsidered during the ensuing twelve-month period unless:
- a) at least 72 hours written notice has been given to all members of the Board; and
 - b) the motion to reconsider is made by a member who voted with the prevailing side (whether it was for or against);* and
 - c) the affirmative vote of two-thirds of all members of the Board present at the meeting is received to reopen the matter.**

Notes: * The prevailing side means that if the majority of members voted in favour of a motion, the member presenting the motion of reconsideration must be someone who previously voted in favour of it. If the majority of members voted against the motion, the members presenting the reconsideration motion must be someone who previously voted against it. However, in the year following election of a new board, newly elected trustees (not including re-elected incumbents), will be deemed to have voted on the prevailing side of any motion proposed for reconsideration that received formal approval by the previous board.

** No formal action may be taken unless a quorum is present (half of total membership plus one).

6.3 Recorded Votes

- 6.3.1 The yeas, nays and abstentions shall be recorded on any question if a member of the Board requests that action. The recording secretary shall call the roll, and each member will respond with either a yes or no. The recording secretary will then read out the names of those who answered in the affirmative, followed by those names answering in the negative, so that errors may be corrected, and any abstentions verified. An entry shall be made in the minutes of the names of all members voting in the affirmative, the negative, and those abstaining.

6.4 Member Question Period/Requests for Information

- 6.4.1 A ten-minute question period is scheduled just prior to the adjournment of each Regular Board and Committee of the Whole meeting. Members are advised to contact the appropriate administrative official(s) regarding the item on which they intend to speak so that staff are prepared to respond appropriately.
- 6.4.2 Member requests for research and preparation of information of a detailed nature by staff shall be referred to the Agenda Development Committee or the Director of Education and Secretary for review. If, in the opinion of the Agenda Development Committee members the amount of staff time involved to fulfill the request is excessive, the member seeking the information will be required to secure Board approval before any work is undertaken.

6.5 Corporate Seal and Execution of Documents

- 6.5.1 Documents required to be executed under the Corporate Seal of the Board shall be signed by the Director of Education and Secretary or designate, as deemed appropriate.

6.6 Notice of Motion

- 6.6.1 Trustees may orally serve notice of a motion that they intend to present at a future meeting during a Committee of the Whole or Board Meeting under the “Future Agenda Items” portion of the meeting. Trustees require the signed support of at least two additional trustees before the notice of motion would be accepted and scheduled for consideration by the Board. The wording of the motion must be provided to the Manager of Corporate Services for scheduling on the next Agenda Development Committee agenda, no later than noon on the Friday prior to the Agenda Development Committee meeting.

6.7 Motion to Suspend the Rules

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

6.8 Calculation of Two-Thirds

- 6.8.1 A vote of two-thirds of trustees present at a meeting is calculated by multiplying the number of trustees present by .66 and rounding up to the nearest whole number (e.g. 11 x .66 = 7.26 and would be rounded up to 8).

ARTICLE 7 - AMENDMENTS TO BYLAWS**7.1 Amendment Procedures**

- 7.1.1 No amendment, alteration, or addition to the bylaws shall be made unless written notice outlining the proposal is presented at the meeting previous to the meeting during which the item will be considered. A majority vote of trustees present is required to support the scheduling of the proposal at the next meeting.
- 7.1.2 To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all members of the Board present at the meeting during which the proposal is considered.

WORKING DRAFT BOARD BYLAWS

May 2019

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WORKING DRAFT BOARD BYLAWS

May 2019

ARTICLE 1.0 – OVERVIEW

1.1 Statutory Provision

1.1.1 The following bylaws of the Waterloo Region District School Board shall be observed for the order and dispatch of its business. All former bylaws of the Waterloo Region District School Board are hereby repealed.

1.1.2 The bylaws of the Waterloo Region District School Board shall be subject to the provisions of any Statute of the Province of Ontario and the Dominion of Canada and, in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.

1.1.3 All provisions in this bylaw shall be interpreted in a manner consistent with all laws applicable to a public board of education in Ontario.

1.2 Definitions

1.2.1 For the purpose of these bylaws:

- “Act” means the *Education Act of Ontario*, R.S.O. 1990, as amended from time to time;
- “Ad Hoc Committee” means a committee established for a specific time frame and purpose;
- “Board” means the Board of Trustees of the Waterloo Region District School Board;
- “Board Committee” means an ongoing committee established by the Board;
- “Board meeting” means an official, regularly-scheduled or special Board meeting as defined in the *Education Act*;
- “Chair” means the Chair of the Board;
- “Committee Chair” means Chair of statutory, standing board, board, community or ad hoc committee of the Board;
- “Committee of the Whole In Camera” means an in camera, closed meeting of the Board or any committee of the Board from which the public is excluded pursuant to *the Education Act*, the *Young Offenders’ Act* or the *Municipal Freedom of Information and Protection of Privacy Act*;
- “Community Committee” refers to a committee(s) established to address operational/system needs, initiatives and community partnerships;
- “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- “Member” means a voting member of a Board committee;
- “Past Chair” means the most recent previous Chair currently a Trustee of the Board;
- “Standing Committee” refers to an ongoing committee established by the Board, which meets on a regular basis, and with a membership that consists of all Trustees;
- “Statutory Committee” means a committee struck as a requirement of government legislation;
- “Student Trustee” means means a student elected to represent the interests of students, pursuant to the *Education Act*;
- “Treasurer” means the Treasurer of the Board;
- “Trustee” means a person elected, or acclaimed, or appointed to the office of Trustee on the Board pursuant to the provisions of the *Municipal Elections Act* and the *Education Act*;
- “Two-thirds majority” means a vote of two-thirds of trustees present at a meeting. It is calculated by multiplying the number of trustees present by .66 and rounding up to the nearest whole number e.g., $11 \times .66 = 7.26$ and would be rounded up to 8;

WORKING DRAFT BOARD BYLAWS

May 2019

- “Vacancy” means when due to death, resignation, removal, or disqualification for reasons pursuant to the *Education Act*, a trustee does not complete the term;
- “Vice-Chair” means the Vice-Chair of the Board;
- “Working day” means any regular day of business of the WRDSB Education Centre.

1.3 Amendments and Additions to Existing Bylaws

- 1.3.1 No amendment, alteration, or addition to the bylaws shall be made unless written notice outlining the proposal is presented at the meeting previous to the meeting during which the item will be considered. A majority vote of the trustees present is required to support the scheduling of the proposal at the next meeting.
- 1.3.2 To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all Trustees present at the meeting during which the proposal is considered.

1.4 Corporate Seal and Execution of Documents

- 1.4.1 Documents required to be executed under the Corporate Seal of the Board shall be signed by the Director of Education or designate, as deemed appropriate. The Corporate Seal of the Board is located in Corporate Services.
- 1.4.2 The corporate seal of the Board shall be in the form impressed on the original copy of bylaws located in the Administrative Offices of the Waterloo Region District School Board.
- 1.4.3 The Chair or the Vice-Chair of the Board and the Treasurer shall be authorized to sign cheques and orders for payment of money on behalf of, and in the name of, the Board.
- 1.4.4 The Treasurer shall be authorized to endorse bills of exchange, cheques, drafts, and orders for payment of money, for deposit to the credit of the Board, and to receive all paid cheques and vouchers, and any documents the bank may have from time to time, belonging to the Board, and to sign the bank’s form of settlement and release.
- 1.4.5 The Treasurer shall be authorized to sign cheques by means of a cheque signing machine and a facsimile of the signatures of the Chair of the Board and the Treasurer.
- 1.4.6 The Chair of the Board and the Treasurer shall be authorized to sign all necessary bank forms or documents required by the bank in respect to parts 1.5.3, 1.5.4, and 1.5.5 of this resolution.
- 1.4.7 The Treasurer shall be authorized to have printed all the necessary forms required for the banking business of the Board.

1.5 Electronic Meetings

The Waterloo Region District School Board shall provide for the use of electronic means for the holding of meetings of the Board and meetings of the Standing Committee of the Board. Committee of the Whole In Camera meetings cannot be attended electronically.

- 1.5.1 At every meeting of the Board, the following persons shall be physically present in the meeting room of the Board:
1. The Chair of the Board or Standing Committee or their designate
 2. At least five additional Trustees
 3. The Director of the Board or their designate
 4. The Manager of Corporate Services or their designate.

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- 1.5.2 At the request of any Trustee, the Board shall provide the Trustee or representative with electronic means of participating in one or more meetings of the Board or Standing Committee except where to do so would not comply with the legislation pursuant to the *Education Act*.
- 1.5.3 A Trustee of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting but not counted towards quorum.
- 1.5.4 A Trustee of the Board shall be physically present in the meeting of the Board for at least three regular Board meetings in each twelve month period beginning December 1 (*Education Act 1998 s.229(1)*).
- 1.5.5 For the period beginning when a Trustee of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the Trustee shall be physically present in the meeting room of the Board for at least one regular Board meeting for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending the following November 30 (*Education Act 1998 S.229(2)*).
- 1.5.6 The electronic means shall permit the trustee to hear and be heard by all other participants in the meeting and a method of conveying votes and gaining the floor will be determined prior to the meeting.

ARTICLE 2.0 – TRUSTEE DETERMINATION AND DISTRIBUTION

- 2.1 The number of trustees on a district school board is determined under the *Education Act* (Section 58).
- 2.2 The distribution of trustees is governed by Ontario Regulation 412/00 (Election to and Representation on District School Boards). A report is provided to the Board by staff in advance of each municipal election, outlining the distribution of trustees.
- 2.3 The Waterloo Region District School Board is a public corporate entity composed of eleven trustees, elected by public school ratepayers for a four year term representing the seven municipalities within the Regional Municipality of Waterloo:
- City of Cambridge/Township of North Dumfries - three trustees
 - City of Kitchener - four trustees
 - City of Waterloo/Township of Wilmot - three trustees
 - Township of Wellesley/Township of Woolwich - one trustee
- 2.4 The Board of trustees, as mandated by the current *Education Act 1998*, has a collective regional responsibility of governance and policy making for public education in accordance with the provisions of the *Act*, its regulations and other relevant legislation.
- 2.5 **Qualification/Disqualification** (*Education Act, Section 219*)
- 2.5.1 A person is qualified to be elected as a Trustee of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is a resident in its area of jurisdiction.

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2.5.2 A person who is qualified to be elected as a member of a district school board or school authority is qualified to be elected as a member of that district school board or school authority for any geographic area in the district school board's or school authority's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.

2.5.3 A member of a district school board or school authority is eligible for re-election if otherwise qualified.

2.5.4 A person is not qualified to be elected or to act as a member of a district school board or school authority if the person is,

- (a) an employee of a district school board or school authority;
- (b) the clerk or treasurer or deputy clerk or deputy treasurer of a county or municipality, including a regional municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
- (c) a member of the Assembly or of the Senate or House of Commons of Canada; or
- (d) otherwise ineligible or disqualified under this or any other Act.

ARTICLE 3.0 – STUDENT TRUSTEES

3.1 The Board appoints two student representatives, as directed by legislation, in accordance with the Board's policy 3006 – Student Trustees on student representatives and related regulations.

3.2 A Student Trustee will have their vote recorded for the purpose of public record and for accountability to the student body; however, it is recognized that “a student trustee is not a Trustee of the Board or any of its committees.” (*Education Act*, Section 55 (2))

ARTICLE 4.0 – TRUSTEE RESPONSIBILITY

4.1 The Board will operate under the ordinance of the *Education Act*.

4.2 Principles of Policy Governance

- (a) The Board of Trustees as a body has the responsibility to serve the general public rather than groups of the population or professionals whom the Board employs.
- (b) The Board of Trustees exists to govern the school system, not manage it.
- (c) The Board of Trustees has multiple and varied responsibilities, but involvement in the details of these concerns should never displace students as the central focus of the system.

Areas of Responsibility

- (a) Articulate the Board's vision for education
- (b) Establish and monitor Board policy based on vision and provincial policy
- (c) Approve a budget and monitor its implementation
- (d) To advocate for a strong and vigorous public education system that benefits the learners and communities served within the District
- (e) To recruit, evaluate and terminate a Director of Education

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- (f) To undertake directly and/or facilitate linkages with the communities and public served and represented by the Board.
- (g) To establish the strategic directions, priorities and outcomes of the Board, and regularly monitor their achievement.

4.3 Expectations of Trustees

4.3.1 In addition to the responsibilities set down in the *Education Act* and incorporated in the bylaws and procedures of the Board, an individual trustee shall be expected to:

- (a) Attend regular Board meetings;
- (b) Serve on statutory, standing, board, community and ad hoc committees of the Board as required;
- (c) Notify the Chair of the Committee when unable to attend a meeting;
- (d) Safeguard and keep confidential, materials and information discussed or placed in confidence with trustees.
- (e) Be prepared for, and actively participate in, discussion and decision-making;
- (f) Ensure, when making public statements, that it is clear whether they speak on behalf of the Board or as an individual trustee;
- (g) Exercise their power to govern only as a trust of the corporate body, not as an individual;
- (h) Be aware that they can be held personally liable if they are guilty of bad faith, neglect or willful or malicious use of power.

4.3.2 Trustees as full participating members of the Board may be expected to:

- (a) Act as a representative of the Board at official functions;
- (b) Be involved in provincial trustee organizations and committees;
- (c) Attend conferences, workshops, etc. in order to be kept informed of current educational issues;
- (d) Reflect community attitudes while also providing leadership in decision-making;

4.3.3 Trustees shall be expected to model ethical practices which include:

- (a) Making decisions in a manner which is open, accessible and equitable;
- (b) Approaching all Board issues with an open mind, and being prepared to make the best decisions for stakeholders as a whole;
- (c) Respecting different points of view;
- (d) Conducting Board business through appropriate channels;
- (e) Ensuring that public office is not used for personal gain;
- (f) Protecting the integrity of the Board.

4.4 Trustee Vacancies on the Board

4.4.1 Resignations

4.4.1.1 Pursuant to the *Education Act* (Section 220), a member of a board, with the consent of a majority of the members present at a meeting, entered in the minutes of it, may resign as a member, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a member if the resignation will reduce the number of members of the board to less than a quorum.

4.4.1.2 Where it is necessary for a member of a board to resign to become a candidate for some other office, the member may resign by filing his or her resignation, including a statement that the resignation is for the purpose of

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becoming a candidate for some other office, with the secretary of the board and the resignation shall become effective on November 30 after it is filed or on the day preceding the day on which the term of the office commences, whichever is the earlier.

4.4.2 Removal from Office

Pursuant to the *Education Act* (section 228), a member of a board vacates his or her seat if he or she,

- (a) is convicted of an indictable offence;
- (b) is absent without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
- (c) ceases to hold the qualifications required to act as a member of the board;
- (d) becomes disqualified under subsection 219 (4); or
- (e) fails to meet the requirements of section 22, which reads, “a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period beginning December 1, 1997.”

4.4.2.1 Where a member of a board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated.

4.4.3 Filing Vacancies

4.4.3.1 The *Education Act*, 1998, allows a Board to fill a trustee vacancy by either of two means:

- (a) require the municipality to hold a by-election, or
- (b) appoint a qualified person to the position.

4.4.3.2 A by-election may not be held after March 31 in an election year (i.e., within approximately 8 months of a regularly scheduled municipal election). All costs for a by-election are borne by the Board (subsection 7(3) *Municipal Elections Act*, 1996).

4.4.3.3 The method of appointment is not specified in the *Education Act* (Section 221 (1) (a)).

4.4.3.4 **By-Election or Appointment.** The following steps/decisions need to be considered:

- (a) If by-election, the matter is the responsibility of the municipality. The process for filling a vacancy in this manner takes approximately 2-1/2 months. Information regarding the implications of holding a by-election, including previous election results and estimated costs, will be provided to the Board.
- (b) If appointment, the *Education Act* requires the vacancy to be filled within ninety days after the office becomes vacant.
- (c) A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office.

4.4.3.5 **Qualifications.** The *Education Act*, 1998, Section 219 (1) specifies the qualifications necessary to be elected as a member of a Board (and, presumably, to be appointed):

- (a) qualified to vote for members of the Board
- (b) a resident in the area of jurisdiction of the Board

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(c) disqualifications are outlined in the *Education Act, 1998 Section 291 (4) (5) (67)*.

4.4.3.6 The board may choose to appoint or give priority to candidates who ran for the position of trustee in the last municipal election, and who are from the same electoral area as the vacated position.

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

(a) Advertising. The vacancy shall be advertised through the WRDSB Communications Department.

(b) Applications

- Individuals interested in the position shall be required to submit in writing an application for the position, to be received by the Manager of Corporate Services.
- The Board shall establish a deadline for the appointment process.

(c) Information Required From Candidates. Applicants shall be asked to provide the following information:

- Confirmation of eligibility as per Section 4.4.5 (a);
- Why they are interested in the position;
- Background, interests, experience, concerns;
- Other information they think is pertinent.

(d) **Information Provided To Candidates.** Upon written or verbal indication from an individual that they intends to apply for the position, a package of information shall be made available for pick-up from the Administrative Assistant to the Chair and Trustees, as follows:

- Bylaw 4.2 – Board and Trustee Areas of Responsibilities and Policy G201, Code of Conduct;
- Schedule of Board and Committee meetings;
- Committee membership list.

(e) **Presentations.** The board will establish the number of applicants to schedule for presentations:

- (a) The Board shall establish the presentation date and the schedule of presentations.
- (b) Only candidates who have submitted written applications by the deadline date shall be contacted. Presentations shall be conducted in the boardroom.
- (c) Each candidate shall be requested to address the Board for up to five minutes.
- (d) Presentations shall be conducted at a Board or Special Board meeting
- (e) The Chair of the Board or designate shall preside over the presentations and be responsible for adhering to the timelines.
- (f) The presentation process shall be open to the public. Candidates shall be advised of their right to attend any or all presentations.

(f) **Voting on Presentations.**

- (a) A vote by secret ballot shall be conducted with each Trustee present able to cast one vote.
- (b) The candidate receiving a majority of the votes cast shall be declared appointed, but the count shall not be declared.

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- (c) Should no candidate receive a majority of the votes cast, the Chair, shall announce the names of the candidates remaining on the ballot with the name of the candidates receiving the fewest number of votes being dropped from the list.
- (d) Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.
- (e) In the event there is a tie vote after the candidate with the least number has been withdrawn, the Chair will call for the drawing of lots. The candidate whose name is drawn will be declared the appointed trustee the remaining term.
- (f) A candidate may voluntarily withdraw their name between votes.
- (g) Following the swearing in of the successful candidate, by motion of the Board, all ballots shall be destroyed.
- (h) The Board of Trustees shall appoint Scrutineers to count the ballots.

4.5 Leave of Absence of Trustees

4.5.1 To meet the provisions of Section 229 (1) of the *Education Act*, the request from a Board Trustee for leave of absence shall be made directly to the Board. If the Trustee is unable to attend the meeting, the Chair may make the request on the Trustee's behalf.

4.5.2 Any action on a request for a leave of absence must be recorded as a motion of the Board.

4.5.3 Notwithstanding the *Education Act*, section 228(1), 229(1) and 229(2), and as per Board Policy 3009 (Parental Leave - Trustees), an office is not vacated by a Trustee who is absent for 20 consecutive weeks or less if the absence is as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee in accordance with Subsection 259(1.1) of the *Municipal Act*, 2001 as amended by Bill 68.

ARTICLE 5.0 – WATERLOO REGION DISTRICT SCHOOL BOARD OF TRUSTEES RESPONSIBILITIES

The *Education Act* provides for the establishment of locally elected school boards responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.

5.1 Accountability for Student Achievement and Well Being in the Region

- Nurture a culture that supports student academic success and provides an environment that promotes well-being
- Provide a safe environment to promote student learning
- Promote programming opportunities for each and every student in the region
- Make decisions that reflect the belief that each and every student can learn
- Use student achievement and well-being data to make informed decisions
- Foster a professional climate that puts educators in the role of champions of their students

5.2 Accountability to the Provincial Government

- Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies

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- Perform Waterloo Region District School Board functions required by provincial legislation and board policy
- Provide advice and input to the Ministry of Education regarding current or evolving issues

5.3 Accountability to the Community

- Promote community consultation and outreach that seeks and provides communities at large with opportunities for input and the exchange of ideas
- Recognize the role of individual trustees as advocates and as liaisons for their communities
- Annually review the communication plan to ensure that the WRDSB is fulfilling its commitment to communicate with the community at large
- Provide two way communications between WRDSB, Board and Community Committees
- Support the growth and development of Parent Involvement Committee, Waterloo Region Assembly of Public School Councils and school councils
- Provide reports outlining WRDSB results in accordance with provincial policy
- The Audit Committee is accountable to the Board of Trustees

5.4 Policy Development, Implementation and Review

- Develop policies that outline how the Board will successfully function
- Ensure the processes for policy development, implementation and review comply with the Board Policy G300, Governance Policy – Policy Development and Reviews

5.5 Director/Board Relations

- Select the Director of Education
- Provide the Director with a clear job description and corporate direction
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations
- Evaluate the Director in the first year of service and annually thereafter. Use the Director's job description and WRDSB Strategic Plan as basis for the evaluation
- At the Director's request provide the Director with the opportunity to meet alone with the Board in closed session
- To establish and review the contract of the Director in consultation with the Director and the Coordinating Superintendent of Human Resources

5.6 Board Development

- Conduct an annual Board self-assessment
- Develop and support an annual development plan for trustees with the ability to utilize professional resources where applicable

5.7 Strategic Planning

- Establish and/or confirm overall direction for the WRDSB by establishing the strategic priorities

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- Annually set priorities and develop a process for communicating this with the system
- Annually use the strategic plan to drive the budget process

5.8 Fiscal Responsibility

- Ensure a budget review process is in place to help determine annual resource allocations (use the system priorities and other provincial and local directions)
- Annually approve the budget to ensure that the financial resources are allocated to achieve the strategic plan and operational goals and comply with provincial requirements
- Approve as per legislation all capital plans and other planning documents that will drive budget decisions
- Ensure compliance with the provincial regulations
- Ratify applicable bargaining unit agreements
- Monitor significant financial expenditures and fiscal variances

5.9 Political Advocacy

- Articulate the role of trustees as advocates for public education
- Develop and maintain partnerships to strengthen the advocacy role
- Meet on an ongoing basis with elected municipal, provincial and federal officials

5.10 Recognition

- Ensure that WRDSB makes efforts toward recognizing all students and student achievements
- Ensure that the contributions of all staff are recognized and appreciated.
- Ensure that WRDSB recognizes community members and volunteers

The Board also has the following responsibilities:

- Approval of school year calendars
- Naming of educational facilities
- Approval of tender selection for major building construction and modernization
- Approval of disposition of land and buildings
- Approval of educational development charges
- Approval for the issuance of debentures
- Involvement in Superintendent interviews at the invitation of the Director of Education.

ARTICLE 6.0 – ELECTION OF CHAIR AND VICE-CHAIR

6.1 The Chair and Vice-Chair for the ensuing year, effective November 15, shall be elected at the annual inaugural meeting.

6.2 The Director shall preside over the election of the Chair.

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6.3 With the Director presiding, or if absent, the Director's designate, the Board shall proceed to elect a Chair for the ensuing year.

6.4 The Director, or if absent, the designate, shall name two scrutineers appointed for the election of Chair and Vice-Chair.

6.5 Election Process

6.5.1 The Director or designate shall call for oral nominations for the office of Chair. No seconder is required.

6.5.2 After a suitable length of time, and after a motion to close nominations has been supported by a majority vote, the Director or designate shall declare nominations closed.

6.5.3 After all nominees have been identified, in random order they will be asked to declare whether they accept the nomination.

6.5.4 An individual who is absent may be considered a candidate if the individual has previously indicated in writing to the Director a desire to stand for election if nominated.

6.5.5 The nominees shall be offered the opportunity to speak to their nomination in random order for a maximum of two minutes each.

6.5.6 A vote by secret ballot shall then be conducted with each Trustee present able to cast one vote.

6.5.7 The Trustee receiving a majority of the votes cast shall be declared elected, but the count shall not be declared.

6.5.8 Should no Trustee receive a majority of the votes cast, the Director or designate, shall announce the names of the Trustees remaining on the ballot with the name of the Trustee receiving the fewest number of votes being dropped from the list.

6.5.9 Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.

In the event there is a tie vote after the candidate with the least number has been withdrawn, the Director or designate will call for the drawing of lots. The candidate whose name is drawn will be declared the Chair of the Board for the ensuing year.

6.5.10 A Trustee may voluntarily withdraw their name between votes.

6.5.11 By motion, the ballots shall be destroyed.

6.6 Following the election, the newly-elected Chair shall at once take the chair and preside over the election of the Vice-Chair.

6.7 Trustees shall then elect a Vice-Chair of the Board according to the same procedure followed for the election of the Chair.

6.10 In the event the office of the Chair or Vice-Chair becomes vacant for any reason, a new Chair or Vice-Chair as is required, shall be elected at a special Board meeting called for this purpose (See 6.5 Election Process above).

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6.11 The Officers of the Waterloo Region District School Board shall be:

- The Chair of the Board;
- The Vice-Chair of the Board;
- The Director of Education and Secretary;
- The Coordinating Superintendent of Business and Financial Services.

6.12 In order for the Chair or Vice-Chair to be considered beyond two consecutive one-year terms, a two-thirds majority vote is required prior to the secret ballot commencing.

6.13 In the case of a partial term for the position of Chair or Vice-Chair of less than one year, six months or more shall be defined as a term.

ARTICLE 7.0 – INAUGURAL MEETING OF THE BOARD

7.1 Following a municipal election, the Board's inaugural meeting shall be held on the third working Monday in November in the boardroom of the Waterloo Region District School Board Education Centre at 7:00 p.m. at a Special Board meeting.

7.2 In accordance with the provisions of the *Education Act*, the Director shall preside until the election of the Chair of the Board. If the Director is absent, the Trustees present shall designate who shall preside at the election of the Chair and, if a Trustee of the Board is so designated, that Trustee may vote at the election of the Chair.

7.3 At the inaugural meeting following the election of a new Board, after calling the meeting to order, the Director or designated Chair pro tem (temporary), shall read the return (if any) of the municipal clerks along with a statement that the Declaration of Office and Oath of Allegiance have been completed and filed, pursuant to the provisions of the *Education Act*.

7.4 Following the election of the Chair, the Chair shall preside over the meeting and shall proceed with the election of the Vice-Chair and other inaugural and organizational business.

ARTICLE 8.0 – INAUGURAL MEETING OF THE CHAIR

8.1 On the years that do not follow a municipal election, the Chair's inaugural meeting shall be held in the boardroom of the Waterloo Region District School Board Education Centre at 7:00 pm at a Special Board meeting to be held on the third working Monday in November.

8.2 The newly-elected Chair shall deliver an inaugural address.

ARTICLE 9.0 – DUTIES OF THE CHAIR

9.1 The Chair of the Board shall be the official spokesperson unless otherwise determined.

9.2 The Chair, in consultation with the Director and the Agenda Development Committee, with opportunity for input from other Trustees of the Board, shall set the agendas for the regularly-scheduled Board meetings and ensure that Trustees have sufficient information for informed discussion. The Chair shall move proceedings through the approved agenda for the meeting.

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9.3 The Chair of the Board shall preside at all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, Trustees shall elect a chair from amongst the trustees present at the meeting.

9.4 The Chair shall call the meeting to order at the hour appointed, shall preserve order and decorum and decide upon all questions of order subject to an appeal to the Board.

9.5 The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.

9.6 The ruling of the Chair shall be final, subject only to a Trustee appealing the ruling of the Chair.

9.7 When a Trustee appeals the decision of the Chair, the Trustee shall state the reasons for the appeal and the Chair shall have the opportunity to provide the rationale in support of the decision or if the reasons given for the appeal are convincing, the Chair may change their ruling accordingly, in which case the appeal is automatically dropped. Such appeal shall be decided with limited debate. The Chair shall ask "Shall the decision of the Chair be sustained?" The Chair may not vote on such an appeal and in the event that there is a tie vote, the decision of the Chair shall be deemed to be sustained.

9.8 The Chair shall not take part in any debate without leaving the Chair.

9.9 The Chair shall have voting rights on all matters, except when a Trustee challenges the Chair for a ruling (See 9.7). The Chair may vote on all matters that Trustees vote on, thus providing consistency in voting.

9.10 The Chair shall ensure that any Trustee wishing to speak shall so indicate by upraised hand, and upon recognition by the Chair, who shall call the Trustee by name (Trustee _____), the Trustee shall then address the Chair.

9.11 When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.

9.12 The Chair shall ensure every Trustee speaks only to the matter under discussion. A Trustee may request one supplementary question. No Trustee shall speak longer than five minutes on the same question without leave of the Chair.

9.13 The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.

9.14 No Trustee shall be interrupted while speaking except a point of order is raised by a Trustee for transgression of the rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair. A Trustee so interrupting shall speak to the point of order or in explanation only.

9.15 A Trustee called to order by the Chair shall at once remain silent but after the point of order has been decided, may explain and appeal to the Board, which, if appealed to, shall decide the point of order without debate. The decision of the Chair on the point of order shall be overruled only by a majority vote of the Trustees present in favour thereof. If there is no appeal, the decision of the Chair shall be final.

9.16 The Chair of the meeting is responsible for maintaining order and seeing that appropriate decorum of the Board meeting is maintained. Disruptions by the public will not be permitted.

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9.17 The Chair of the Board shall be an ex-officio member of all Committees, shall have voice and vote, and shall have the power to delegate the Vice-Chair of the Board to serve on any such committee in the absence of the Chair in which case the Vice-Chair shall have voice and vote.

9.18 The Chair of the Board, on completion of their duties as Chair, will hold the position of Past-Chair until they are no longer the immediate Past-Chair.

9.18.1 In an election year, where the Chair of the Board is not re-elected, the Past-Chair Position is held by the previous Past-Chair.

ARTICLE 10.0 – DUTIES OF THE VICE-CHAIR

10.1 The Vice-Chair of the Board shall chair all Committee of the Whole In Camera and Standing Committee meetings. In the Vice-Chair's absence, the Chair shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, trustees shall elect a chair from amongst the Trustees present at the meeting.

10.2 The Vice-Chair will chair the Policy Working Group meetings. In the absence of the Vice-Chair, the committee members shall elect a chair from amongst the committee members present at the meeting.

10.3 In the absence of the Chair from any Board meeting, the Vice-Chair shall preside at the meeting. During the continued absence of the Chair from duty, or upon written request of the Chair, the Vice-Chair shall perform all the duties of the Chair.

10.4 The Vice-Chair of the Board will sit on the School Year Calendar Committee.

ARTICLE 11.0 – NOTICE AND HOLDING OF PUBLIC MEETINGS

11.1 The Director shall give notice of all meetings of the Board and of the Committee of the Whole In-Camera, together with all matters so far as known, that are to be brought before the Board or the Committee at such meeting, to every Trustee of the Board at least 48 hours in advance. Notice of meetings of the Board and its Committees shall be delivered to the WRDSB designated e-mail address of each Trustee at least 48 hours prior to the hour of each meeting.

11.2 Until Trustees of the Board notify the Director in writing of their official addresses for the receipt of all notices or communications, all such notices or communications delivered or mailed to the Trustees at their addresses, as set out in their nomination papers, shall be deemed to have been received by them.

11.3 Accidental omission to give notice to any Trustee or of a committee, or the non-receipt of any notice, or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or founded thereon.

11.4 The Chair of the Board or the Vice-Chair, in the absence of the Chair, in consultation with the Director or designate, shall have the authority to call a special meeting of the Board during an emergency without having given the required 48 hours' notice.

11.5 Attendance of staff members at meetings will be determined by the Director.

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ARTICLE 12.0 – QUORUM

12.1 A quorum of the Board shall consist of a simple majority of Trustees elected or appointed to the Board under the statutes of Ontario.

12.2 Trustees unable to attend scheduled Board and Standing Board Committee meetings should notify the Manager of Corporate Services and the Chair as early as possible, and if it should appear a quorum will be lacking, the Chair will instruct the Manager of Corporate Services to notify trustees of the postponement or cancellation of the meeting.

12.3 Should there be no quorum present at the time appointed for the meeting, the Chair shall seek the advice and consent of Trustees as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Manager of Corporate Services shall record the names of the Trustees present and the time, and the meeting shall be cancelled, unless Trustees present direct that the meeting continue, recognizing that no formal action may be taken.

12.4 The Chair, or Vice-Chair, as the case may be, shall count in forming a quorum.

12.5 Trustees who attend through electronic means shall not be included in the quorum count.

ARTICLE 13.0 – BOARD AND STANDING BOARD MEETINGS

13.1 The Chair of the Board shall chair all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, Trustees shall elect a chair from amongst the Trustees present at the meeting.

13.2 The regular monthly meetings of the Board shall be held in public session on the last working Monday of each month during the school year September to June, commencing at 7:00 p.m. Board meetings will be held in the boardroom of the Waterloo Region District School Board Education Centre. Additionally, Board meetings may be held the first working Monday in July, if required, and the last working Monday in August, if required, unless otherwise ordered by special motion.

13.3 Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.

13.4 In unusual circumstances, at the discretion of the Chair and in consultation with the Vice-Chair and the Director, a regular meeting may be cancelled or rescheduled.

13.5 Notice of all Board meetings, except as provided for in by-law #13.15 shall be made available by the Manager of Corporate Services to each Trustee on the Friday prior to the Board meeting.

Trustees not able to access the notice and the Board agenda by the Friday at 1:00 p.m. prior to the Board meeting will be responsible for notifying the Corporate Services Department of such. Trustees will also advise the Manager of Corporate Services and the Chair if they are unable to attend the meeting.

13.6 Copies of reports to be presented to a Board meeting shall be made available with the notice of such meeting. New items of business arising at the meeting may, by decision of two-thirds of those present, be considered at that meeting.

13.7 A quorum is necessary to hold a Board meeting. A majority of all the Trustees constituting the Board is required to form a quorum. A quorum is such a number as must be present in order that business can be legally transacted. The

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Chair will not call the meeting to order until a quorum is present. The only business that may be transacted in the absence of a quorum is to take measures to obtain a quorum or decide to cancel the meeting.

13.8 In case of the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair shall preside. In the event the Past Chair is not present, Trustees shall elect a chair from amongst the Trustees present at the meeting who shall preside over the meeting until such time as the Chair or the Vice-Chair arrives.

13.9 When a quorum is no longer in attendance, the meeting is ended and no business may be legally transacted. It shall be the responsibility of the presiding Chair and the Director of Education to note the lack of a quorum and to have the fact recorded in the minutes.

13.10 All Board meetings will begin with the singing of the national anthem, O Canada, followed by a territorial acknowledgement.

13.11 Out of respect for Indigenous students, staff and community, every effort will be made to schedule a smudging ceremony at a Board meeting once a year.

13.12 An opportunity for the public to present as a delegation to the Board regarding issues of concern/interest will be included on the agenda of the Board and Standing meetings.

13.13 Minutes will be taken at all Board meetings and must be submitted for approval at the next regularly-scheduled Board meeting.

13.14 The Manager of Corporate Services shall record the names of the Trustees present and absent. The times of arrival and departure of Trustees not attending the entire meeting shall be recorded in the minutes. Absence during any vote will be recorded.

Special Board and Special Standing Board Meetings

13.15 Within 24 hours before the meeting is to take place, Special Board and Standing Board Committee meetings shall be held at the call of the Chair or at the written request of five Trustees made to the Chair. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education.

13.16 The written notice of every special meeting of the Board and Standing Board Committees shall state all business to be transacted or considered. No other business shall be considered unless all the Trustees of the Board are present and agree unanimously.

Adjournment of Meetings

13.17 All public Board and Standing Board Committee meetings will adjourn at 9:30 pm unless otherwise agreed to by trustees.

13.18 An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.

13.19 At 10:00 pm a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.

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13.20 At 10:30 pm a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.

ARTICLE 14 – DELEGATION PROCEDURES

14.1 The Waterloo Region District School Board recognizes the need to foster effective communication between the educational system and the community.

14.2 Delegations wishing to appear before the Waterloo Region District School Board at a Board or Standing Board Committee meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting. Delegations not making prior arrangements by noon on the Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.

14.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented, and recommendation(s) for resolving the matter. A Delegation Submission Template can be accessed via the Board's website (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.

14.4 At regular Board Meetings, delegations may speak only to matters relevant to those items listed on the agenda. All other presentations will be referred to Standing Committee meetings.

14.5 Delegations will be permitted to address Trustees or Standing Committee for a period of up to ten minutes. Exceptions to this rule will be permitted only by a majority vote of the Trustees present.

14.6 Delegations will be scheduled to appear at the beginning of the Board or Standing Committee meetings. A maximum of eight (8) delegates will be scheduled per meeting.

14.7 The Standing Committee will consider or act on any request from a delegation during the same meeting at which the delegation is made only if approved by a vote of two-thirds (2/3) of the Trustees present at the meeting, or if consideration of the matter was included on the meeting agenda.

14.8 At Board meetings, the Board, if approved by a vote of two-thirds (2/3) of the Trustees present at the meeting, may refer the topic to Agenda Development Committee for scheduling at the appropriate Standing Committee for discussion.

14.9 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

14.10 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

14.11 Delegations may be received at Committee of the Whole in camera meetings as per the *Education Act*. The procedures for delegations, as set out in Article 14 will apply.

Special Delegation Meetings

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14.12 Special Meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget, etc.)

14.13 Delegations wishing to appear before the WRDSB at a Special Delegation Meeting must register with the Manager of Corporate Services two working days prior to the meeting.

14.14 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented. A Delegation Submission Template can be accessed via the Board's website at (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.

14.15 Delegations who have submitted their delegation submission two working days prior to the meeting who wish to speak for the first time on a topic will be given precedence over those who wish to speak a second time on the same topic and have submitted their delegation submission by two working days prior to the meeting. Delegations who wish to speak for a second time on the same topic, or those who have not submitted their delegation submission two working days prior to the meeting, will be placed on a waiting list. The Manager of Corporate Services will review the list of delegations two working days prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda.

14.16 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual (e.g. props, placards) demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

14.17 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

ARTICLE 15.0 - CONFLICT OF INTEREST

15.1 At a meeting where a Trustee discloses a conflict of interest, or as soon as possible afterwards, the Trustee shall file a written and signed statement of the interest and its general nature with the Manager of Corporate Services.

15.1.1 The written statement should include the following information:

- (a) Name of Trustee
- (b) Type of Meeting
- (c) Date of meeting matter was considered
- (d) Subject matter/report title/agenda item
- (e) General nature of the conflict (except if it was an in-camera meeting)
- (f) Date of meeting at which Conflict of Interest was declared (this may have been declared at the next meeting because the trustee was absent from the actual meeting)

15.2 The Manager of Corporate Services will maintain a registry which shall contain a copy of each written statement filed under section 15.1, as well as a copy of each declaration recorded.

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15.3 The registry maintaining the conflict of interest declarations and statements will be available for public inspection when requested.

15.4 When a Trustee is present at a public meeting at which a matter is being considered for which they have declared a conflict of interest, they shall:

- (a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof,
- (b) not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

15.5 When a Trustee is present at an in-camera meeting at which a matter is being considered for which they have declared a conflict of interest, they shall leave the meeting or part of the meeting during which the matter is under consideration.

15.6 When a Trustee's conflict of interest has not been disclosed because of absence from a meeting, the Trustee shall disclose the conflict at the first meeting attended by the Trustee after the meeting in question.

ARTICLE 16.0 – COMMITTEES

16.1 The Board's Committee structure and operation consists of the following:

- a) **Statutory Committees** are established as requested per the *Education Act* or other legislation/regulation.
 - i. Audit Committee
 - ii. Discipline Committee
 - iii. Parent Involvement Committee (PIC)
 - iv. Special Education Advisory Committee (SEAC)
 - v. Student Program Review/Student Alternative Learning Committee (SAL)
- b) **Standing Committee** exists to assist the Board in fulfilling its duties related to governance and oversight with a system wide focus by providing advice on system issues related to Programming and School Services, Business, Finance and Facilities/Capital Planning. This committee is comprised of the full membership of the Board.
- c) **Committee of the Whole In-Camera** exists to address ongoing confidential matters per the *Education Act* and includes the full membership of the Board.
- d) **Board Committees** means an ongoing committee established by the Board;
 - i. Agenda Development Committee
 - ii. Director Performance Appraisal Committee
 - iii. Long Term Fiscal Sustainability and Stability Task Force (Fiscal Task Force)
 - iv. Policy Working Group
 - v. Student Trustee and Student Senate Mentor
 - vi. School Year Calendar Committee
- e) **Community Committees** are established to address operational/system needs, initiatives and community partnerships.
 - i. Accessibility
 - ii. Early Years Advisory Group
 - iii. Equity and Inclusion
 - iv. Mental Health and Addiction Strategy Working Group

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- f) **Ad Hoc Committee** means a committee established to respond to specific issues. They have a defined task and timeline for completion.

16.2 The membership, tenure, terms of reference, powers, and duties of Statutory, Standing, Committee of the Whole In-Camera, Board, Community and Ad Hoc Committees shall be as required by law, collective agreement, or as approved by the Board and set forth in these bylaws.

16.3 Minutes will be taken at all Standing Committee, Audit Committee, Parent Involvement Committee (PIC), and Special Education Advisory Committee (SEAC) meetings and must be submitted for approval at regular monthly Board meetings.

16.4 For Statutory, Board, Community and Ad Hoc committees, only members of that committee shall elect a Chair and Vice-Chair from among themselves.

16.5 The Board Chair shall not be eligible to be elected as the Chair or Vice-Chair of any Statutory, Board, or Community committee.

16.6 Other Trustees are not eligible to serve as Chair of more than one Statutory Committee at the same time. Trustees shall not be elected as Vice-Chair of more than two Statutory Committees at the same time, unless otherwise approved by the Board of Trustees.

16.7 A majority of the members constituting a committee shall be a quorum unless otherwise indicated in a committee terms of reference. Should there be no quorum present at the time appointed for the meeting, the Committee Chair shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Secretary shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken unless otherwise stated in the terms of reference.

16.8 The Chair or Vice-Chair of the committee, as the case may be, shall count in forming a quorum.

16.9 Trustees may attend meetings of committees of which they are not members and, unless otherwise limited by legislation, collective agreement or Board motion, shall not vote but may use their voice in such a way that it does not hinder the actions or work of the committee.

16.10 Unless otherwise directed, all committee recommendations shall be reported to the Board in the form of a report to a Standing Committee meeting, and shall be subject to the approval of the Board.

16.11 If a Statutory, Standing, Board or Community Committee makes a recommendation that requires immediate consideration by the Board, the process noted below is to be followed:

- a) The Agenda Development Committee must be advised that the Statutory, Standing, Board or Community Committee has a report they wish to have scheduled on a Board, PPAC or PSSAC meeting agenda.
- b) This report shall be submitted, providing the background information necessary for trustees to make an informed decision on the recommendation.

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- c) The report will normally be scheduled for the first Board or Standing Committee meeting following the Agenda Development Committee meeting where the report is considered. If the recommendation is time-sensitive, any alternative action will be at the discretion of the Board Chair.
- d) The minutes of the Statutory, Board and Community Committee meetings (containing the recommendation requiring immediate consideration) will appear on the Board meeting agenda.

16.12 Meetings of Committees shall be held in accordance with committee approved schedules subject to any terms and conditions contained in the Board's bylaws. Committee Chairs, in consultation with the Committee Vice-Chair, may convene additional meetings as may be deemed necessary, or may cancel a scheduled meeting where there is insufficient agenda material to warrant the holding of a meeting.

16.13 By November 14th of each year, trustees will express interest in Statutory, Board and Community Committee membership (as applicable) to the Manager of Corporate Services using the template provided. In an election year, the form will also be distributed to trustee elects.

16.14 Trustees shall adhere to term limits as expressed in the committee's Terms of Reference. In special circumstances, the Board may appoint trustees to committees beyond term limits set out by the committee's Terms of Reference.

16.15 At the Board meeting in December, trustees will vote on trustee committee membership for Statutory, Board and Community Committees.

ARTICLE 17.0 – COMMITTEE OF THE WHOLE IN CAMERA MEETINGS

17.1 The Board may move into Committee of the Whole In Camera upon any confidential matter brought for its consideration when the subject matter under consideration involves (*Education Act*, Section 207(2)):

- (a) the security of the property of the board;
- (b) 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;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.
- (f) an ongoing investigation under the *Ombudsman Act* respecting the board.

17.2 The committee is comprised of the full membership of the Board.

17.3 The Committee of the Whole In Camera meeting will meet as required before a Standing Committee meeting or a Board meeting.

17.4 Meetings of the Committee of the Whole In Camera shall be closed to all but Trustees, the Student Trustees (with the exception of items that involve the disclosure of intimate, personal and/or confidential 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), Director of Education, Supervisory Officers and the Manager of Corporate Services. Others may be asked to attend as appropriate or to speak to specific agenda items.

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17.5 The Committee of the Whole In Camera will meet at 6:00 pm or 6:30 pm prior to a Standing Committee meeting or Board meeting, unless otherwise determined by members of the Agenda Development Committee, in the boardroom of the Waterloo Region District School Board Education Centre.

17.6 In unusual circumstances, at the discretion of the Chair and in consultation with the Vice-Chair and the Director, a Committee of the Whole In Camera meeting may be cancelled or rescheduled.

17.7 With at least 48 hours notice, a Special Committee of the Whole In Camera meeting, to be immediately followed by a Special Meeting of the Board, may be held on the call of the Chair, or on the written request of the majority of Trustees made to the Chair, or if absent, the Vice-Chair, or if absent, the Director. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director.

17.8 Committee of the Whole In Camera meetings normally will adjourn by 7:00 pm or recess and reconvene prior to the adjournment of the Board or Standing Committee meeting as necessary.

17.9 The Vice-Chair of the Board or if absent, the Chair of the Board shall chair all Committee of the Whole In Camera sessions. In the case of absence of both the Vice-Chair and the Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair of the Board shall preside. In the event the Past Chair is not present, Board members shall elect a chair from amongst the Trustees present at the meeting.

17.10 The Committee of the Whole In Camera shall report at the next regularly-scheduled Board meeting, or Standing Committee meeting or at the Special Board meeting called specifically for this purpose.

17.11 Trustees will ensure that all in-camera material not collected by staff, (paper and electronic) is stored in a secure, confidential location or shredded/deleted following the meeting.

17.12 As part of its in camera procedures, the Waterloo Region District School Board allows any Trustee to rise on a point of order dealing with the appropriateness of agenda items to be considered during an in camera meeting, and the decision to consider an agenda item which might be called into question will be based on the willingness of a majority of Trustees present at the meeting to consider the item as an in camera matter.

17.13 Attendance of staff members at meetings will be determined by the Director.

ARTICLE 18.0 - STATUTORY COMMITTEES

18.1 Statutory committees will operate in accordance with the legislation or regulation by which they were established. In all cases where these Bylaws conflict with the legislative or regulatory provisions governing statutory committees, the legislative or regulatory provisions shall prevail.

18.2 **Audit Committee** – The Audit Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (*Education Act*, Section 253.1; Ontario Regulation 361/10 – Audit Committees)

18.3 **Discipline Committee** - In accordance with Section 23 (6) of the *Education Act*, R.S.O. 1990, the Waterloo Region District School Board directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of the three or more trustees appointed annually by the Board.

18.4 **Parent Involvement Committee (PIC)** – The Parent Involvement Committee shall function in accordance with Regulation 612/00 from Bill 177 (*The Student Achievement and School Board Governance Act*).

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18.5 Special Education Advisory Committee (SEAC) - The Special Education Advisory Committee shall function in accordance with the terms of the *Education Act* and the regulations made thereunder. (*Education Act*, Section 206; Ontario Regulation 464/97)

18.6 Student Program Review/Student Alternative Learning Committee (SAL)– The Student Program Review/Student Alternative Learning Committee shall function in accordance with the *Education Act* and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).

Article 19.0 - STANDING COMMITTEE

19.1 The committee is comprised of the full membership of the Board.

19.2 The Vice-Chair of the Board shall chair all Standing Committee meetings. In the Vice-Chair's absence, the Chair of the Board shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, Trustees shall elect a chair from amongst the Trustees present at the meeting.

19.3 The role of the Standing Committee is to assist the Board in fulfilling its duties related to governance and oversight with a system wide focus by providing advice on system issues related to Programming and School Services, Business, Finance, and Facilities/Capital Planning.

19.4 The committee will maintain an ongoing strategic dialogue with and through the Director to ensure matters related to school programs and school services; business and finance; capital planning and facilities; student transportation; and human resources are in alignment with the Board's strategic plan and operational goals. The Committee deals with such matters as may be referred to the committee by the Board and receives reports as requested or as appropriate.

19.5 The Standing Committee shall meet monthly on the second and third working Mondays between September and June commencing at 7:00 p.m., unless otherwise determined by members of the Agenda Development Committee. Standing Committee meetings will be held in the boardroom of the WRDSB's Education Centre.

19.6 An opportunity for the public to present as a delegation to the Standing Committee regarding issues of concern/interest will be included on the agenda of the Standing Committee meeting.

ARTICLE 20.0 BOARD COMMITTEES

20.1 Agenda Development - shall be struck each year for the following purposes:

- a) to set meeting agendas;
- b) to ensure the flow of business to be brought before the Board or any of its committees, including timed, regular reports;
- c) to track to completion all business brought before the Board by motion, and provide to all trustees on a monthly basis a current schedule of meetings and pending agenda items.

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20.1.1 The committee shall be comprised of the following people: Board Chair; Board Vice-Chair; Past Chair; one trustee assigned on an alphabetical rotation; Director of Education and Secretary, and Manager of Corporate Services.

20.1.2 The committee may be chaired by the Board Chair or the Board Vice-Chair, in the absence of the Chair, or by another Trustee designated by the Board Chair and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

20.1.3 The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the committee Chair.

20.1.4 The committee membership term in the year prior to a municipal election will be January to November to coincide with the trustee term of office.

20.2 Director Performance Appraisal Committee

20.2.1 The committee consists of the Board Chair, the Board Vice-Chair, Board Past Chair, Coordinating Superintendent Human Resources and Manager, Research and Data Department.

20.2.2 The Director Performance Appraisal Committee is designed to help the Waterloo Region District School Board achieve its strategic and annual goals and to help foster and build a strong working relationship between the Director and the Board.

20.2.3 The Director Performance Appraisal Committee will meet as per the timelines established in the Director of Education Performance Appraisal Guidebook.

20.2.4 The Committee may be chaired by the Board Chair or the Board Vice-Chair, in the absence of the Chair, or by another trustee designated by the Board Chair and will report directly to the Board.

20.3 Long Term Fiscal Sustainability and Stability Fiscal Task Force (Fiscal Task Force)

20.3.2 This committee is chaired by the Coordinating Superintendent, Business Services & Treasurer of the Board.

20.3.3 This committee periodically meets to discuss topics as they relate to the fiscal mandate of the WRDSB and in context with the Board's strategic plan.

20.3.4 This committee undertakes an engagement process whereby staff, students, caregivers, and other stakeholders are invited to submit suggestions/ideas that can assist in meeting the criteria of long term sustainability and stability of the WRDSB's fiscal situation.

20.3.5 This committee is guided by the Long Term Fiscal Sustainability and Stability Task Force's Terms of Reference.

20.4 Policy Working Group

20.4.1 This committee consists of the Vice-Chair and three trustees, appointed annually by Board motion at the Board meeting held in December. Additionally, one trustee is assigned on an alphabetical rotation.

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20.4.2 The Policy Working Committee initiates and/or considers draft policies and reviews existing policies as required by Board Policy G300 – Policy Development and Review and By-law Article 5.4 related to the Board's Strategic Plan and makes recommendations for approval to the Board. Additionally, this committee considers the addition or removal of existing policies.

20.4.3 This Board committee ensures that community input and input from Parent Involvement Committee, Student Senate, Equity and Inclusion Advisory Group and Special Education Advisory Committee is sought on all policies prior to being referred to the Board for approval. It is responsible for directing the maintenance of accurate and current records of all Board policies and may conduct a review of policies every three years or when referred to the committee for review. New or substantively changed policies will be referred to staff review for compliance with legislative requirements.

20.4.4 The Vice-Chair of the Board is the chair of the committee.

20.4.5 The committee reports to the Board of Trustees.

20.4.6 This committee is guided by the Policy Working Group Terms of Reference.

20.5 Student Trustee and Student Senate Mentor

20.5.1 Two student trustees are elected annually by Student Senators.

20.5.2 A Student trustee mentor will be assigned by the Chair of the Board to advise student trustees.

20.5.3 Student trustees will provide a verbal report to the Board at least twice per year to inform the Board of Student Senate activities.

20.5.4 Student Trustees co-chair Student Senate meetings which are held monthly throughout the school year.

20.5.5 The Student Trustees and Student Senate Mentor are guided by Board Policy 3006, Student Trustees and Student Representation within the Board.

20.6 School Year Calendar Committee

20.6.1 This committee is guided by the *Education Act*, legislation, Ministry of Education timelines and collective bargaining agreements.

ARTICLE 21.0 COMMUNITY COMMITTEES

21.0.1 Trustees may attend meetings of committees of which they are not members and, unless otherwise limited by law, collective agreement or Board motion, shall have voice but no vote.

21.1 Accessibility Committee

21.1.1 This committee is guided by the Accessibility Committee Terms of Reference.

21.2 Early Years Advisory Group

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21.2.1 This committee is guided by the Early Years Advisory Group Terms of Reference.

21.3 Equity and Inclusion Advisory Group

21.3.1 This committee is guided by the Equity and Inclusion Advisory Group Terms of Reference.

21.4 Mental Health and Addiction Strategy Working Group

21.4.1 This committee is guided by the Mental Health and Addiction Strategy Working Group Terms of Reference.

ARTICLE 22.0 - AD HOC COMMITTEES

22.1 No Ad Hoc Committee shall be struck without Board approval.

22.2 Ad Hoc Committees of the Board may be established by Board motion. The motion/recommendation shall include a completed Terms of Reference stating a mandate, time frame for reporting to the Board and committee membership.

22.3 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.

22.4 A formal Board motion should be presented to dissolve an Ad Hoc Committee once the final report has been presented to the Board.

ARTICLE 23.0 – TRUSTEE REPRESENTATION ON STAFF COMMITTEES

23.1 Trustee representatives may be required to serve on staff (administrative) committees which are chaired by a senior administrator or designate.

23.2 Staff Committee Chairs are to submit any requests for trustee representation to the Chair of the Board who will seek trustee volunteers and determine appointments in consultation with the Vice-Chair of the Board and the Director.

23.3 If necessary, actions taken by staff committees will be reported to the Board as information as determined by the Staff Committee Chair.

ARTICLE 24.0 – RULES OF ORDER

The rules and regulations contained within these bylaws and procedures shall be the rules and regulations for the order and dispatch of business of the Waterloo Region District School Board. In all cases not provided for by these rules, the rules and practice of *Robert's Rules of Order* shall govern as applicable.

24.1 Notice of Motion

24.1.1 A Trustee may provide a written notice of motion at the appropriate agenda item of a Standing Committee or Board meeting to be referred to the Agenda Development Committee for scheduling.

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24.1.2 The notice of motion must indicate the purpose of the motion and must be accurate and complete since it will determine what amendments are in order when the motion is considered, e.g. "To raise the annual fee to \$20.00". The notice of motion will become invalid if the motion is amended beyond the scope of the notice.

24.1.3 Trustees may verbally serve notice of a motion that they intend to present at a future meeting during a Board or Standing Committee meeting under the "Future Agenda Items" portion of the meeting.

24.1.4 Trustees require the signed support of at least one additional trustee before the notice of motion would be accepted and scheduled for consideration by the Board.

24.1.5 The wording of the motion and appropriate signatures must be provided to the Manager of Corporate Services for scheduling on the next Agenda Development Committee agenda, no later than noon on the Friday prior to the Agenda Development Committee meeting.

24.2 Motions

24.2.1 A motion will be moved and seconded and then debate on the motion can occur. After debate has concluded the Chair will state the motion prior to the vote on the motion.

24.2.2 A privileged motion, in order of precedence, shall be considered over all other business and may be moved without notice.

24.2.3 When a question is under debate, the only motions in order shall be:

- (a) adjourn or take a recess;
- (b) raise a question under point of order, privilege or question;
- (c) lay on the table;
- (d) call for the previous question;
- (e) postpone to a certain time;
- (f) refer;
- (g) amend;
- (h) postpone indefinitely;
- (i) main motion.

Each motion shall have precedence in the order listed; and (a), (b), (c) and (d) shall be decided without debate except as provided under point of order, privilege or question by majority vote other than motion (d) which shall require a two-thirds vote of those present to adopt.

24.2.4 A motion to "Call the Question" (or "move previous question") may be moved at any time when a motion, with or without amendment or amendments, is before the Board, provided always that no Trustee while speaking is interrupted for this purpose.

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- (a) A motion to call the question is undebatable and shall be put in the following words, "I move that we call the question".
- (b) If carried by two-thirds of those present, the Chair shall then call for the vote on the pending motion and amendments (if more than one is before the Board at the time the question is called), in the appropriate order as required by these rules, and these items shall be voted upon and disposed of without further debate, and no other motion or amendment shall be entertained until the motion and amendment(s) are disposed of.
- (c) If the vote on the amendment is negative, further amendments may then be moved, and the motion and all amendments shall continue to be debated in the same manner.

24.2.5 A motion to lay on the table, done only in the case of an emergency, is not debatable; but a motion to lay on the table with any other condition involved is subject to debate and amendment with a majority vote. Generally, a motion to defer or postpone discussion to a future date will be put forward.

24.2.6 A question having been postponed indefinitely shall not be taken up again at the same meeting.

24.2.7 After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.

24.2.8 An amendment modifying the subject of a motion shall be in order, but an amendment relating to a different subject or completely changing the intent of a motion shall not be considered.

24.2.9 All amendments shall be put in the reverse order to which they are moved.

24.2.10 Every amendment submitted shall be decided upon or withdrawn before the main question is put to a vote; and if the vote on an amendment is decided in the affirmative the main question as amended shall be put to a vote.

24.2.11 A motion to adjourn shall be in order except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to adjourn only shall not be open to amendment or debate; but a motion to adjourn to a particular time may be amended or debated.

24.2.12 No second motion to adjourn shall be made until some business has been transacted after the first motion to adjourn has failed.

24.2.13 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken. A request approved by "will of the Board" is acceptable when the request does not require significant time commitment by staff as determined in consultation with the Director of Education.

24.2.14 Student Trustees may not move a motion but may suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student Trustee sits. If no Trustee of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

24.2.15 After a motion has been moved and seconded and before the question has been put by the Chair, any Trustee may informally suggest one or more modifications (a friendly amendment) to the motion about which there is unlikely to be a difference of opinion. The mover of the motion may accept or reject the suggested modification.

24.3 Motions Considered at Board and Standing Board Meetings

WORKING DRAFT BOARD BYLAWS

May 2019

24.3.1 Motions shall be related to an agenda item.

24.3.2 Every motion shall be seconded and shall be disposed of only by a vote of the Board unless the mover and seconder, by permission of the Chair, withdraw the motion, as long as the motion has not been 'put' or stated by the Chair.

24.3.3 Any Trustee may request the motion under discussion be read for information at any time in the course of the debate, provided that no such request is made so as to interrupt a Trustee speaking to the question.

24.3.4 The mover and seconder shall be recorded in the official minutes of all Board and Standing Board meetings.

24.3.5 After a motion is moved and seconded, and has been stated by the Chair, it shall be deemed to be in possession of the Board.

24.3.6 A Trustee may introduce a motion and provide only clarification on wording before the motion is seconded. No other Trustee is permitted to speak to a motion before it is seconded.

24.4 Motion to Suspend the Rules

24.4.1 Any Trustee may make a motion to suspend the rules in order to do something, which cannot ordinarily be done without violating these rules. Such a motion is not debatable and requires a two-thirds vote of Trustees present at the meeting to pass. It may not be used in such a manner that would be seen as taking away a Trustees rights.

24.5 Reconsideration of a Motion Previously Approved by the Board

24.5.1 Once a motion has been decided upon by the Board at a regular or special Board meeting, and confirmed by a resolution of the Board recorded in its minutes, it shall not be reconsidered during the ensuing twelve-month period unless:

- a) at least 72 hours written notice has been given to all members of the Board; and
- b) the motion to reconsider is made by a Trustee who voted with the prevailing side (whether it was for or against);* and
- c) the affirmative vote of two-thirds of all Trustees of the Board present at the meeting is received to reopen the matter.**

Notes: *The prevailing side means that if the majority of Trustees voted in favour of a motion, the Trustee presenting the motion of reconsideration must be someone who previously voted in favour of it. If the majority of Trustees voted against the motion, the Trustees presenting the reconsideration motion must be someone who previously voted against it. However, in the year following the election of a new Board, newly elected trustees (not including re-elected incumbents), will be deemed to have voted on the prevailing side of any motion proposed for reconsideration that received formal approval by the previous board.

- A tie vote would consider the vote against the motion (or the No vote) to be the prevailing side.

**No formal action may be taken unless a quorum is present (half of total membership plus one).

24.5.2 When a Trustee has properly moved for reconsideration of any question which has been decided, no discussion of the main question shall be allowed until the motion for reconsideration has been decided in the affirmative.

WORKING DRAFT BOARD BYLAWS

May 2019

24.6 Voting

24.6.1 No Trustee shall have more than one vote, as Chair or otherwise, either at Board meetings, or on any committee.

24.6.2 Any Trustee may abstain from voting. An abstention maintains a quorum. The number of yea and nay votes will determine the approval or defeat of a motion under consideration. If the vote required is a majority or 2/3 of the Trustees present, an abstention will have the same effect as a no vote. In any case an abstention is not a vote and cannot be counted as a vote, but can be noted in the minutes of the meeting.

24.6.3 As ruled by the Chair, every Trustee of the Board or a committee as the case may be, may vote on a question put in a telephone poll or e-mail submission conducted by the Manager of Corporate Services or designate. In all cases where there is an equality of votes, the question is defeated. See Electronic Voting Guidelines for additional information.

24.6.4 After the Chair has put a question to vote, there shall be no further debate. The decision of the Chair as to whether the question has been finally put shall be conclusive. This includes once the vote has occurred we will move onto the next item on the agenda. Trustees are not permitted to continue to debate the motion by making a comment on the outcome of the vote that has just occurred as this could be seen as the final word.

24.6.5 Trustee may call for a recorded vote as long as the request is made prior to the vote. The Manager of Corporate Services will conduct the recorded vote.

24.6.6 The request for a recorded vote shall record the votes of those participating in the vote indicating a nay, yea or abstention. The resulting number of yeas, nays and abstentions shall be declared by the Manager of Corporate Services.

24.6.7 Unless a recorded vote is requested, all votes at meetings shall be taken by a show of hands. The resulting number of yeas, and nays, shall be declared by the Chair. The Manager of Corporate Services will restate and reconfirm the outcome of a recorded vote if it is in question. 24.6.8 Voting by proxy will not be allowed in any meeting under the jurisdiction of the Board in that proxy voting is incompatible with the essential characteristics of the Board in which membership is individual, personal and non-transferable.

24.6.8 In accordance with the *Education Act*, Section 55 (3), the student Trustees are not entitled to exercise a binding vote on any matter before the board or any of its committees. They may request to have their non-binding vote recorded in the Board minutes and may request that a matter before the Board, or any of its committees, be put to a vote.

24.7 Other Business/Requests for Information

24.7.1 A period of time is scheduled just prior to the adjournment of each regular Board and Standing Committee meeting for other business from Trustees. Trustees are advised to contact the appropriate administrative official(s) regarding the item on which they intend to speak so that staff are prepared to respond appropriately, if possible.

24.7.2 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken. A request approved by "will of the Board is acceptable when the request does not require significant time commitment by staff as determined in consultation with the Director of Education.

24.8 Reports from Trustees

WORKING DRAFT BOARD BYLAWS

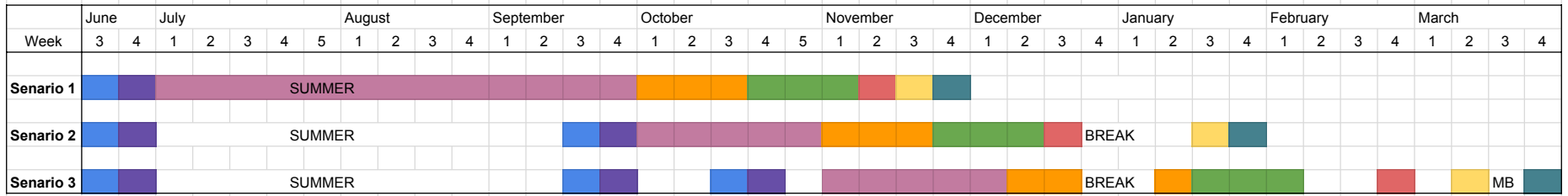
May 2019

24.8.1 Presentations made under the “Reports from Trustees” section on the regular Board meeting agenda shall be limited to information concerning events or activities at which the Trustee or Student Trustee presenting the report was acting on behalf of or representing the Board.

24.8.2 When trustees attend a conference or workshop on behalf of the board, they are required to submit a written report of that event to the Chair of the Board and this report will be posted on the Board Website.

Working Draft

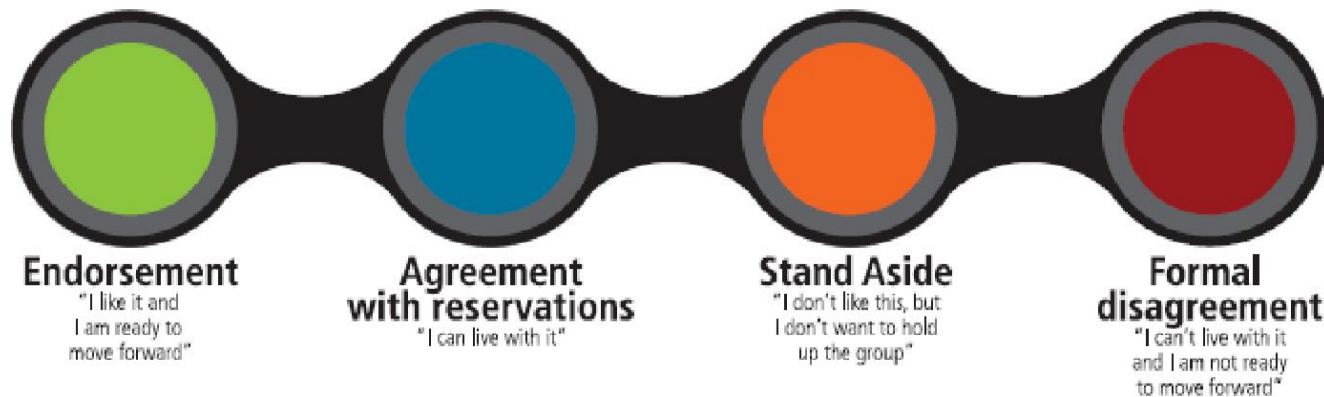
**Timelines to Completion
Ad Hoc Bylaw Review Committee**

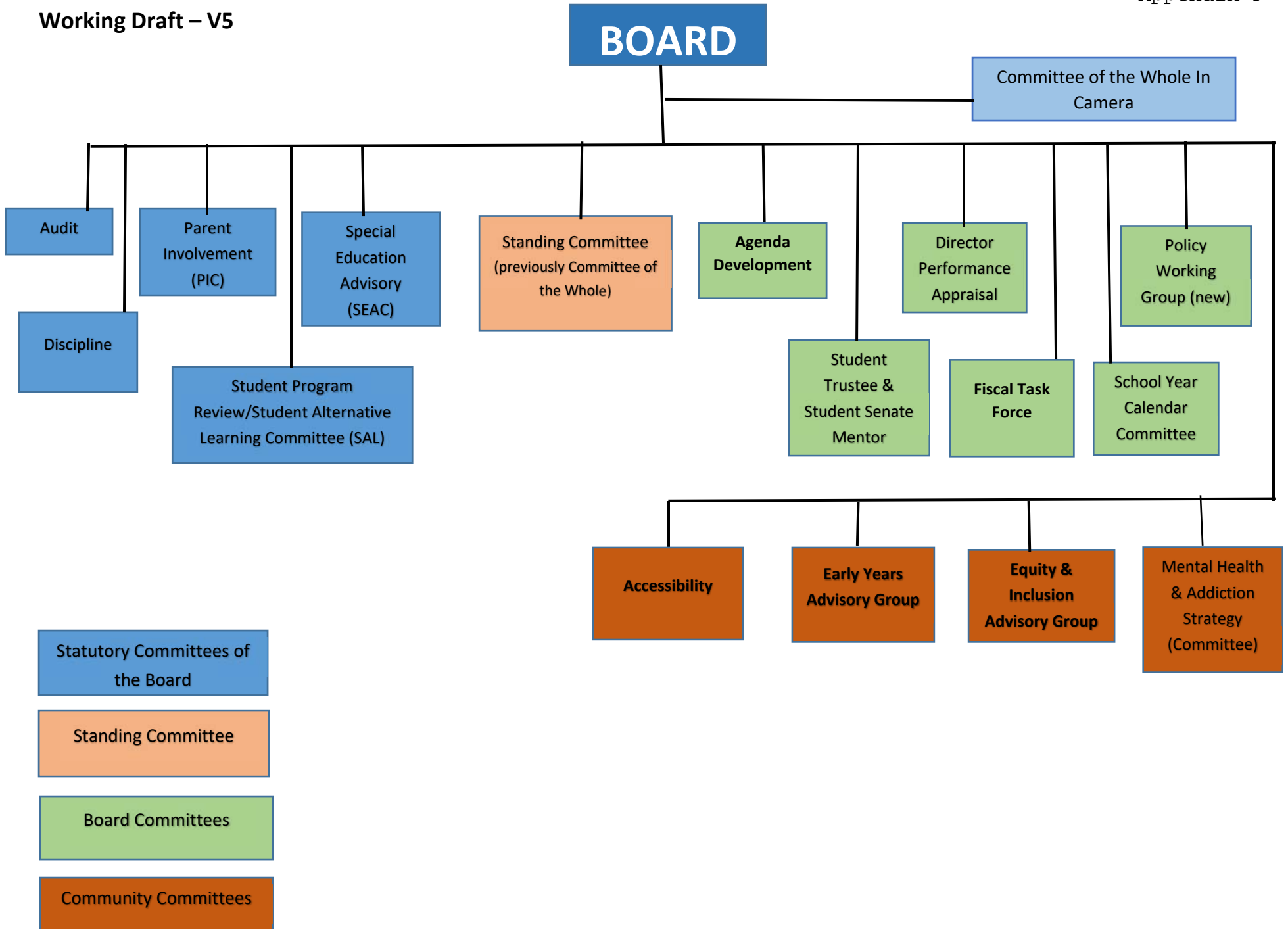


Legend	
■	Working Draft Reviewed by Trustees
■	Review Feedback from Trustees
■	Consultation Period
■	Review Feedback from Consultation
■	Preparation of Final Report
■	Notice to Board of Final Report
■	Debate and Vote on Amended Bylaws
■	Ratification at Board Meeting

Gradients of Agreement

This scale provides group members the ability to express where they're at during a discussion, when the group is moving toward a decision. It allows participants to be honest and register their level of support or lack of support for a decision in terms understood by the whole group.





Appendix G

Proposed Changes to Working Draft Bylaws

Proposal	Bylaw Number	Current Draft Wording	Proposed Wording	Comments
	ALL			JW - Have all the appropriate legislations been checked? Are bylaws reviewed by a lawyer before they are formally adopted?
1	4.3.2	Trustees as full participating members of the Board may be expected to: d) Reflect community attitudes while also providing leadership in decision-making;	Move to 4.3.1 "shall be expected"	JW - We are elected to represent the community
2	4.4.3	4.4.3 Filing Vacancies 4.4.3.1 The <i>Education Act, 1998</i> , allows a Board to fill a trustee vacancy by either of two means: (a) require the municipality to hold a by-election, or (b) appoint a qualified person to the position. 4.4.3.2 A by-election		CM - There was some discussion around the board table about this but it doesn't seem reflected in this document. Needs more work JH - Requires additional discussion. JH - I support selecting the candidate who came in second on the ballot with additional wording if this candidate is no longer interested or qualified. JW - 4.4.3.6 This should be determined before the situation

		<p>4.4.3.3 The method of appointment is not specified in the <i>Education Act (Section 221 (1) (a))</i>.</p> <p>4.4.3.4 <u>By-Election or Appointment.</u> The following steps/decisions need to be considered:</p> <ul style="list-style-type: none"> (a) If by-election... (b) If appointment, the <i>Education Act</i> requires the vacancy to be filled within ninety days after the office becomes vacant. (c) A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office. <p>4.4.3.5 Qualifications. The <i>Education Act, 1998, Section 219 (1)</i> specifies the qualifications necessary to be elected as a member of a Board (and, presumably, to be appointed)...</p> <p>4.4.3.6 The board may choose to appoint or give priority to candidates who ran for the position of trustee in the last municipal</p>		<p>occurs and be clear in our bylaws if those who ran for the position will be given priority and, if so, how. I welcome a discussion about this but suggest the 1st runner up gets first priority, 2nd gets 2nd priority and so on until we get to a point (TBD) when the people who ran in the previous election do not significantly represent the population that voted for Trustees. If this is the case, we move to the appointment process as outlined in the bylaws (no proposed wording changes for the appointment process)</p>
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		<p>election, and who are from the same electoral area as the vacated position.</p> <p>4.4.3.7 If the Board chooses to offer the position to a broader range of electors, the following actions will occur.....</p>		
3	5.10	The Board also has the following responsibilities:		JW - Q: Is this a comprehensive list of our responsibilities? If not, does it limit our responsibilities in the future?
4	6.5.1	The Director or designate shall call for oral nominations for the office of Chair. No seconder is required.	The Director or designate shall call for verbal nominations for the office of Chair. No seconder is required.	JH - Remove the word oral replace with verbal
5	6.12	6.12 In order for the Chair or Vice-Chair to be considered beyond two consecutive one-year terms, a two-thirds majority vote is required prior to the secret ballot commencing.	6.12 No Trustee may serve as Chair or Vice-Chair for more than two consecutive one-year terms.	<p>SP - I believe that our Board has historically been very well-served by two-year term limits for holding the position of Chair or Vice-Chair. It allows other Trustees to develop their leadership skills without having to contest an election against a long term incumbent in the position. Trustees who have reached their term limit can run for Chair or Vice-Chair in subsequent years after having taken a year or more off.</p> <p>JH - Needs discussion. I support the current wording.</p>

6	7.4	Following the election of the Chair, the Chair shall preside over the meeting and shall proceed with the election of the Vice-Chair and other inaugural and organizational business.		JW - Q: how will this work if the Chair can be elected when not present? Would the Director preside over the election of the Vice Chair also and then the Vice Chair chairs the meeting?
7	9.3	9.3 The Chair of the Board shall preside at all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, Trustees shall elect a chair from amongst the trustees present at the meeting.	9.3 The Chair of the Board shall preside at all Board meetings, both public and in camera, and Committee-of-the-Whole meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, Trustees shall elect a chair from amongst the trustees present at the meeting.	SP - I will be proposing that we keep the name Committee-of-the-Whole (see below). I think it makes sense for the Chair to chair and for the Vice-Chair to step in when the Chair is unavailable to chair.
8	9.7	9.7 When a Trustee appeals the decision of the Chair, the Trustee shall state the reasons for the appeal and the Chair shall have the opportunity to provide the rationale in support of the decision or if the reasons given for the appeal are convincing, the Chair may change their ruling accordingly, in which case the appeal is automatically dropped. Such appeal shall be decided with limited debate. The Chair shall ask "Shall the decision of the Chair be sustained?" The Chair		JH - Not correct as per Roberts Rules below JH - "A majority or tie votes sustains the decision of the Chair or the principle that the chair's decision stands until reversed by a majority. If the presiding officer (chair) is a member of the assembly he can vote to create a tie and thus sustain his decision."

9	9.9	<p>may not vote on such an appeal and in the event that there is a tie vote, the decision of the Chair shall be deemed to be sustained.</p> <p>9.9 The Chair shall have voting rights on all matters, except when a Trustee challenges the Chair for a ruling (See 9.7). The Chair may vote on all matters that Trustees vote on, thus providing consistency in voting.</p>		<p>JH - "if the president is a member of the assembly, he or she has exactly the same rights and privileges as all other members have,..... including the right to vote on all questions."</p>
10	9.18 9.18.1	<p>9.18 The Chair of the Board, on completion of their duties as Chair, will hold the position of Past-Chair until they are no longer the immediate Past-Chair.</p> <p>9.18.1 In an election year, where the Chair of the Board is not re-elected, the Past-Chair Position is held by the previous Past-Chair.</p>		<p>CM - I am not sure what purpose the position of "past chair" is for. In some cases as in #9.18.1 the "past chair" would not have even been elected by the current board but by a previous board. I have looked at other boards (Hamilton, Toronto, Halton, Ottawa) and they do not make mention of or have a formalized position of "past chair" in their by-laws. I don't believe its necessary and would like further discussion.</p>
11 12	9.3 10.1	<p>9.3 The Chair of the Board shall preside at all Board meetings.</p> <p>10.1 The Vice-Chair of the Board shall chair all Committee of the Whole, In Camera, and Standing Committee meetings. In the Vice-Chair's absence, the Chair</p>	<p>10.1 In the absence of the Chair, the Vice-Chair of the Board shall chair Board meetings, In Camera, and Committee of the Whole meetings. In</p>	<p>SP - I think it makes sense for the Chair to chair and for the Vice-Chair to step in when the Chair is unavailable to chair.</p> <p>JH - According to this the Chair only chairs Board Meetings and ADC. The vice-chair chairs all other meetings.</p>

13	10.4	<p>shall chair such meetings. In the absence of both, the Past Chair shall chair.</p> <p>10.4 The Vice-Chair of the Board will sit on the School Year Calendar Committee.</p> <p>Related</p> <p>20.6 School Year Calendar Committee</p> <p>20.6.1 This committee is guided by the <i>Education Act</i>, legislation, Ministry of Education timelines and collective bargaining agreements.</p>	<p>the absence of both the Chair and the Vice-Chair, the Past Chair shall chair.</p> <p>Remove 10.4</p>	<p>JH - I do not feel this is a fair distribution of duties and would request more discussion on this by trustees.</p> <p>JH - 10.4 This should be assigned the same as all other committees through Committee Preference process</p> <p>JW - The role of the Vice chair has become to big and diminishes the role of Chair.</p> <p>JW - 10.1 this should be the role of the chair</p> <p>JW - 10.4 add this to the selection of committees rather than assign to Vice chair</p>
14	17.9	<p>The Vice-Chair of the Board or if absent, the Chair of the Board shall chair all Committee of the Whole In Camera sessions.</p>		<p>JW - 17.9 agree - this a good division of duties & training for Vice</p> <p>JW -If chairing the policy working group and possibly the DPA cttee, other wording will have to be adjusted to allow the vice chair to chair multiple committees</p>

15	13.11	Out of respect for Indigenous students, staff and community, every effort will be made to schedule a smudging ceremony at a Board meeting once a year.	Remove 13.11	<p>CM - After discussion with our Indigenous Equity Officer - feel this is not something we should be doing at this time.</p> <p>JH - More discussion required. I would support removal from Bylaws</p> <p>JW - I look forward to hearing feedback from the Equity and Inclusion committee on this bylaw to ensure this practice honours and respects the indigenous community in Waterloo Region.</p>
16	14.12 -14.17	Special Delegation Meetings		JW - include information about how far in advance they can be scheduled - Use same rules as special meetings
17	16.11a	PPAC or PSSAC meeting agenda		JW - Adjust to standing cttee
18	16.15 16.13	<p>At the Board meeting in December, trustees will vote on trustee committee membership for Statutory, Board and Community Committees.</p> <p>Related Bylaw</p> <p>By November 14th of each year, trustees will express interest in Statutory, Board and Community Committee membership (as applicable) to the Manager of</p>		<p>JH - Would support transparency, but I would like to have more discussion re process. I would support using the numbering process developed last year. Care should be taken to avoid personal comments during this process</p> <p>JW - I would like to discuss the merits of this system vs what was used most recently (ranking)</p>

		Corporate Services using the template provided. In an election year, the form will also be distributed to trustee elects.		
19	17.6	In unusual circumstances, at the discretion of the Chair and in consultation with the Vice-Chair and the Director, a Committee of the Whole In Camera meeting may be cancelled or rescheduled.		Remove as COW in camera are not always required. It may or may not be unusual depending on the time of year
20	Article 19	Standing Committee	Keep it as Committee-of-the-Whole.	SP - I think that Committee-of-the-Whole is a more accurate and descriptive term. I propose that we keep it to avoid confusion between the numerous standing committees that the Board has and "the Standing Committee".
21	19.2	The Vice-Chair of the Board shall chair all Standing Committee meetings		JH - Name change is confusing as we have other standing committees. I would support keeping Committee of the Whole or another name. JH Chaired by the Vice-Chair – needs further discussion – concern re workload of Vice-Chair vs Chair

22	20.1.1 Agenda Develop ment Committ ee	20.1.1 The committee shall be comprised of the following people: Board Chair; Board Vice-Chair; Past Chair; one trustee assigned on an alphabetical rotation; Director of Education and Secretary, and Manager of Corporate Services.	20.1.1 The committee shall be comprised of the following people: Board Chair; Board Vice-Chair; Past Chair; one additional trustee assigned on an annual basis; Director of Education and Secretary, and Manager of Corporate Services.	<p>SP - There seems to be a desire to cut the number of Trustees on the committee by one. If that's truly necessary, I would rather cut the rotating position than the one appointed to the committee for a six or twelve month period. I think that the committee would benefit from greater continuity in its membership.</p> <p>JH - discussion required -rationale? -would support current membership</p>
23	20.2.4	The Committee may be chaired by the Board Chair or the Board Vice-Chair, in the absence of the Chair, or by another trustee designated by the Board Chair and will report directly to the Board.		<p>JW - This is appropriate but it means the wording in the rest of the bylaws needs to make this exception when it notes that the Board chair cannot chair committees and that the vice chair cannot chair more than one committee (already designated as chair of policy working group & calendar cttee)</p>

24	20.4.1	20.4.1 This committee consists of the Vice-Chair and three trustees, appointed annually by Board motion at the Board meeting held in December. Additionally, one trustee is assigned on an alphabetical rotation.	20.4.1 This committee consists of the Vice-Chair and three trustees, appointed annually by Board motion at the Board meeting held in December.	SP - I don't see the value in having someone rotate on this committee. Discussion will take place over several meetings. Someone attending one meeting and then being replaced by the next in line would not be able to make a meaningful contribution to policy discussions. We all get a say at the Board table, so let's keep the Policy Working Group at the Vice-Chair plus three other Trustees.
25	20.4.2	20.4.2 The Policy Working Committee initiates and/or considers draft policies and reviews existing policies as required by Board Policy G300 – Policy Development and Review and By-law Article 5.4 related to the Board's Strategic Plan and makes recommendations for approval to the Board. Additionally, this committee considers the addition or removal of existing policies.		<p>CM - I believe we should have a staff member as part of this committee. Not to act as a "gate keeper" of what Trustees want but to provide input into the impact of the policy on staff, students and schools as well as context.</p> <p>JH -discussion required -Chair not a member of this group? -mandate supported by trustees? -I feel there a staff member is required on this committee</p>

26	20.5.2	20.5.2 A Student trustee mentor will be assigned by the Chair of the Board to advise student trustees.	<p>A Student trustee mentor will be assigned through the process defined in Article 16.15</p> <p>(16.15 - At the Board meeting in December, trustees will vote on trustee committee membership for Statutory, Board and Community Committees.)</p>	<p>CM - Should be done using the same process that other trustee assignments are done.</p> <p>JH - Not support this change – rationale? – should be assigned the same as other committees during committee preference process</p> <p>JW - Include this assignment in same process as committees</p>
27	23	Staff committees		JW - Not defined in section 1