

**SPECIAL AND EMERGENCY MEETINGS**

- (a) The Chairperson or any three members of the Board may at any time summon a special meeting of the Board. Notice of all special meetings shall be given by the Secretary-Treasurer to all trustees so that notice will be received at least twenty-four hours before the meeting by notifying each of them personally, in writing, handed to, emailed, or mailed or delivered to the addresses of the members of the Board and shall contain notice of the subject or subjects which are to be taken into consideration. A notice shall be considered to have been mailed to members upon delivery to an official post office or mailbox properly stamped and addressed.
- (b) Special meetings shall be held at the ordinary place of meeting of the School Board at the hour fixed for ordinary meetings, unless otherwise determined by the notice of the meeting, by an adjournment, resolution, or by a By-law.
- (c) The Board, before proceeding to business at a special meeting, if such be the fact, shall set forth and declare in the minutes of that special meeting, that the notice of the meeting has been issued in conformity with the requirements of this policy to all members of the Board who are not present at the opening of the meeting.
- (d) If on the opening of a special meeting it appears that the notice of the meeting has not been sent to all the absent members, no business shall be transacted at the meeting, but the presence of any member of the Board shall have the effect of waiving necessity of notice so far as he is concerned.
- (e) At a special meeting no other subjects or matters than those mentioned in the notice calling the meeting shall be taken into consideration.
- (f) Emergency meetings of the Board may be called at any time by the Chairperson after giving such notice as the Chairperson deemed reasonable under the circumstances.
  - 1. during the existence of a state of emergency proclaimed pursuant to the provisions of any Federal or Provincial Acts:
  - 2. whenever in the opinion of the Chairperson an emergency exists due to strikes, civil disorders or disasters real or apprehended.
- (g) An emergency meeting need not be held at the ordinary place of meeting of the School Board.

- (h) At an emergency meeting only such business shall be transacted as arises out of or is incidental to the emergency.
- (i) Save as in this section otherwise set forth the rules and regulations applicable to special meetings of the Board shall apply to any emergency meeting of the Board.