



Bylaws

Board of Trustees

Waterloo Region District School Board

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1. Overview

1.1. Statutory Provisions

- 1.1.1. The following bylaws of the Waterloo Region District School Board (WRDSB) shall be observed for the order and dispatch of its business. All former bylaws related to the Board of Trustees of the WRDSB are hereby repealed.
- 1.1.2. 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:
 - a. “Ad Hoc Committee” means a committee established for a specific time frame and purpose;
 - b. “Adjourn” is to close or end the meeting.
 - c. “Board” means the Board of Trustees of the Waterloo Region District School Board, the legislative body that is accountable to the public for the collective decisions of the district school board and for the delivery and quality of educational services;
 - d. “Board Committee” means an ongoing committee established by the Board;
 - e. “Board meeting” means an official, regularly-scheduled or special Board meeting as defined in the *Education Act*;
 - f. “Chair” means the Chair of the Board;
 - g. “Committee Chair” means the Chair of a statutory, Standing, board, community or ad hoc committee of the Board;
 - h. “Community Committee” refers to a committee(s) established to address operational/system needs, initiatives and community partnerships;
 - i. “Delegation” means a person or group who would like to speak at a Standing Committee or Board meeting regarding an issue or concern that is important to them or their community, and who would like to share their opinions with or provide suggestions to the Board of Trustees.
 - j. “Director” means the Director of Education and Secretary, who is also the Chief Executive Officer and Secretary of the Board;
 - k. “*Education Act*” means the *Education Act of Ontario*, R.S.O. 1990 and the Regulations thereto, as amended from time to time;
 - l. “In Camera” means closed meeting of the Board or any committee of the Board from which the public is properly excluded pursuant to the *Education Act*, the *Young Offenders’ Act* or the *Municipal Freedom of Information and Protection of Privacy Act*;
 - m. “Member” means a voting member of a Board committee;
 - n. “Past Chair” means the most recent previous Chair, who is currently a trustee of the Board;
 - o. “Public meeting” means meetings which the public is welcome to attend, with the aim of providing transparency and sharing information;
 - p. “Quorum” means the presence of a majority of all the members constituting the Board or a committee of the Board;
 - q. “Recess” is a short break in the proceedings of a meeting during which members may leave the room. A recess does not end the meeting.
 - r. “Staff Committee” refers to a committee established by staff, whereas a trustee may be invited to attend in order to provide guidance or feedback;

- s. "Standing Committee" is a permanent Board committee generally dealing with ongoing or recurring matters, such as those specified in the legislation, and are an integral part of the board structure.
- t. "Statutory Committee" means a committee struck as a requirement of legislation;
- u. "Student Trustee" means a student elected to represent the interests of students, pursuant to the *Education Act*;
- v. "Treasurer" means the Superintendent of Business Services and Treasurer of the Board;
- w. "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*;
- x. "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;
- y. "Vacancy" means when due to death, resignation, removal, or disqualification for reasons pursuant to the *Education Act*, a trustee no longer holds their office;
- z. "Vice-Chair" means the Vice-Chair of the Board;
- aa. "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 Board 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 Board 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 WRDSB.
- 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 1.4.3, 1.4.4, and 1.4.5 of these bylaws.
- 1.4.7. The Treasurer shall be authorized to have printed all the necessary forms required for the banking business of the Board.
- 1.4.8. The Treasurer has the authority to negotiate property matters on behalf of the Board.

2. 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 whole rather than to individual Trustees.

2.1. Board Accountability for Student Achievement and Well-Being in the Region

- Promote student achievement and well being
- Promote a positive school climate that is inclusive and accepting of all students, including students of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability
- Promote the prevention of bullying
- Deliver effective and appropriate education programs to its students
- To promote staff well being

2.2. Accountability to the Provincial Government

- Act in accordance with the *Education Act*, the Regulations, and other statutory requirements to ensure the implementation of provincial educational standards and policies
- Perform WRDSB functions required by provincial legislation and Board policy
- Provide advice and input to the Ministry of Education regarding current or evolving issues

2.3. 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 for public education 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 the WRDSB, the Board and Community Committees

- Support the growth and development of the Parent Involvement Committee, the 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
- Balance their governance role with their representative role, participating in decision-making that benefits the whole district

2.4. Policy Development, Implementation and Review

- Develop and maintain policies and organizational structures that promote the board's goals and, encourage students to pursue their educational goals
- Monitor and evaluate the effectiveness of policies developed by the board in achieving the board's goals and the efficiency of the implementation of those policies
- Ensure the processes for policy development, implementation and review comply with Board Policy G300, Governance Policy – Policy Development and Reviews

2.5. Director/Board Relations

- Hire the Director of Education
- Monitor and evaluate the performance of the board's Director of Education, or the supervisory officer acting as the board's Director of Education, in meeting their duties under the *Education Act* or any policy guideline or regulation made under the *Education Act*, including duties under the multi-year plan, and any other duties assigned by the Board
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations
- Evaluate the Director annually using the process outlined in the *Education Act*. 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 employment contract of the Director, in consultation with the Director and the Supervisory Officer with responsibility for Human Resources.

2.6. 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

2.7. Strategic Planning

- Develop the Multi-Year Strategic Plan aimed at achieving the board's goals
- Annually review the Multi-Year Strategic Plan with the board's Director of Education and develop a process for communicating this plan with the system
- Annually use the Multi-Year Strategic Plan to drive the budget process

2.8. Fiscal Responsibility

- Ensure effective stewardship of the board's resources
- Ensure a budget review process is in place to help determine annual resource allocations (use the Multi-Year Strategic Plan and other provincial and local directions)
- Annually approve the budget
- Approve, as per legislation, all capital plans and other planning documents that drive budget decisions
- Ensure compliance with provincial and federal regulations
- Ratify applicable bargaining unit agreements
- Monitor significant financial expenditures and fiscal variances

2.9. 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

2.10. Recognition

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

2.11. Additional responsibilities include but are not limited to:

- 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.

3. Trustee Determination and Distribution

- 3.1. The number of trustees on a district school board is determined under the *Education Act* (Section 58.1).
- 3.2. 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.
- 3.3. The WRDSB 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:
 - a. City of Cambridge/Township of North Dumfries - three trustees
 - b. City of Kitchener - four trustees
 - c. City of Waterloo/Township of Wilmot - three trustees
 - d. Township of Wellesley/Township of Woolwich - one trustee

- 3.4. The Board, as mandated by the *Education Act*, has a collective regional responsibility of governance and policy making for public education in accordance with the provisions of the *Education Act*, its regulations and other relevant legislation.
- 3.5. Qualification/Disqualification (*Education Act*, Section 219)
- 3.5.1. 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 school authority and is a resident in its area of jurisdiction.
- 3.5.2. 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.
- 3.5.3. A member of a district school board or school authority is eligible for re-election if otherwise qualified.
- 3.5.4. 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 the *Education Act* or any other Act.

4. Trustee Vacancies on the Board

4.1. Resignations

- 4.1.1. Pursuant to the *Education Act* (Section 220), a member of The 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 their 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.
- 4.1.2. Where it is necessary for a member of the Board to resign to become a candidate for some other office, the member may resign by filing their 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.

4.2. Removal from Office

- 4.2.1. Pursuant to the *Education Act* (section 228), a member of a board vacates their seat if a trustee,
- 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 be physically present as required by the regulations made under clause 208.1 (1) (b)

4.2.2. Where a member of the 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.

4.3. Filling Vacancies

4.3.1. The *Education Act* (Section 221) allows a Board to fill a trustee vacancy by either of two means:

- a. require the municipality to hold a by-election (which would be mandatory if a majority of the elected members do not remain in office and otherwise optional), or
- b. appoint a qualified person to fill the vacancy (if a majority of the elected members remain in office).

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*).

4.3.3. The method of appointment is specified in the *Education Act* (Section 221 (1) (a)).

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

- a. If a 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 an Appointment, the *Education Act* requires the vacancy to be filled within ninety days after the office becomes vacant and priority will be given to candidates who ran for the position of trustee in the most recent election.
- 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. Qualifications

4.4.1. The *Education Act*, Section 219 (1) specifies the qualifications necessary to be elected as a member of a Board (or be appointed):

- a. qualified to vote for members of the Board;
- b. a resident in the area of jurisdiction of the Board;
- c. disqualifications are outlined in the *Education Act*, Section 219 (4) (5) (7).

5. Trustee Responsibility

5.1. The Board of Trustees is required to carry out its mandate as stipulated in the *Education Act*, and in particular, as set out in Section 169.1(1).

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 Region.
- e. To recruit, evaluate and, if necessary, terminate the employment of a Director of Education.
- 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.

5.2. Expectations of Trustees

- 5.2.1. In addition to the responsibilities set down in the *Education Act* (s. 218.1) and incorporated in the bylaws and procedures of the Board, an individual trustee shall be expected to:
 - a. Attend and participate in meetings of the board including meetings of board committees of which they are a member.
 - b. Notify the Chair of the Board when unable to attend a Board meeting;
 - c. Notify the Chair of the Committee when unable to attend a committee meeting;
 - d. Safeguard and keep confidential, materials and information discussed or placed in confidence with trustees.
 - e. Serve on a minimum of one Standing Committee.
 - f. Be prepared for and actively participate in discussions and decision-making;
 - g. Ensure, when making public statements, that it is clear whether they speak on behalf of the Board or as an individual trustee. Individual trustees hold no authority;
 - h. Exercise their power to govern only as a trust of the corporate body, not as an individual;
 - i. Trustees will act honestly, conscientiously, and in good faith (*Education Act* 198(4), 253(6), 213(1,2));
 - j. Reflect community needs and attitudes while also providing leadership in decision-making;
 - k. Uphold the implementation of any board resolution after it is passed by the board.
- 5.2.2. 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.
- 5.2.3. 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 be 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.

6. Conflict of Interest

- 6.1. 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.
 - 6.1.1. 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)
- 6.2. 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.
- 6.3. The registry maintaining the conflict of interest declarations and statements will be available for public inspection when requested.
- 6.4. 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.
- 6.5. 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.
- 6.6. 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.

7. Notice and Holding of Public Meetings

- 7.1. The Director shall give notice of all meetings of the Board, and of Standing Committees, 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 of the meeting. Notice of meetings of the Board and its Committees shall be delivered to the WRDSB designated email address of each Trustee at least 48 hours prior to the hour of each meeting.
- 7.2. 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, including email, as set out in their nomination papers, shall be deemed to have been received by them.

- 7.2.1. Trustees and Student Trustees must prioritize the completion of “Onboarding Forms” to ensure WRDSB designated email addresses are set up in a timely manner. In Camera Agenda Packages and confidential communications can only be sent to WRDSB designated email addresses.
- 7.3. Accidental omission to give notice to any Trustee or member 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.
- 7.4. Trustees not able to access the notice and agenda at least 48 hours prior to the Board meeting will be responsible for notifying the Corporate Services Department of such.
- 7.5. 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 if there is an urgent matter requiring the Board’s consideration.
- 7.6. Attendance of staff members at meetings will be determined by the Director.
- 7.7. **Electronic Meetings and Meeting Attendance**
 - 7.7.1. At the request of any Trustee, including a student trustee, the Board shall provide electronic means for participating in meetings of the Board (regular or special) or of a standing committee of the board:
 - a. if the Trustee complies with s. 7.7.1 and receives written approval from the Chair of the Board or Standing Committee before the meeting begins based on one or more of the circumstances in s. 7.7.6 below; or
 - b. if to do so is necessary to ensure compliance with s. 7.7.9 below.
 - 7.7.2. If a Trustee proposes to participate in a meeting by electronic means, the Trustee shall submit a request in writing and the reasons for the request to the Chair of the Board or Standing Committee, or in the absence of the Chair, the Vice-Chair, before the meeting begins, ideally before noon on the day of the meeting.
 - 7.7.3. If the Trustee making a request under s.7.7 is the Chair of the Board, the Chair shall submit the request and reasons to the Vice-Chair of the Board.
 - 7.7.4. The Chair or Vice-Chair, as applicable, may approve a request if they are satisfied that one or more of the circumstances identified in s.7.7.6 exist.
 - 7.7.5. Student Trustees may always participate in these Board or Standing Committee meetings by electronic means and do not require approval to do so but are required to submit a request before the meeting begins, ideally before noon on the day of the meeting.
 - 7.7.6. The circumstances for approval to attend by electronic means are:
 - a. weather conditions do not allow the Trustee to travel to the meeting location safely;
 - b. the Trustee cannot be physically present at a meeting due to health-related issues;
 - c. the Trustee has a disability that makes it challenging to be physically present at a meeting; or,

- d. the Trustee cannot be physically present due to family responsibilities in respect of:
 - 7.7.6.d.1. the Trustee's spouse;
 - 7.7.6.d.2. a parent, step-parent, or foster parent of the Trustee or the trustee's spouse;
 - 7.7.6.d.3. a child, step-child, foster child, or child who is under legal guardianship of the Trustee or the Trustee's spouse;
 - 7.7.6.d.4. a relative of the Trustee who is dependent on the Trustee for care or assistance; or,
 - 7.7.6.d.5. a person who is dependent on the Trustee for care or assistance and who considers the Trustee to be like a family member.
- 7.7.7. The Chair shall not approve a request for a trustee to participate by electronic means in a regular board meeting if the request would result in fewer than one Trustee of the Board, in addition to the Chair of the Board or their designate, being physically present in the meeting room.
- 7.7.8. The Vice-Chair or other member of the Board shall not approve a request for the Chair of the Board to participate by electronic means in a regular Board meeting unless the Chair's designate, who will chair the meeting, will be physically present in the meeting room.
- 7.7.9. The Vice-Chair or other member of the Standing Committee shall not approve a request for the Chair of the Standing Committee to participate by electronic means in a Standing Committee meeting unless the Chair's designate, who will chair the meeting, will be physically present in the meeting room.
- 7.7.10. A Trustee who participates in a meeting through electronic means in accordance with Ontario Regulation 463/97 is deemed to be present at the meeting.
- 7.7.11. The electronic means shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.
- 7.7.12. A trustee vacates their seat if they absent themselves without being authorized by resolution of the Board entered in the minutes, from three consecutive regular meetings of the Board (s.228(1)(b) of the Education Act.
- 7.7.13. The Director of Education or their designate shall be physically present in the meeting room for Board meetings and Standing Committee meetings except when all schools of the board are closed pursuant to s. 7.7.14 below.
- 7.7.14. If all schools of the board are closed under an order made in accordance with Ontario Regulation 463/97 then the requirement for the physical attendance at any meetings by a trustee or the Director of Education is not required in accordance with that Regulation and all trustees and student trustees may participate electronically as of right and without requesting approval.
- 7.7.15. Except for In Camera meetings, the meeting room of the Board or of a Standing Committee of the board shall be open to permit physical attendance by members of the public at every regular meeting unless all schools of the board are closed, as described in s.7.7.14 above.
- 7.7.16. The Board shall provide members of the public with the ability to connect electronically to a meeting of the board or of a standing committee of the board.

The electronic means used shall permit the public to hear the meeting, and where permitted by the board (example, a delegate), to participate in a meeting so all participants in the meeting shall be able to communicate with each other simultaneously and instantaneously.

- 7.7.17. At all meetings at which a trustee, including a student trustee, participates by electronic means, it is the responsibility of those trustees to comply with the requirements of the Municipal Conflict of Interest Act, including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as is necessary in order to so comply.
- 7.7.18. The Board shall ensure that appropriate processes are put in place to ensure the security and confidentiality of electronic participation in proceedings held during meetings that are closed to the public, including ensuring student trustees who participate through electronic means do not participate in any proceedings that are closed to the public under clause 207(2)(b) of the Education Act.
- 7.7.19. Where a meeting or part of a meeting is to be held in camera, the Trustee participating electronically must not be in a location where an unauthorized individual is able to hear the Trustee or the meeting discussion.

Special Board and Special Standing Committees Meetings

- 7.8. Special Board meetings shall be held at the call of the Chair of the Board or at the written request of five Trustees made to the Chair. 24 hours' notice is required. The meeting may be held at a date, time and place established by decision of the Chair of the Board, or if absent, the Vice-Chair, or if absent, the Director of Education.
- 7.9. Special Standing Committee meetings shall be held at the call of the Committee Chair or at the written request of three committee members made to the Committee Chair. 24 hours' notice is required. The meeting may be held at a date, time and place established by decision of the Committee Chair, or if absent, the Committee Vice-Chair, or if absent, the Director of Education.
- 7.10. The written notice of every special meeting shall state all business to be transacted or considered. No other business shall be considered unless all the Trustees of the Board or Standing Committee are present and agree unanimously.

Adjournment of Board Meetings

- 7.11. All public Board meetings will adjourn by 9:30 pm unless otherwise agreed to by trustees.
- 7.12. An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.
- 7.13. At 10:00 pm a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.
- 7.14. At 10:30 pm a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.
- 7.15. At 11:00 p.m. the meeting will be adjourned.

Adjournment of Standing Committee Meetings

- 7.16. All public Standing Committee meetings will adjourn after 2 hours of the commencement of the meeting unless otherwise agreed to by trustees.
- 7.17. An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.
- 7.18. An extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.
- 7.19. Standing Committee meetings shall not continue for longer than 3 hours.

8. Inaugural Meeting of the Board

- 8.1. In accordance with the provisions of the *Education Act*, following a municipal election, the Board's inaugural meeting shall be held no later than seven days after November 15th in the boardroom of the WRDSB Education Centre at 7:00 p.m. at a Special Board meeting.
- 8.2. 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 Director shall designate who shall preside at the election of the Chair.
- 8.3. 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*.
- 8.4. 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.

9. Organizational Meeting

- 9.1. In the years that do not follow a municipal election, the organizational meeting shall be held in the boardroom of the WRDSB Education Centre at 7:00 pm at a Special Board meeting to be held. The Chair and Vice-Chair for the ensuing year, shall be elected at the first meeting on or after November 15.
- 9.2. The newly elected Chair shall deliver an inaugural address.

10. Election of Chair and Vice-Chair of the Board

- 10.1. The Chair and Vice-Chair for the ensuing year, shall be elected at the first meeting of the Board on or after November 15 (*Education Act*, section 208).
- 10.2. The Director, or Director's designate, shall preside over the election of the Chair for the ensuing year.
- 10.3. The Director, or Director's designate, shall name two scrutineers appointed for the election of Chair and Vice-Chair.
- 10.4. **Election Process**
 - 10.4.1. The Director or designate shall call for verbal nominations for the office of Chair. No seconder is required.

- 10.4.2. After all nominees have been identified, in random order they will be asked to declare whether they accept the nomination.
- 10.4.3. 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.
- 10.4.4. 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.
- 10.4.5. The nominees shall be offered the opportunity to speak to their nomination in random order for a maximum of two minutes each.
- 10.4.6. A vote by secret ballot shall then be conducted with each Trustee present able to cast one vote.
- 10.4.7. The Trustee receiving a majority of the votes cast shall be declared elected, but the count shall not be declared.
- 10.4.8. 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 of candidates.
- 10.4.9. 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.
- 10.4.10. A Trustee may voluntarily withdraw their name between votes.
- 10.4.11. By motion, the ballots shall be destroyed.
- 10.5. Following the election, the newly elected Chair shall at once take the chair and preside over the election of the Vice-Chair.
- 10.6. Trustees shall then elect a Vice-Chair of the Board according to the same procedure followed for the election of the Chair.
- 10.7. 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).
- 10.8. The Officers of the WRDSB shall be:
 - The Chair of the Board.
 - The Vice-Chair of the Board.
 - The Director of Education and Secretary.
 - The Coordinating Superintendent of Business Services and Treasurer of the Board.
- 10.9. The following sets out the term and tenure for Board Chair and Vice-Chair as noted:

Office	Length of Term	Maximum Consecutive Allowable Terms
Board Chair	1 Year or until their successor is elected	2 Terms
Board Vice-Chair	1 Year or until their successor is elected	2 Terms

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.

- 10.10. 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.

11. Duties of the Chair of the Board

- 11.1. The Chair of the Board shall be the Board's official spokesperson, including for Standing Committees, unless otherwise determined.
- 11.2. 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 and Standing Committee meetings and ensure that Trustees have sufficient information for informed discussion.
- 11.3. 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.
- 11.4. The Chair shall call the Board 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.
- 11.5. The Chair shall not take part in any debate during a Board meeting without leaving the Chair.
- 11.6. The Chair shall have voting rights on all matters. The Chair may vote on all matters that Trustees vote on.
- 11.7. The Chair shall ensure that any Trustee wishing to speak during a Board meeting 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.
- 11.8. When two or more Trustees attempt to speak during a Board meeting at the same time, the Chair shall name the Trustee who is to speak.
- 11.9. The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.
- 11.10. The Chair of the Board 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. Applause, booing or other audible or visual demonstrations of support or opposition may be intimidating for those with opposing views. The Chair may expel or

exclude from any Board meeting any person(s) who engage in this or any other form of improper conduct. Prohibition on visual demonstrations shall not be construed to prohibit expressions of identity related to characteristics protected under the Ontario Human Rights Code. Courtesy and respect for others must be displayed at all times.

- 11.11. The Chair may expel or exclude from any meeting any person(s) who engage in unauthorized audio, video, or photographic recordings at any Board meeting of the WRDSB. Authorization for audio, video, or photographs will be at the discretion of the Chair.
- 11.12. The Chair of the Board shall be a member of all Standing Committees.
- 11.13. The Chair of the Board shall be an ex-officio member of all Statutory, sub-committees of the Board, Community and Ad Hoc committees, shall have voice and vote, and shall have the power to delegate the Vice-Chair of the Board to serve on any committee in the absence of the Chair in which case the Vice-Chair shall have voice and vote.
- 11.14. 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 or a two-year term whichever shall occur first.
 - 11.14.1. In an election year, where the Chair of the Board is not re-elected, the Past-Chair position is held by a previous Chair as recommended by the Chair and Vice-Chair and determined by Board approval.

12. Duties of the Vice-Chair of the Board

- 12.1. The Vice-Chair of the Board shall chair the Agenda Development Committee.
- 12.2. The Vice-Chair of the Board shall chair the Director's Performance Appraisal Committee.
- 12.3. 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.

13. Quorum

- 13.1. A quorum of the Board shall consist of a majority of Trustees elected or appointed to the Board under the *Education Act*. Quorum must be present in order that business can be legally transacted.
- 13.2. **Request to be Absent from a Board Meeting**
 - 13.2.1. Under the *Education Act* [s. 228(1) (b)], a Trustee's seat is automatically vacated if the trustee is absent from three consecutive regular meetings of the Board, unless the absence is authorized by the Board of Trustees.
 - 13.2.2. The Board gives the Chair and Vice-Chair the authority to approve absences on behalf of the Board and will notify the board at the next Board meeting of any absences as part of the Consent Agenda.
 - 13.2.3. Trustees shall follow the process outlined in "Request for Approved Absence from a Board Meeting" to request approval from the Chair and Vice-Chair of the Board for their absence.

- 13.3. If it appears quorum will be lacking, the Chair will instruct the Manager of Corporate Services to notify trustees of the postponement or cancellation of the meeting.
- 13.4. 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. Trustees may:
- a. Cancel the meeting.
 - b. Continue the meeting, recognizing that no formal action may be taken.
 - c. Wait up to thirty minutes after the appointed time for the meeting for quorum to be present.
- 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.
- 13.5. When a quorum is no longer in attendance, no business may be transacted but reports for information may be heard. It shall be the responsibility of the presiding Chair and the Director of Education to note the lack of a quorum and to have that fact recorded in the minutes.
- 13.6. The Chair, or Vice-Chair, shall count in forming a quorum.
- 13.7. Trustees who attend through electronic means shall be included in the quorum count.
- 13.7.1. A Trustee who is participating electronically shall follow the rules for virtual Attendance:
- a. Trustees shall keep their camera on during the meeting unless prior arrangements have been made with the Chair for extenuating circumstances such as illness or poor wifi connection.
 - b. Trustees leaving the meeting, briefly or otherwise, shall indicate their departure and return in the meeting chat.
 - c. Trustees shall vote and indicate requests to speak by using the Raise Hand function in the virtual meeting.
 - d. For In Camera meetings, Trustees shall not take the meeting in a location where unauthorized individuals are able to hear the Trustee or the meeting discussion
- 13.7.2. The record of the meeting shall indicate that the Trustee was present and participated by electronic means.
- 13.8. 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.

14. Board Meetings

- 14.1. 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, 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 who shall preside over the meeting until such time as the Chair, Vice-Chair or Past Chair arrives.

- 14.2. 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. Meetings will be rescheduled if they fall on a WRDSB designated [Creed Accommodation Day](#). Board meetings will be held in the boardroom of the WRDSB 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.
- 14.3. Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.
- 14.4. 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.
- 14.5. Copies of reports to be presented to a Board meeting shall be made available with the notice of such meeting.
- 14.6. If new items of business arise at the meeting, they may be considered by decision of two-thirds of the Trustees present.
- 14.7. A quorum is necessary to hold a Board meeting.
- 14.8. All Board meetings will begin with a territorial acknowledgement, followed by the singing of the Canadian national anthem.
- 14.9. 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 Board meetings.
- 14.10. Minutes will be taken at all Board meetings and must be submitted for receipt at the next regularly scheduled Board meeting. Minutes are a concise and official record of the proceedings of a meeting, containing what was done in the meeting but not what was said.

15. Delegation Procedures

- 15.1. The WRDSB is committed to strengthening connections through family and community engagement. One opportunity for engagement is through delegations.
- 15.2. Delegations wishing to appear before the WRDSB at a Board or Standing Committee meeting should register with the Manager of Corporate Services by noon 3 business days prior to the meeting. Delegations not making prior arrangements by noon 3 business days prior to the meeting may still register until noon on the day of the meeting and may be added to the agenda only on the approval of a majority vote of the trustees present, up to a maximum of ten (10) delegates.
- 15.3. 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 complete copy of the presentation which should include suggestion(s) for resolving the matter. A Delegation Submission Template can be accessed via the Board's website (<https://www.wrdsb.ca/trustees/become-a-delegate/>) and can be completed online, or a hard copy can be submitted to the Manager of Corporate Services. The WRDSB will provide appropriate accommodations based on any of the human rights protected grounds to support delegations.
 - 15.3.1. Delegations must be WRDSB students and their caregivers and families, Region of Waterloo residents who direct property taxes to support WRDSB and Bona fide experts on a topic under consideration by the board for information only.

- 15.3.2. Delegates are permitted to use visual presentations to aid in the delegation. Visual presentations must adhere to relevant legislations including, but not limited to, the *Ontario Human Rights Code (OHRC)* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. This presentation must be provided to the Manager of Corporate Services by noon on the Thursday before the meeting in a format agreed to in advance.
- 15.4. Any request to delegate at a Standing Committee or Board meeting may be approved at the good faith discretion of the Chair of the Board who shall, in considering whether to grant approval:
- a. Consider if the individual has followed the appropriate steps to resolve the concern through [The Process for Addressing Concerns](#) outlined on the WRDSB Website.
 - b. Consider if the matter is within the scope and authority of the Board of Trustees or whether the matter is operational in nature or within the jurisdiction of the Ministry of Education or some other entity.
 - c. Consider whether the proposed delegation would be consistent with the Board's commitments and statutory duties and responsibilities under the *Education Act*, the Ontario Human Rights Code and the Board's Human Rights Policy.
- 15.4.2. If there is a concern with the way a proposed delegation is designed or framed, the requester is to be given an opportunity to rectify the issues prior to any denial. If the denial is maintained, the proposed delegation shall be circulated to all trustees by email with a summary note as to the nature of the denial.
- 15.4.3. A delegation can speak to the same topic, or one deemed substantially the same, only once within a 12-month period unless the delegation has substantial new information.
- 15.5. 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 the relevant Standing Committee.
- 15.6. The Board shall provide members of the public with electronic means for delegating at meetings. The electronic means shall permit members of the public to hear and be heard by all other participants in the meeting.
- 15.7. Delegations will be permitted to address Trustees for a period of up to five minutes. Exceptions to this rule will be permitted only by a majority vote of the Trustees present.
- 15.8. Delegations will be scheduled to appear at the beginning of the Board or Standing Committee meetings. A maximum of ten (10) delegates will be scheduled per meeting.
- 15.9. A Standing Committee may 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. If the issue is not listed on the agenda, then Trustees may opt to present a motion to:
- a. refer it to staff for follow-up, or request that it be included on a future meeting agenda, or
 - b. add the item to the meeting agenda which would require a two-thirds vote of the trustees present to vote in favour of adding it to the agenda

- 15.9.2. At the discretion of the Chair of the meeting, the Director or designate may request an opportunity for staff to provide clarity to a delegation in order to assist trustees in understanding the matter.
- 15.10. Delegates are expected to refrain from the use of abusive or derogatory language at all times and the 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. Prohibition on visual demonstrations shall not be construed to prohibit expressions of identity related to characteristics protected under the Ontario Human Rights Code. Courtesy and respect for others must always be displayed. Disruptions by the public will not be permitted.
- 15.11. 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).
- 15.12. Delegations may be received at in camera meetings as per the *Education Act*. The procedures for delegations, as set out in Article 15 will apply.
- 15.13. **Special Delegation Meetings**
- Special meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget). 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. The Chair in consultation with the Director or designate, shall decide the length of meeting and number of delegations to receive.
- 15.13.1. 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.
- 15.13.2. Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), and a complete copy of the presentation. A Delegation Submission Template can be accessed via the Board's website at (<https://www.wrdsb.ca/trustees/become-a-delegate/register-delegation/>) and can be completed online, or a hard copy can be submitted to the Manager of Corporate Services.
- 15.13.3. Where not specifically outlined in Sections 15.13, Special Delegation meetings will follow regular Delegation Procedures.

16. Committees

- 16.1. The Board's committee structure and operation consists of the following:
- 16.1.1. **Standing Committees** are ongoing committee established by the Board:
- a. Business Services Standing Committee
 - b. Student Achievement and Well-Being Standing Committee
 - c. Policy and Governance Standing Committee
- 16.1.2. **In-Camera** meetings exist to address ongoing confidential matters per the *Education Act*.

- 16.1.3. **Statutory Committees** are established as directed per the *Education Act* or other legislation/regulation.
 - a. Audit Committee
 - b. Discipline Committee
 - c. Parent Involvement Committee (PIC)
 - d. Special Education Advisory Committee (SEAC)
 - e. Student Program Review/Student Alternative Learning Committee (SAL)
 - f. Director Performance Appraisal Committee (DPA)
- 16.1.4. **Sub-Committees of the Board** are ongoing committees established by the Board:
 - a. Agenda Development Committee
 - b. Student Trustee and Student Mentors
- 16.1.5. **Community Committees** are established by staff to address operational/system needs, initiatives and community partnerships:
 - a. Equity and Inclusion Advisory Group
 - b. Mental Health and Addiction Strategy Working Group
 - c. School Year Calendar Committee
- 16.1.6. **Ad Hoc Committees** are committees 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 Standing, In Camera, Statutory, Sub-Committees of the 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 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. Minutes will be taken at all Standing Committee meetings and must be submitted for approval at regular monthly Board meetings.
- 16.5. Recommendations from all Standing Committees will be presented in a report for approval at regular monthly Board meetings.
- 16.6. For Statutory, Board, Standing, Community and Ad Hoc committees, only members of that committee shall elect a Chair and Vice-Chair from among themselves except for the Agenda Development Committee and Director Performance Appraisal Committee which is chaired by the Vice-Chair of the Board.
- 16.7. The Board Chair shall not be eligible to be elected as the Chair or Vice-Chair of any Statutory, Sub-Committees of the Board, or Community committees.
- 16.8. 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.
- 16.9. 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.

- 16.10. The Chair or Vice-Chair of the committee shall count in forming a quorum.
- 16.11. 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. Members of the committee shall be recognized first, followed by recognition of other trustees attending the meeting.
- 16.12. If a Statutory, Sub-Committee of the Board or Community Committee makes a recommendation that requires consideration by the Board, the process noted below is to be followed:
 - a. The Agenda Development Committee must be advised that the Statutory, Sub-Committee of the Board or Community Committee has a report they wish to have scheduled on a Board or Standing Committee meeting agenda.
 - b. This report shall be submitted, 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 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, Sub-Committee of the Board and Community Committee meetings (containing the recommendation requiring consideration) will appear on the Board meeting agenda.
- 16.13. 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.
- 16.14. In November of each year, trustees will express interest in Standing, Statutory, Sub-Committees of the 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. The Board Chair, Vice-Chair and Past Chair will meet with the Manager of Corporate Services to develop recommended trustee committee membership for Standing, Statutory, Sub-Committees of the Board and Community Committees.
- 16.15. 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.
- 16.16. At the Board meeting in November, trustees will vote on the recommended trustee committee membership for Standing, Statutory, Sub-Committees of the Board and Community Committees.
- 16.17. The Chair of a committee 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 committee.

- 16.18. The Chair of any meeting shall have voting rights on all matters. The Chair may vote on all matters that Trustees vote on.
- 16.19. The Chair of a meeting shall ensure that any Trustee wishing to speak shall so indicate by upraised hand, and upon recognition by the committee Chair, who shall call the Trustee by name (Trustee _____), the Trustee shall then address the Chair.
- 16.20. When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.
- 16.21. The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.
- 16.22. The Chair of a meeting is responsible for maintaining order and seeing that appropriate decorum of a meeting is maintained. Disruptions by the public will not be permitted. Applause, booing or other audible or visual demonstrations of support or opposition may be intimidating for those present. The Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Prohibition on visual demonstrations shall not be construed to prohibit expressions of identity related to characteristics protected under the Ontario Human Rights Code. Courtesy and respect for others must always be displayed.
- 16.23. The Chair of a meeting may expel or exclude from any meeting any person(s) who engage in unauthorized audio, video, or photographic recordings. Authorization for audio, video, or photographs will be at the discretion of the Chair.

17. Standing Committee

- 17.1. Trustees are not eligible to serve as Chair of more than one Standing Committee at the same time. Trustees shall not be elected as Vice-Chair of more than two Standing Committees at the same time, unless otherwise approved by the Board of Trustees.
- 17.2. The term for Chair and Vice-Chair of a Standing Committee is two years, starting at the first regular Board meeting after November 15, 2026. Prior to then, the term will be from the first meeting following the implementation of these Bylaws until the first regular Board meeting after November 15, 2026.
- 17.3. The Chair of a Standing Committee shall chair all meetings. In the Chair's absence, the Vice-Chair of the Standing Committee shall chair such meetings. In the absence of both, Trustees shall elect a chair from amongst the Trustees present at the meeting.
- 17.4. Standing Committees assist the Board in fulfilling its duties related to governance with a system wide focus by providing advice on system issues related to Policies, Programming and School Services, Business, Finance, and Facilities/Capital Planning.
- 17.5. Standing Committee meetings will be held in the boardroom of the WRDSB Education Centre.
- 17.6. All Standing Committee meetings will begin with a territorial acknowledgement, followed by the singing of the Canadian national anthem.
- 17.7. Minutes will be taken at all Standing Committee meetings and must be submitted for approval at the next regularly scheduled Board meeting. Minutes are a concise and official

record of the proceedings of a meeting, containing what was done in the meeting but not what was said.

- 17.8. 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.

17.9. **Business Services Standing Committee**

- 17.9.1. This committee is guided by the [Business Services Standing Committee Terms of Reference](#) as approved by the Board of Trustees.
- 17.9.2. The committee will maintain an ongoing dialogue with and through the Director, or designate, to ensure matters related to business and finance; capital planning and facilities; student transportation; and human resources are in alignment with the Board's Multi-Year 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.

17.10. **Student Achievement and Well-Being Standing Committee**

- 17.10.1. This committee is guided by the [Student Achievement and Well-Being Standing Committee Terms of Reference](#) as approved by the Board of Trustees.
- 17.10.2. The committee will maintain an ongoing dialogue with and through the Director, or designate, to ensure matters related to school programs and school services are in alignment with the Board's Multi-Year 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.

17.11. **Policy and Governance Standing Committee**

- 17.11.1. This committee is guided by the [Policy and Governance Standing Committee Terms of Reference](#) as approved by the Board of Trustees.
- 17.11.2. The committee will maintain an ongoing dialogue with and through the Director, or designate, to ensure Board policies, bylaws and trustee self-evaluation are in alignment with the Board's Multi-Year 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.

18. In Camera Meetings

- 18.1. The Board or Standing Committees may move into In Camera upon any confidential matter brought for its consideration when the subject matter under consideration involves (*Education Act*, Section 207(2)):
- the security of the property of the board.
 - 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.
 - the acquisition or disposal of a school site.
 - decisions in respect of negotiations with employees of the Board; or
 - litigation affecting the Board.
 - an ongoing investigation under the *Ombudsman Act* respecting the Board.

- 18.2. In Camera Board meetings will occur as required before a Board meeting and Standing Committees will move to In Camera as needed.
- 18.3. In Camera meetings 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 student or their family or caregiver), Director of Education, Supervisory Officers, members of the senior team and the Manager of Corporate Services. Others may be asked to attend as appropriate or to speak to specific agenda items as determined by the Director.
- 18.4. In Camera Board meetings will occur at 6:00 pm prior to a Board meeting, unless otherwise determined by members of the Agenda Development Committee, in the boardroom of the WRDSB Education Centre.
- 18.5. At the discretion of the Chair and in consultation with the Vice-Chair and the Director, an In Camera meeting may be cancelled or rescheduled.
- 18.6. With at least 48 hours' notice, a Special Board In Camera meeting may be held on the call of the Chair of the Board, or at 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.
- 18.7. With at least 48 hours' notice, a Special Standing Committee In Camera meeting may be held on the call of the Committee Chair, or at the written request of the majority of Trustees on the committee 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.
- 18.8. In Camera Board meetings normally will adjourn by 7:00 pm or recess and reconvene prior to the adjournment of the Board meeting as necessary.
- 18.9. The Chair of the Board or if absent, the Vice-Chair of the Board shall chair all in camera Board meetings. In the case of 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 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.
- 18.10. In Camera Board meetings shall report at the next regularly scheduled Board meeting or at the Special meeting called specifically for this purpose.
- 18.11. In Camera Standing Committee meetings shall report at the next regularly scheduled Standing Committee meeting or at the Special meeting called specifically for this purpose.
- 18.12. All in camera materials are considered strictly confidential and provided for the sole purpose of conducting Board business. This includes, but is not limited to, agendas, reports, presentations and personal notes. Trustees are responsible for destroying or deleting all in-camera material not collected by staff, (paper and electronic) following the meeting.
- 18.13. As part of its in camera procedures, the WRDSB 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.

19. Statutory Committees

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

- 19.1. **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)
- 19.2. **Discipline Committee** - In accordance with Section 23 (6) of the *Education Act*, the WRDSB has directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of three or more trustees appointed annually by the Board.
- 19.3. **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*).
- 19.4. **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 57.1; Ontario Regulation 464/97)
- 19.5. **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).
- 19.6. **Director Performance Appraisal Committee (DPA)** – The DPA Committee shall function in accordance with the *Education Act* and the regulations made thereunder (Ontario Regulation 83/24 - Director Of Education Performance Appraisal).
 - 19.6.1. The committee consists of the Board Chair, the Board Vice-Chair, Board Past Chair, two trustees selected to align with the Director's Performance Appraisal timelines, the Associate Director with responsibility for Human Resources, and other staff as determined by the Director of Education.
 - 19.6.2. The Committee is chaired by the Board Vice-Chair or the Board Chair, in the absence of the Vice-Chair, or by another trustee designated by the Board Chair and will report directly to the Board.

20. Board Sub-Committees of the Board

- 20.1. **Agenda Development Committee**
 - 20.1.1. 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.

- 20.1.2. The committee shall be comprised of the following: Board Chair; Board Vice-Chair; Chair of each Standing Committee, Director of Education and Secretary, and Manager of Corporate Services.
- 20.1.3. The committee is chaired by the Board Vice-Chair or the Board Chair, in the absence of the Vice-Chair, or by another Trustee designated by the Committee Chair and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.
- 20.1.4. The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the Committee Chair.
- 20.2. **Student Trustee Mentors**
 - 20.2.1. Two student trustee mentors will be assigned using the committee membership process set out in sections 16.13-16.15 above.
 - 20.2.2. Student Trustees and Student Trustee Mentors are guided by Board Policy 3006, Student Trustees and Student Representation within the Board and the *Education Act*.

21. Community Committees

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. **Equity and Inclusion Advisory Group**
 - 21.1.1. This committee is guided by the Equity and Inclusion Advisory Group Terms of Reference.
- 21.2. **Mental Health and Addiction Strategy Working Group**
 - 21.2.1. This committee is guided by the Mental Health and Addiction Strategy Working Group Terms of Reference.
- 21.3. **School Year Calendar Committee**
 - 21.3.1. This committee is guided by the *Education Act*, the Regulations legislation, Ministry of Education policies and timelines and collective bargaining agreements.

22. Ad Hoc Committees

- 22.1. Ad Hoc Committees of the Board may only be established by Board approval. The recommendation to form such a committee must include completed Terms of Reference stating a mandate, time frame for reporting to the Board and committee membership.
- 22.2. An Ad Hoc Committee shall be permitted to request from the Board an extension of its reporting timeline, if required.
- 22.3. A formal Board motion should be presented to dissolve an Ad Hoc Committee once the final report has been presented to the Board.

23. Trustee Representation on Staff Committees

- 23.1. Trustee representatives may be requested 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.

24. Student Trustees

- 24.1. The Board appoints student representatives annually, as directed by the *Education Act*, in accordance with the Board's policy 3006 – Student Trustees and Student Representation within the Board.
- 24.2. 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 member of the Board and is not entitled to exercise a binding vote.” (*Education Act*, Section 55 (2))
- 24.3. Student trustees will have the opportunity to provide verbal reports to the Board.
- 24.4. Student trustees are expected to attend Board meetings and Student Achievement and Well-Being Standing Committee meetings.
- 24.5. Student trustees are invited to attend Business Services Standing Committee meetings and Policy and Governance Standing Committee meetings.

25. 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 WRDSB. In all cases not provided for by these rules, the rules and practice of *Robert's Rules of Order* shall govern as applicable.

25.1. Notice of Motion

- 25.1.1. Trustees may verbally serve notice of a motion that they intend to present at a future meeting during a Board meeting under the “Future Agenda Items” portion of the meeting.
- 25.1.2. The notice of motion must indicate the rationale of the motion and must be accurate and complete since it will determine what amendments are in order when the motion (e.g. “To raise the annual fee to \$20.00”) is considered. The notice of motion will become invalid if the motion is amended beyond the scope of the notice.
- 25.1.3. 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.
 - a. a non-member Trustee may second the motion at a Standing Committee meeting providing the non-member is present at the meeting.

- 25.1.4. 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.
- a. If the motion refers to the formation of an ad hoc committee, the terms of reference for such committee shall be included when the notice of motion is submitted to the Manager of Corporate Services.
- 25.1.5. A Notice of Motion may be withdrawn by the server with agreement by the seconder prior to discussion of the motion commencing.

25.2. Types of Motions at Board and Standing Committee Meetings

Debate of a motion shall take place after it has been moved, and where required, seconded and only after the Chair states the motion.

- 25.2.1. The mover of a motion may alter the wording, or withdraw the motion, up until such time as the motion is stated by the Chair. Once stated by the Chair, and thereby recorded in the minutes, the motion is in control of the Board of Trustees and cannot be withdrawn or amended without passing a motion to do so.
- 25.2.2. 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, information or inquiry.
 - c. lay on the table.
 - d. call the 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 inquiry by majority vote other than motion d which shall require a two-thirds vote of those present to adopt.

25.2.3. Adjourn

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

25.2.4. Take a recess

A motion to take a recess 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 take a recess shall be open to amendment but is not debatable.

25.2.5. Raise a question under point of order, privilege, information or inquiry

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

A privilege motion, in order of precedence, shall be considered over all other business and may be moved without notice. A privileged motion is a motion that is granted precedence over ordinary business. Such motions are not debatable, although in case of questions of privilege, the Chair may feel the need to elicit relevant facts from members.

- a. A point of order is called for transgression of the rules of the Board. When a point of order is called, the Trustee, when recognized by the chair, must state the rule that has been transgressed.
- b. A point of privilege affecting the Board includes matters such as noise, comfort or safety.
- c. A point of personal privilege affecting a member includes the reputation or treatment of the member or staff, as well as any member of the public and the member's ability to exercise rights and privileges.
- d. A point of information is a request made to the chair for information regarding the pending business.
- e. A point of parliamentary inquiry is called to request information on the parliamentary procedure for a meeting.

25.2.6. Appeal the decision of the Chair

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

- a. The ruling of the Chair shall be final, subject only to a Trustee appealing the ruling of the Chair.
- b. 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.
- c. The Chair shall ask "Shall the decision of the Chair be sustained?" The Chair may vote on such an appeal and if there is a tie vote, the decision of the Chair shall be deemed to be sustained.

25.2.7. Lay on the Table

A motion to lay on the table is properly used only when it is necessary to suspend consideration of a main motion to deal with another matter that has come up unexpectedly and which must be dealt with before the pending motion can be properly addressed. This motion cannot be used to end consideration of the pending main motion without debate.

25.2.8. Call the Question

A motion to call the question may be moved at any time when a motion, with or without amendment or amendments, is before the Board, provided that no Trustee is interrupted while speaking.

- 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.

25.2.9. Postpone to a certain time

A motion to postpone to a certain time is used to delay action on a pending question until a different day, meeting, hour or until after a certain event. Then, when that time comes, the consideration of the question is picked up where it was left off when it was postponed. A motion to postpone to a certain time must be seconded, is debatable and can be amended.

25.2.10. Refer

A motion to refer is used when several details need to be worked out and the motion needs to be discussed much more informally or at a greater length than is possible in a regular meeting. The Board can refer the motion to a committee or staff. A motion to refer must be seconded, is debatable and can be amended.

25.2.11. Amendments

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.

- a. 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.
- b. All amendments shall be put in the reverse order to which they are moved.
- c. 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.
- d. 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.

- 25.2.12. The motion to postpone indefinitely is used to eliminate a main motion without taking a direct vote on it. This motion does not actually "postpone" the main motion. A question having been postponed indefinitely shall not be taken up again at the same meeting.

25.3. Motions Considered at Board and Standing Committee Meetings

- 25.3.1. Motions shall be related to an agenda item.
- 25.3.2. Every motion shall be seconded and shall be disposed of only by a vote unless the mover and seconder, by permission of the Chair, withdraw the motion, if the motion has not been 'put' or stated by the Chair.
 - a. 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 and cannot be withdrawn or amended without passing a motion to do so.
- 25.3.3. Any Trustee may request the motion under discussion be read for information at any time during the debate, provided that no such request is made so as to interrupt a Trustee speaking to the question.
- 25.3.4. The mover and seconder shall be recorded in the official minutes of all Board and Standing Committee meetings.
- 25.3.5. A Trustee may introduce a motion and to provide clarification only on the wording before the motion is seconded. No other Trustee is permitted to speak to a motion before it is seconded.
- 25.3.6. 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 the committees on which the Student Trustee sits. If no Trustee or committee moves the suggested motion, the record shall show the suggested motion.
- 25.4. **Discussion of Agenda Items at Board and Standing Committee Meetings**
 - 25.4.1. The Chair shall ensure every Trustee speaks only to the matter under discussion.
 - 25.4.2. A Trustee may speak twice to an agenda item and request one supplementary question each time.
 - 25.4.3. No Trustee shall speak longer than five minutes on the same question without leave of the Chair.
 - 25.4.4. At the Discretion of the Chair, trustees may be given permission to ask additional questions.
- 25.5. **Motion to Suspend the Rules at Board and Standing Committee Meetings**
 - 25.5.1. Any Trustee may make a motion to suspend the rules 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 Trustee's rights.
- 25.6. **Voting at Board and Standing Committee Meetings**
 - 25.6.1. No Trustee shall have more than one vote, as Chair or otherwise, either at Board meetings, or on any committee.
 - 25.6.2. 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 two-thirds 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.

- 25.6.3. As ruled by the Chair, every Trustee 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.
- 25.6.4. 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. 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 any comments on the outcome of the vote that has just occurred as this could be seen as the final word.
- 25.6.5. A Trustee may call for a recorded vote if the request is made prior to the vote. The Manager of Corporate Services will conduct the recorded vote.
 - a. 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.
 - b. 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.
- 25.6.6. 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.
- 25.6.7. In accordance with the *Education Act* (Section 55), 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.

25.7. Reconsideration of a Motion Previously Approved by the Board

- 25.7.1. 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).**

- 25.7.2. 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.

25.8. Question Period at Board and Standing Committee Meetings

- 25.8.1. 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.

25.9. Requests for Information

- 25.9.1. 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.

25.10. Announcements/Celebrating Board Activities

- 25.10.1. Presentations made under the "Announcements/Celebrating Board Activities" 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 as an advocate for public education.