

## **RULES OF ORDER**

### **COMMENCEMENT OF MEETINGS**

As soon after the hour fixed for a meeting of the Board as a quorum is present, the Chairperson shall take the Chair and call the members to order and the Secretary shall record roll.

A quorum of the members shall be five in number.

In case the Chairperson is not in attendance, the Vice Chairperson shall take the Chair. If the Vice Chairperson is not present, the member with the longest continuous service on the board shall take the chair. If he/she also is not present, the Secretary of the Board shall call the Meeting to order and the Board shall elect a presiding officer to preside over that meeting and while so acting the Vice Chairperson or presiding officer shall have all the powers and discharge all the duties of the Chair.

If no quorum is present one-half hour after the time appointed for a meeting of the Board, the Secretary of the Board shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next day of meeting.

When a meeting of the Board is duly constituted, the minutes of the preceding meeting as distributed shall be approved by consensus.

### **GENERAL RULES**

The mover or seconder of any motion may vote against it; the Chairperson of a committee having moved the adoption of the whole or part of a report of the committee may also speak against it; in that event he/she shall not be permitted to close the debate.

No motion shall be made or seconded except by a member from his/her seat.

After a motion has been moved and seconded and debating has begun, it shall be deemed to be in possession of the Board; it may be withdrawn at any time before the decision or amendment with permission of a majority of the members of the Board present.

Any trustee who has made a motion shall have the liberty to withdraw it with the consent of his/her second, before any debate has taken place thereon, but not after debate has started, without leave being granted by a majority of the Board.

When a question is before the Board the mover thereof shall have an opportunity of speaking thereto before any other member is permitted to do so.

A motion to adjourn the Board shall always be in order except:

- When a member has the floor.
- When the vote has been called.
- When the previous question has been moved.

No second motion to adjourn shall be made until after some intermediary proceedings have taken place.

A motion to adjourn the Board cannot be amended and is not open to debate, but a motion to adjourn to a given day may be amended and is open to debate.

A sitting on a given day adjourned from a previous meeting shall be considered as forming part of the same meeting.

The previous question, until it is decided shall preclude all amendments of the main question and shall be put without debate in the following words, "Shall this question be put now?" and if this motion be resolved in the affirmative by a two-thirds majority of all members of the Board present, all debates shall cease and all further motions shall be precluded and the proposition before the Board shall be put forthwith in the reverse order to that in which they have been moved. The previous question as in the case of a motion to adjourn shall always be in order.

An amendment modifying the intention of a motion shall be in order, but an amendment introducing matter relating to a different subject shall not be in order.

All amendments shall be put in the reverse order in which they are moved, and every amendment submitted shall be reduced to writing, and be decided upon or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment. If any amendment or an amendment to an amendment be decided in the negative or be adopted, another amendment or an amendment to the amendment (as the case may be) may be moved.

When the Act or the rules of the Board determine the majority which must be obtained for the adoption of a report, By-Law or motion the same majority shall be required to amend such report, By-Law or motion.

A motion shall not be out of order merely because it contains a number of distinct propositions, but upon the request of any member of the Board the individual propositions shall be voted on separately.

When the Chairperson has called for a vote of those in favour of a question, the question shall be deemed to have been put.

After any question is put by the Chairperson, no member shall speak to the question,

nor shall any other motion be made until after the result is declared; a decision of the Chairperson as to whether the question has been put shall be conclusive.

Whenever the Chairperson is of the opinion that a motion offered to the Board is contrary to the Act or to the rules and privileges of the Board, he/she shall apprise the members thereof before putting the question and quote the rule or authority applicable to the case without argument or comment.

All members present shall take their seats whenever a question is called. In the event a member is temporarily absent, the question shall be delayed until that member returns, but for no longer than five minutes. In the event that the member leaves his/her seat a second time, the record will show that the member has absented him/herself when the question was called a second time.

No members shall change their vote except with the unanimous consent of the members present.

Whenever the Board goes into Committee of the Whole, the Chairperson shall leave the Chair, and the Vice Chairperson shall preside and report the proceedings of the Committee.

Previous to discussion of any By-Law or report of a Committee in Committee of the Whole, the same shall be read out by the Secretary of the Board who, on the request of any member, shall repeat the reading of any clause or clauses therein as may be desired by such member but not so as to interrupt any member speaking.

The rules of the Board shall be observed in Committee of the Whole, so far as may be applicable; no motion shall require to be in writing or seconded, nor shall the yeas and nays be entered on the minutes, nor shall a motion for the previous question, or for an adjournment be allowed, nor shall the number of times of speaking on any question be limited.

Questions of order arising in Committee of the Whole shall be decided by the Chairperson of the committee, subject to an appeal to the committee, and if any disorder shall arise in the committee, the Chairperson of the Board shall resume the Chair without any motion being put or business being disposed of.

On motion in Committee of the Whole to rise and report, the question shall be decided without debate.

A motion in Committee of the Whole to rise without reporting or that the Chairperson leave the Chair shall always be in order and shall take precedence over any other motion. On such motion, debate shall be allowed, and on an affirmative vote the subject referred to the committee shall be considered as disposed of in the negative and the Chairperson shall resume the Chair and proceed with the next order of business.

**POINTS OF ORDER IN BOARD**

The Chairperson shall preserve order and decide questions of order.

A point of order may be raised should there be a question of a breach of parliamentary procedure.

When a member raises a point of order, he/she shall address the Chairperson and state the point of order to the Chair and remain silent until the Chair has stated and decided the point of order. Thereafter, a member shall only address the Chair for the purpose of appealing to the Board from the Chairperson's decision. If no member appeals, the decision of the Chair shall be final.

If, however, a member wishes to appeal from the decision of the Chairperson, he/she shall as soon as the decision is made, even though another has the floor and without waiting to be recognized by the Chair, say " I appeal from the decision of the Chair". If this appeal is seconded, the Chairperson shall state clearly the question at issue and reasons for the decision if he/she thinks it necessary and then state the question thus: "Shall the decision of the Chair be sustained?" and the Board, if appealed to, shall decide the question without debate and its decision shall be final.

**RULES OF DEBATE IN BOARD**

Every member must address all remarks through the Chair.

When two or more members indicate they wish to speak, the Chairperson shall designate the member who has the floor; this shall be the member who, in the opinion of the Chairperson, first so indicated.

When a member is speaking, no other member shall interrupt him/her except as indicated by Robert's Rules of Order.

Any member shall speak to the same question or in reply, for no longer than a five minute period or for more than two times without leave of the Board.

Any member may require the question under discussion be read at any time during debate, but not so as to interrupt a member while speaking.

Members must confine remarks to the merits of the pending question.

Members must refrain from attacking motives of trustees and administrators in attendance at Board meetings

Members must avoid the use of other members' names.

Members must refrain from speaking adversely on a prior action not pending.

Members must refrain from speaking against their own motions.

Members will be allowed to read from reports, quotations, etc., only without objection or with permission.

Members are not allowed to speak during an interruption by the Chair.

Members must refrain from disturbing the assembly.

When the Chair is putting a question, no member shall walk across or out of the room or make any noise or disturbance.

Every member of the Board present when a question is put, shall vote thereon, unless the majority of the Board then present excuse the member, or the member is prohibited from so doing by the Act and the record shall so indicate the abstention of that member. The member shall declare conflict prior to discussion commencing where he/she knowingly is in conflict of interest.

If any member at a meeting of the Board when a question is put and a roll call vote taken does not vote he/she shall be deemed as voting in the negative except where excused.

Before or immediately after a vote is taken any member may require that a roll call vote be taken and it shall be taken accordingly.

All votes shall be recorded.

Upon the taking of any vote if all members present when the vote is taken vote unanimously the Secretary of the Board shall record the vote accordingly.

Any Board action resulting from a meeting disruption by a member(s) shall be recorded in the minutes.

In all unprovided cases in the proceedings of the Board or in Committee of the Whole, the matter shall be decided by the Chair in accordance with the established usages of Roberts Rules of Order.

## **DISCIPLINARY PROCEDURES**

Robert's Rules of Order will be followed at Board Meetings or outside Board Meetings if members do not conduct themselves properly.

### **At Board Meetings**

In cases of a serious offence occurring at Board Meetings, the Chair or another member shall:

- Call the offending member to order;  
and/or
- Name the offending member.

### **Outside Board Meetings**

A formal complaint against a member who injures the good name of the Board and/or the Division, disturbs its well being or hampers it in its work, will be dealt with in accordance with Robert's Rules of Order.

### **SCHOOL BOARD MEMBER ETHICS**

Members of the Board of Education will strive to improve public education and to that end will:

- View service on the Board as an opportunity to serve the community, because public education is the best means to promote the welfare of our people and to preserve our democratic way of life.
- Work unremittingly to help the people in the community understand the importance of public education and to support willingly the highest level of education that can be afforded.
- Observe and enforce laws and regulations pertaining to education.
- Try to make decisions in terms of the best interests of the educational welfare of children.
- Seek to provide equal educational opportunity for all children regardless of ability, race, creed or location of residence.

### **SCHOOL BOARD MEMBER ETHICS**

- Recognize that Board members are not responsible for running the schools but for seeing that they are well run.
- Confine Board action to policy making, planning, and appraisal.
- Refuse to represent special interests or partisan politics or to use the schools for personal gain or for the gain of friends or supporters.
- Arrive at conclusions only after full discussion of matters with members of the professional staff and Board members assembled at a meeting.
- Graciously support decisions reached by the majority of the Board.

- Recognize that authority rests with the whole Board assembled in a meeting and that individual Board members have no legal status to bind the Board outside a meeting.
- Vote only for the best trained technical and professional personnel who have been properly recommended by the appropriate administrator.
- Support and protect school personnel in performance of their duties.
- Refer all complaints to the proper administrator and discuss such complaints at a regular meeting only if the problem remains unsolved.
- Present personal criticisms of school employees only to the appropriate administrator.
- Not speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor General, the Lieutenant Governor, or any person administering the Executive Government of Canada or of any Province of Canada.
- Not have the power to direct or interfere with the work of any employee of the Board or any person or firm doing work for the Board. Employees of the Board are responsible only to their immediate supervisors and through those supervisors to the Board as a whole.

### **READING OF BY-LAWS AND PROCEEDINGS THEREON**

Every By-law shall be introduced upon motion for leave specifying the title of the By-law or upon motion to appoint a committee to prepare and bring it in.

A By-law shall not be introduced either in blank or in an imperfect shape.

Provided that where a By-law contains a provision that it shall come into force at a future date, such date may be left blank until the By-law has received its second reading but the same shall be inserted on its third reading. The insertion of such date shall be regarded as an ordinary amendment and the motion for same is not required to be in writing nor seconded.

The question "that this By-law be now read a first time" shall be decided without amendment or debate.

Every By-law shall have received three separate readings previous to its being passed.

The three separate readings of any By-law shall be given at different meetings unless by a vote of two-thirds of the whole Board this rule be suspended.

On the first reading, the By-law shall not be discussed or amended.  
When the second reading of a By-law has been moved, the principle of the By-law may be discussed, and it shall be lawful for the Board to reject, defer or amend the By-law, and a motion may be made to that effect.

On the second reading of the By-law the title only of such By-law need be read, unless a member of the Board shall request it to be read clause by clause and on the second and third reading such By-law may be amended.

On the third reading of a By-law the title only need be read.

In the case of a By-law referred by the Board to a Committee of the Whole all amendments made in such committee shall be reported by the Chairperson of the committee to the Board. After report, in case the By-law has been amended in Committee of the Whole, the By-law shall be open to debate and amendment before it is given a third reading.

Any By-law for the appropriation of money brought in on the report of the committee of the Whole, shall pass through all its stages without being again referred to the Committee of the Whole, unless upon motion in writing.

In proceedings in Committee of the Whole upon By-laws every clause shall be considered in its proper order unless otherwise ordered.

All By-laws adopted by the Board shall be printed, paged and bound up in a separate volume for the year in which they are passed and each volume shall have a separate index.

Every By-law shall be deemed to be passed when given its third reading and such By-law shall thereupon be signed by the Chairperson or other presiding officer and the Secretary and sealed with the Seal of the Corporation and shall be deposited by the Secretary for security in the vault.