



ADMINISTRATIVE POLICY	
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ORGANIZATIONAL BYLAWS

The Organizational Bylaws are rules that govern the form, manner, and procedures by which Trillium Lakelands District School Board will operate.

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PROCEDURAL BYLAW 1

1

Annual Organizational Meeting

1. Annual Organizational Meeting

- 1.1. At the first meeting of the Board, after the municipal election, the Board shall proceed in the following manner:
 - 1.1.1. The Director of Education / Secretary of the Board shall proceed to read the returns of election to the Board as certified by the clerks.
 - 1.1.2. The Director of Education / Secretary of the Board shall certify that the members have met all procedural requirements and are eligible to take office.
 - 1.1.3. The Director of Education / Secretary of the Board shall arrange for trustees to take the Declaration and Oath of Allegiance.
- 1.2. At each December Board meeting the Board shall elect a Chair and a Vice-Chair:
 - 1.2.1. The Director of Education / Secretary of the Board shall preside over the election of the Chair.
 - 1.2.2. The Director of Education / Secretary of the Board shall name the scrutineers appointed for the election of the Chair.
 - 1.2.3. The Director of Education / Secretary of the Board shall call for nominations for the office of Chair. Any trustee may self-nominate or nominate any other trustee for this office. No seconder is required. Nominations shall remain open for a period of at least one minute following the receipt of the last nomination. The Secretary shall then declare nominations closed.

Following the declaration that nominations are closed, each nominee will be provided with the opportunity to verbally address the Board of Trustees, if they so desire. A maximum of five (5) minutes will be allowed.

A vote, by ballot, shall be conducted. The member receiving a clear majority of votes cast by all members present shall be declared elected but the count shall not be declared. In the event of no candidate receiving a majority, the name of the person receiving the fewest votes shall be dropped and the Board shall proceed to ballot again and so continue until a Chair is elected. The person with the clear majority of votes shall be the chair until the next annual organizational meeting.

- 1.2.4. The Chair shall then preside over the election of the Vice Chair and a Chairs Council Trustee Alternate when there is not an immediate Past Chair.

- 1.2.5. The Board shall then proceed to elect a Vice-Chair (and if required, a Chair's Council Trustee Alternate) and the procedure shall be as for the election of the Chair.
 - 1.2.6. In the case where a tie is created due to a spoiled ballot or ballots, there shall be one further vote by ballot and if a tie still exists, then the election shall be determined by lot.
 - 1.2.7. In the case of a tie vote in the election of a Chair or a Vice-Chair, the candidates shall draw lots to fill the position of Chair or Vice-Chair, as the case may be.
 - 1.2.8. The Chair and the Vice-Chair shall hold their positions until they submit a resignation or until the next organizational meeting.
 - 1.2.9. The Chair's Council shall be comprised of four people, including the Director of Education / Secretary of the Board, the Chair of the Board, the Vice-Chair, and the Immediate Past Chair or Chair's Council Trustee Alternate. Should there be no Immediate Past Chair; Trustees will elect a Trustee to fill this role. Consideration will be given to provide Board wide representation when filling the vacant position.
- 1.3. The first meeting of a newly elected Board shall be on a date and at a time in accordance with Provincial Statutes and the process described above will be followed.

Regular Meetings of the Board

2. Regular Meetings of the Board

- 2.1. It is the policy of the Board that all its meetings, including meetings of committees and Committee of the Whole Board, are open to the public except where the Board determines that, in order to comply with Section 201 (1) of the Education Act, it moves into private session. No person shall be excluded from a meeting that is open to the public except for improper conduct.

Section 207 (2) of the Education Act states that meetings may be closed to the public when the subject matter under consideration involves:

- 2.1.1. the security of the property of the Board;
- 2.1.2. 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 parent/guardian;
- 2.1.3. the acquisition or disposal of a school site;
- 2.1.4. decisions in respect of negotiation with employees of the Board;
- 2.1.5. litigation affecting the Board.

The Board recognizes that moving into private session is a procedure, which allows for open discussion of an issue, but any final action taken must be approved in public session, in accordance with the Education Act.

- 2.2. The regular monthly meetings of the Board shall normally be held on the fourth Tuesday commencing at 6:30 p.m. located at the Lindsay Education Centre.
- 2.3. Written or printed notice of all regular meetings of the Board, together with the agenda and supporting information, shall be transmitted by the Director of Education / Secretary of the Board to each member of the Board at least ninety-six (96) hours before the time of the meeting.

Notice of cancellation of a meeting will be transmitted by the Director of Education / Secretary of the Board in the same manner and within the same timelines.

In the event of inclement weather or an unanticipated emergency, the Director of Education / Secretary of the Board or designate will notify members by telephone and a notice of cancellation shall be posted at the meeting place.

PROCEDURAL BYLAW 3

3

Preparation and Format of Board Agenda

3. Preparation and Format of Board Agenda

- 3.1. It shall be the responsibility of the Director of Education / Secretary of the Board to ensure an agenda is prepared for each Board meeting. Approximately one week in advance of the meeting, Chair's Council will meet to prepare the agenda, reports, and recommendations to be distributed with the agenda.
- 3.2. Matters to be included on the agenda for information, consideration, or action will be selected from the following sources:
 - 3.2.1. Routine and special business from the Director of Education / Secretary of the Board;
 - 3.2.2. Recommendations/reports of all Board Committees;
 - 3.2.3. Recommendations from private session;
 - 3.2.4. Administrative reports and recommendations from Executive Council;
 - 3.2.5. Board members' requests. Such requests must be received by the Director of Education / Secretary of the Board prior to the Chair's Council meeting;
 - 3.2.6. Report of Special Education Advisory Committee (SEAC);
 - 3.2.7. Report of Student Representative;
 - 3.2.8. Correspondence;
 - 3.2.9. Report of OPSBA Representative;
 - 3.2.10. Items for future business from previous meetings, including Notices of Motion.
 - 3.2.11. Presentations and/or delegations
- 3.3. Urgent matters may later be added to the agenda.
- 3.4. Any Board member may bring up additional items by advising the Chair at the Approval of the Agenda/Additional Items section of any new business.
- 3.5. All Board meeting agendas will include the board logo and mission statement.
- 3.6. All Regular Board meetings shall begin with the playing of "Oh Canada" immediately following the public session being called to order.

PROCEDURAL BYLAW 4

4

Special Meetings of the Board

4. Special Meetings of the Board

- 4.1. Special meetings of the Board may be called by the Chair of the Board at his/her discretion or at the request of 3 members of the Board.
- 4.2. Notice of special meetings shall be given in the manner prescribed for regular meetings or verbal notice of special meetings of the Board may be given by the Director of Education / Secretary of the Board to each member of the Board, at least forty-eight (48) hours before the time of the meeting. This notice must describe all business to be transacted or considered at the special meeting.
- 4.3. In an emergency situation, the Chair or the Director of Education / Secretary of the Board may call a special meeting of the Board with as much notice as is feasible.

PROCEDURAL BYLAW 5

5

Public Electronic Meetings of the Board

5. Public Electronic Meetings of the Board

5.1. Given the geographic size of the district, Trillium Lakelands District School Board recognizes the necessity of providing members or student representatives the ability to participate in regular meetings, committee of the whole and other committee meetings using electronic means while ensuring the participation of the public. Trustees and student representatives will be provided with three options for attending a meeting of the Board: face-to-face; video conferencing; and teleconference.

5.2. It is understood that face-to-face participation is preferred and expected. Requests for Telephone Participation at Regular Meetings of the Board and Committee of the Whole Board Meetings:

5.2.1. At the request of a member, or Student Trustee, and with reasonable notice, the Board shall provide the member or representative with teleconference means to participate in meetings of the Board including Committee of the Whole or other committee meetings.

Every reasonable effort will be made by Board staff to accommodate Board members' requests.

5.2.2. The Board will cover the costs of electronic participation up to and including long distance regular telephone service within Canada and/or as deemed reasonable as determined by Chairs Council.

5.2.3. Electronic meetings of the Board will be conducted in accordance with the Education Act and Board Bylaws.

5.3. Locations for Video Conference Meetings

5.3.1. Board members are expected to attend the Board meeting at the monthly designated site as determined by the meeting schedule; however in extenuating circumstances, Board members may participate in the meeting, preferably via video or by teleconference if video conferencing is not available, at one of the remote sites identified.

5.3.2. Each Committee of the Whole Board meeting, will be conducted using video conferencing.

5.3.3. In all cases, whether with telephone or video conferencing participation, the Chair of the Board or designate, the Director of Education or designate and one other trustee shall be physically present at the designated meeting site.

5.3.4. Members of the public may participate from the designated meeting location.

- 5.3.5. For committee meetings or Committee of the Whole, the Chair of the committee or designate shall be physically present at the meeting site.

PROCEDURAL BYLAW 6

6

Meeting of the Committee of the Whole Board

6.0 Meeting of the Committee of the Whole Board

- 6.1 The Committee of the Whole Board shall provide an opportunity for presentations and free discussion of all matters of the Board.
- 6.1 Meetings of the Committee of the Whole Board shall normally be held on the second Tuesday of each month commencing at 6:30 p.m.
- 6.2 Meetings of the Committee of the Whole Board shall rotate between the Muskoka Education Centre in Bracebridge and the Haliburton County Education Centre in Minden.
- 6.3 The Chair for the Committee of the Whole Board will be the Vice-Chair of the Board. The Vice-Chair of the Committee of the Whole Board will be the Chair of the Board, or designate.
- 6.4 The agenda for each meeting shall be set by the Chair's Council. It shall be comprised of items that include unfinished business from previous meetings, referrals from the Board, requests from trustees, reports and recommendations from administration and informational presentations. Materials relevant to the agenda should normally accompany the agenda.
- 6.5 The Committee of the Whole Board is also responsible for review and development of Board policies.
- 6.6 A quorum for Committee of the Whole Board shall be the same as for regular Board meetings (the presence of a majority of all the members constituting the Board.)
- 6.7 All recommendations of the Committee of the Whole Board will be referred to the Board, in public or private session whichever is applicable, for ratification.
- 6.8 In the event of inclement weather or an unanticipated emergency, the Director of Education / Secretary of the Board or designate will notify members by telephone and a notice of cancellation shall be posted at the meeting place.
- 6.9 At meetings of the Committee of the Whole, the in-camera session shall be held at 6 p.m. prior to the public session meeting.

PROCEDURAL BYLAW 7

7**Board Committees**

7 Board Committees

- 7.1 The Board will establish and dissolve committees as necessary.
- 7.2 Following the August Board Meeting, the Chair's Council will review committee membership and bring a recommendation to the Board at the next-Committee of the Whole meeting.
- 7.2.1 To serve as a guide to the Chair's Council, at the August Board Meeting trustees will be given a list of committees requiring trustee participation. Trustees will identify their preferences and submit these to the Chair's Council prior to the next Committee of the Whole meeting.
- 7.2.2 During an election year, Trustees will complete this process at the Annual Organizational Meeting in December.
- 7.2.3 The committee membership will be that which is in the best interests of the Board but personal trustee preferences will be considered.
- 7.3 The Board Chair and Vice-Chair will be members of all committees with full voting and motion initiation privileges except those committees where membership is restricted by legislation of the Government of Ontario, (i.e. - Supervised Alternate Learning Committee, Special Education Advisory Committee, Audit Committee).
- 7.4 With the exception of negotiating committees and Chair's Council, all trustees are free to attend any non-statutory committee meeting and enter into discussion with voting and motion initiating privileges.
- 7.5 All committees of the Board shall fall into the following classifications:
- 7.5.1 Committee of the Whole
- Consists of all trustees;
 - Chaired by the Vice Chair of the Board.
- 7.5.2 Statutory Committees
- Established according to statutes within the Education Act;
 - There are four statutory committees:
 - Supervised Alternative Learning – Refer to Policy: ES-5552;
 - Special Education Advisory Committee (SEAC) – Refer to Policy: ES-5560;
 - Audit Committee – refer to Operational Regulation 361/10;
 - District School Council / Parent Involvement Committee – refer to Ontario Regulation 330.10
 - Trustee committee members are appointed by the Board;
 - Chair determined by legislation.

7.5.3 Standing Committees

- Trustee representation determined by Chair's Council;
- Permanently established with a continuing existence and function;
- Responsible for Board operational subject matters;
- Chaired by a staff member.

7.5.4 Special Committees of the Board

- Trustee committee members are appointed by Chair's Council;
- Established for a special purpose or to complete a particular task;
- Committee has an on-going operational role (examples – Administrator Interview committee, Negotiations Committee, Staff Recognition);
- Chaired by a staff member.

7.5.5 Ad Hoc Committees of the Board are:

- established for a special purpose or to complete a particular task (Example – By-law review committee, policy review committee);
- dissolved by Board direction when they have served the function for which they were created;
- if operational, then chaired by a staff member;
- if governance then chaired by a trustee.

7.5.6 Committees for Suspension Appeals and Expulsion Hearings

- Shall be established as required;
- Trustee committee members are assigned by the Chair or designate as required;
- Are chaired by the Chair or Vice Chair or designate;
- Shall adhere to BD-2009 Committee for Suspension Appeals and Expulsion Hearings Policy.

7.6 Committees, other than special committees and ad hoc committees, will:

- a) establish terms of reference;
- b) establish meeting dates;
- c) ensure the creation of agendas and the keeping of minutes;
- d) determine the decision making process of the committee (i.e. by consensus or by vote).

7.7 A trustee representative on the committee may report to the Board any reports or recommendations of that committee and initiate motions resulting from the meeting.

7.8 Student trustees may have the same opportunity to sit on Board committees as other trustees (where legislation requires that a committee must include one or more members of the Board, a student trustee cannot count as one of these.)

7.9 Elections for the Ontario Public School Boards Association (OPSBA) delegate, voting delegate, alternate voting delegate, and OPSBA Board of Directors member, will take place at the May Regular Meeting of the Board for positions for the upcoming school year. During an election year, these elections will take place at the Inaugural Meeting of the Board in December.

PROCEDURAL BYLAW 8

8

Rules for Meetings of the Board

8 Rules for Meetings of the Board

8.1 Miscellaneous Rules for Meetings of the Board:

8.1.1 In all cases not provided for by these rules, the rules and practices of “Robert’s Rules of Order” shall govern as far as applicable.

8.1.2 When a motion is under debate, the only motion in order shall be:

- i) To Adjourn;
- ii) To Raise a Question of Privilege;
- iii) To Make a Point of Order;
- iv) To Lay on the Table;
- v) For the Previous Question;
- vi) To Postpone Definitely;
- vii) To Refer;
- viii) To Amend;
- ix) To Reconsider;
- x) To Rescind.

The above motions shall have precedence in the order named above. The following table indicates whether the motion is debatable or amendable, and the vote required:

Motion	Debatable	Amendable	Vote Required
Adjourn	No	No	Majority
Question of Privilege	No	No	Chair decides
Point of Order	No	No	Chair decides
Lay on the Table	No	No	Majority
Previous Question	No	No	Two-thirds
Postpone Definitely	Yes	Yes	Majority
Refer	Yes	Yes	Majority
Amend	Yes	Yes	Majority
Reconsider	Yes	No	Two-thirds
Rescind	Yes	Yes	Majority with notice

- 8.1.3 In this Bylaw, except where otherwise noted, the majority means a majority (two-thirds) of the Board members present and entitled to vote.
 - 8.1.4 Any motion or resolution decided in the negative may not be re-introduced at a subsequent meeting, unless approved by a majority vote.
 - 8.1.5 At any time during the meeting, the Chair of the meeting may declare a recess.
 - 8.1.6 No motion shall be debated or put to a vote unless it is clearly stated and has been seconded.
 - 8.1.7 Any member may request the motion under discussion to be read at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to a question.
 - 8.1.8 When a motion has been put on the floor by the Chair, it can only be withdrawn by unanimous consent (or by majority vote if handled by a motion to permit withdrawal).
 - 8.1.9 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member, may be considered and voted upon separately.
 - 8.1.10 Any member desiring to speak shall indicate by up-raised hand if attending in person or asking for recognition if present by teleconference. Upon recognition by the Chair who shall call the member by name, the member may then address the Chair.
 - 8.1.11 If two or more members attempt to speak at the same time, the Chair shall name the member who is to speak.
 - 8.1.12 Members shall confine themselves to the question in debate and shall avoid all discourteous language.
 - 8.1.13 No member shall be interrupted while speaking except that another member may interrupt to make a point of order or a question of privilege. In such cases, the member shall remain silent until the point of order or question of privilege has been decided by the Chair. A member so interrupting may not speak to the point of order or question of privilege, except to provide clarification.
- 8.2 Motion to Adjourn
- 8.2.1 To Adjourn means to close the meeting. The adoption of any motion to Adjourn closes the meeting immediately unless the motion specifies a later time for adjourning.

8.2.2 A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken or when the previous question has been ordered. A motion to Adjourn only shall not be open to amendment or debate, but a motion to Adjourn at a certain time may be amended and debated.

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

8.2.4 The Board shall not remain in session later than 10:00 p.m. unless two-thirds of the members agree by prior vote.

8.3 Question of Privilege

8.3.1 A member of the Board who considers his/her reputation, rights, immunities or privileges or that of any member of the Board, or the Board collectively, has been impugned may raise a question of privilege. The member may interrupt the speaker. The Question of Privilege must be clearly and concisely stated and the Chair must decide, without debate, whether or not the Question of Privilege is well taken.

8.4 Point of Order

8.4.1 A member of the Board may bring to the attention of the Chair any departure from the rules of procedure and may interrupt another member who is speaking.

8.4.2 The Point of Order must be stated clearly and concisely and the Chair must decide, without debate, whether or not the Point of Order is well taken.

8.5 Motion to Lay on the Table

8.5.1 A motion to Lay on the Table enables the Board to set aside a pending question with no set time for reviewing the matter again.

8.5.2 Its consideration can be resumed at any time by a majority vote.

8.6 To Move the Previous Question

8.6.1 Moving the Previous Question is a motion to close debate.

8.6.2 The motion requires a seconder and a two-thirds vote in favour for adoption. When it is adopted, the motion, or motions, to which it has been applied is/are put to the vote immediately, without further debate or amendment.

8.7 To Postpone Definitely

8.7.1 To Postpone Definitely sets aside a main motion until a specified time.

8.7.2 It may be amended only by altering the timeframe.

8.7.3 It may be debated but only to the wisdom of postponement

8.8 Motion to Refer

8.8.1 A Motion to Refer is debatable only as to the wisdom to refer.

8.8.2 If the main motion is referred to a committee, the Motion to Refer should include the size of the committee, the method of selecting members, and a time to report back to the Board.

8.9 Motion to Amend

8.9.1 After a main motion is made and seconded, a motion to Amend may be made. A further motion to Amend the amendment may be made. However, no further amendment may be made until at least the amendment to the amendment has been decided.

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

8.9.3 When voting on amendments, all amendments shall be put in the reverse order in which they were moved.

8.9.4 Every amendment submitted shall be clearly stated and be decided upon or withdrawn before the main question shall be put to a vote; and if the vote on an amendment is decided in the affirmative, the main question, as amended, shall be open for discussion and shall then be put to a vote.

8.10 Motion to Reconsider

8.10.1 After a vote has been taken on any question, only a member who has voted on the prevailing side may make a motion to Reconsider.

8.10.2 The motion to Reconsider involves a two-step process. The first step is for *making* the motion which has a high level of precedence and may interrupt other business. The second step is for *consideration* which is a low precedence and can only occur when no other business is pending.

8.10.3 The motion to Reconsider is debatable in all cases in which the motion proposed to be considered is debatable, and debate opens to discussion the merits of the question whose reconsideration is proposed.

8.10.4 The motion to Reconsider is in order at the same meeting or the next Regular Meeting of the Board after the vote to which it applies.

8.10.5 The motion to Reconsider requires a two-thirds vote for adoption.

8.10.6 Any action that cannot be reversed cannot be reconsidered.

8.10.7 No question can be reconsidered twice.

8.11 Motion to Rescind – Amend Something Previously Adopted

8.11.1 A motion to Rescind is used to strike out an entire main motion, policy, or bylaw that has been previously adopted. A motion to Amend Something Previously Adopted is used to change only part of the text of a previously adopted motion.

8.11.2 Motions to Rescind or Amend Something Previously Adopted are not in order when the same result can be achieved through the motion to Reconsider the vote.

8.11.3 Adoption of a motion to Rescind or to Amend Something Previously Adopted requires a majority vote, provided notice has been given, in writing, at the previous regular meeting or in the call to the meeting. A two-thirds vote of the members is required for adoption where previous notice, in writing, has not been given. If bylaws are to be rescinded or amended, both notice and a two-thirds vote are required for adoption.

8.11.4 The motions are debatable; debate can deal with the merits of the question which it is proposed to rescind or amend.

PROCEDURAL BYLAW 9

9

Voting**9 Voting**

- 9.1 Every member present at a meeting of the Board or Committee of the Whole Board, when a question is put forth, including the Chair, shall vote thereon unless prevented by Conflict of Interest or excused by the Chair.
- 9.2 No member of the Board shall have more than one vote either at Board meetings or in Committee of the Whole Board. In all cases where a vote shall be taken on any question and there shall be, with the Chair's vote, a tie, the motion or amendment as the case may be, shall be declared lost.
- 9.3 When a member believes that conflict of interest exists, it shall be declared in accordance with the Municipal Conflicts of Interest Act.
- 9.4 After the Chair has put a question to vote there shall be no further debate and no member shall walk across or out of the room or make any noises or disturbances. The Chair shall declare the vote.
- 9.5 All ordinary votes at meetings shall be taken verbally if present by electronic means or by clearly upraised hands if physically present at the meeting. The result shall be declared by the Chair, but if the declaration be questioned, the members voting shall rise and stand until they have been counted.
- 9.6 The vote shall not be recorded on any question unless requested by at least one member. Such a request must be made before the Chair calls upon the members to vote upon the same question.
- 9.7 When it appears that all members have not voted who are required to do so, the Chair may call for a recorded vote.
- 9.8 Student Trustees
- 9.8.1 A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or Committee of the Whole. If no member of the Board moves the suggested motion, the record shall show the suggested motion.
- 9.8.2 A student trustee may request that a matter before the Board or any of its committees be put to a vote, in which case there must be two votes:
- A non-binding vote that includes the student trustee's vote; and
 - A recorded binding vote that does not include the student trustees vote.

Decorum at Board Meetings

10 Decorum at Board Meetings

- 10.1 All persons attending meetings of the Board shall show respect for others in their language and conduct.
- 10.2 No Board member shall speak against a decision made by the Board. A Motion to Reconsider the matter shall be the appropriate procedure.
- 10.3 Any member who resists the rules of the Board, disobeys the decision of the Chair or of the Board on points of order or makes any disorderly noise or disturbance may, unless they make apology, be ordered by the Chair to leave their seat for the remainder of the meeting, and in the case of their refusal to do so may, on the order of the Chair, be removed from the board room and the building.
- 10.4 Any person who interrupts a meeting of the Board shall be expelled from the board room and the building.
- 10.5 Audio or video recording devices may not be used to record the discussion or voting by members at any meeting of the Board or its committees without the prior permission of the Board.
- 10.6 A Trustee Code of Ethics / Code of Conduct shall be made available through policy (BD-2045).

PROCEDURAL BYLAW 11**11****Place and Time of Meetings**

11 Place and Time of Meetings/Notification of News Media

- 11.1 Regular meetings of the Board in public session shall normally be held on the fourth Tuesday of each month and shall commence at approximately 6:30 p.m., following the in-camera session.
- 11.2 At regular meetings of the Board, the in-camera session shall be held at 6 p.m., prior to the public session meeting, with the exception of the annual organizational meeting.
- 11.3 A resolution to cancel or alter the date of a future meeting may be approved at any meeting of the Board.
- 11.4 The local news media shall be notified by the Director of Education / Secretary of the Board or designate of all meetings of the Board.
- 11.5 The Board, at each annual organizational meeting, will determine a schedule of locations and dates for Regular and Committee of the Whole Board meetings.

The Presiding Officer

12 The Presiding Officer

12.1 The Chair of the Board, or in the Chair's absence, the Vice-Chair, shall preside over all regular Board meetings. The Vice-Chair, or in the Vice-Chair's absence, the Chair of the Board shall preside over all meetings of the Committee of the Whole Board. (See 6.2)

12.2 The presiding officer shall:

12.2.1 Call the meeting to order at the hour appointed;

12.2.2 Decide upon questions of order;

12.2.3 Shall cause the Recording Secretary to record in the minutes the names of the members absent and the times of arrival and departure of members not attending the entire meeting;

12.2.4 Shall preserve order and decorum;

12.2.5 Shall exercise the right to expel or excuse, from any meeting, any person who has been guilty of improper conduct at the meeting.

12.3 Specific Expectations of The Board Chair (as stated in BD-2045 Trustee Code of Ethics / Code of Conduct)

In addition to duties of Trustees set out in S. 218.1 of the Education Act, the Chair of the Board is expected to comply with the additional duties set out in S. 218.4 of the Act. "In addition to any other duties under the Act, the Chair of the Board shall:

12.3.1 preside over meetings of the Board;

12.3.2 conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;

12.3.3 establish agendas for Board meetings, in consultation with Chair's Council;

12.3.4 ensure that members of the Board have the information needed for informed discussion of the agenda items;

12.3.5 act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;

12.3.6 convey the decisions of the Board to the Director of Education / Secretary of the Board;

- 12.3.7 provide leadership to the Board in maintaining the Board's focus on the multi-year plan established under section 169.1;
- 12.3.8 provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and
- 12.3.9 assume such other responsibilities as may be specified by the Board.”
- 12.4 In case of absence of both the Chair and the Vice-Chair for five minutes after the hour appointed, as soon as a quorum shall be present, the Director of Education / Secretary of the Board or delegate shall call the meeting to order and the Board shall choose a Chair pro tempore.
- 12.5 In the event of the position of Chair or Vice-Chair becoming vacant for any reason, the new Chair or Vice-Chair as the case may require, shall be elected in the same manner as at an annual organizational meeting.
- 12.6 The Chair shall not take part in any discussion except:
 - 12.6.1 to clarify the wording of any resolution;
 - 12.6.2 to address an expression or comment by any member;
 - 12.6.3 to summarize views where expedient; unless the Chair first leaves the chair and appoints someone to take the Chair's place until the question is decided or the discussion is concluded.

Officers and Signing Authorities of the Board

13 Officers and Signing Authorities of the Board

- 13.1 The Chief Executive Officer shall be the Director of Education / Secretary of the Board, who shall be empowered to delegate the duties of Recording Secretary. All reporting functions shall be made to the Board through the Chief Executive Officer.
- 13.2 The Superintendent of Business shall be the Chief Financial Officer / Treasurer of the Board.
- 13.3 The signing officers of the Board shall be the Chair of the Board, the Chief Executive Officer, and the Treasurer and any two signatures shall be sufficient for banking or other related transactions.
- 13.4 In the absence of explicit direction to individual board members or to committees of the Board, it is the duty and responsibility of the Chief Executive Officer to carry out all administrative functions on behalf of the Board.
- 13.5 Individual board members or groups of members shall not undertake any action, investigation or negotiation that may be construed as acting on behalf of the Board, except by explicit direction from the Board.

PROCEDURAL BYLAW 14

14

Quorum

14 Quorum

- 14.1 At all meetings of the Board or Committee of the Whole Board, the presence of a majority of all members constituting the Board shall be necessary to form a quorum.
- 14.1.1 Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the Recording Secretary shall record the names of those members present and the Board shall forthwith stand adjourned until the next regular meeting of the Board or the Committee of the Whole Board.
- 14.1.2 When a quorum no longer exists, no resolutions shall be voted upon and it shall be the responsibility of the presiding Chair and the Recording Secretary to note the lack of a quorum and record the fact in the minutes.
- 14.1.3 The presiding Chair may then adjourn the meeting or declare a recess during which time an attempt will be made to obtain a quorum. If a quorum cannot be obtained during the recess, the meeting shall be adjourned.

Attendance at Board Meetings

15 Attendance at Board Meetings

- 15.1 Members of the Board are expected to attend all Committee of the Whole Board meetings and Regular Meetings of the Board, either in person or through electronic means.
- 15.1.1 A trustee is removed from the Board if he/she is absent from three (3) consecutive regular meetings without being authorized in advance by a Board resolution.
- 15.1.2 Trustees must be present in person at three (3) regular meetings of the Board in each 12-month period beginning December 1. Trustees are required to notify the Director of Education / Secretary of the Board of any expected absence from any of these meetings.
- 15.1.3 A trustee must be physically present, once during each four (4) month period of the year beginning with the annual organizational meeting in December or upon date of appointment, and ending on the following November 30.

PROCEDURAL BYLAW 16

16

Delegations to the Board

16 Delegations to the Board

- 16.1 An individual or a group with a designated speaker may be a delegation to the Board.
- 16.2 All delegations shall request the opportunity to appear before the Board through the Director of Education / Secretary of the Board by submitting a written application. (application attached)
- 16.3 The Director of Education / Secretary of the Board and Chair's Council will decide whether or not a delegation request should be heard at a Committee of the Whole meeting, a Regular Meeting of the Board, or referred to a staff member for follow up. After consultation with the Chair's Council, the Director of Education / Secretary of the Board will inform the delegation of the decision and, if appropriate, the date of the meeting and the time the presentation will be heard. A copy of this bylaw will be provided to the designated speaker.
- 16.4 Once informed of the date and time of the meeting, a person or a delegation shall submit to the Secretary, at least six (6) business days prior to the date of the meeting, a written submission, stating in full the matter on which a presentation is to be made, naming the organization or interested parties to be represented and stating the authority of the spokesperson. Only one spokesperson will be allowed for the delegation regardless of the number of speakers.
- 16.5 Delegations will generally be heard at meetings of the Committee of the Whole Board. The delegation shall be notified by the Director of Education / Secretary of the Board of all Committee of the Whole meetings of the Board at which such issue is on the agenda and all final decisions in connection with the matter.
- 16.6 Delegations from persons not residing in the Trillium Lakelands District School Board area, repeated requests from the same individual, and requests from multiple individuals representing the same group may be denied.
- 16.7 Delegations wishing to make presentations on personnel matters will be heard in private session. If the representation constitutes a complaint or criticism of specific individuals, such individuals shall have the right to attend and will be advised at least five (5) business days prior to the time set for the delegation to be heard.
- 16.8 Delegations shall be heard at the time designated by the Chair of the Committee of the Whole Board.

- 16.9 Fifteen minutes at the meeting will be allocated for the delegation (to clarify the written submission and to answer questions of further clarification requested by trustees.) Major modifications to any written submission are to be in writing. The time limit may be extended on a majority vote of the trustees present.
- 16.10 An individual or a group, who appears at the Board meeting without making prior arrangements and who wishes to speak, may do so by a two-thirds (2/3) majority decision of the Board.
- 16.11 As soon as the Chair is satisfied that all points have been clarified or the time limit has been reached, the speaker of the delegation will be thanked by the Chair.
- 16.12 The Chair of the meeting reserves the right to terminate the presentation.
- 16.13 A decision of the Board will not be made at the time of the presentation/delegation, but must be deferred for further consideration.
- 16.14 In consideration of the material/information presented, the Board may elect to;
- 16.14.1 Receive the brief and oral presentation as information;
 - 16.14.2 Refer the matter to staff for further study with subsequent reports to the Committee of the Whole;
 - 16.14.3 Refer the matter to the Director of Education / Secretary of the Board for disposition.



REFERENCE BD-2060

PRESENTATIONS/DELEGATIONS APPLICATION

Please complete the following and submit to the office of the Director of Education:

Date: _____

Name: _____

Address:

Phone: _____ Email: _____

- Request for presentation at a Committee of the Whole meeting
- Request for presentation at a Regular Board meeting

Please attach a brief description of the purpose of the presentation/delegation that is no more than one page in length.

This application will be reviewed and you will be contacted within ten (10) days following receipt by the Director's Office. You will be informed of the date, time, and location of your presentation or if your concern has been referred to a staff member for follow up. Once you have received confirmation of a presentation time, a written copy of your presentation will need to be received in the Director's Office at least six (6) days prior to the presentation date. (please refer to Procedural Bylaws Policy BD-2060 – Bylaw number 16)

Signature: _____

PLEASE FAX TO TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD – Director's Office 705-324-4323 or email the District Manager Corporate Communications, Director's Office, and Trustee Liaison, Catherine Shedden, at catherine.shedden@tldsb.on.ca

PROCEDURAL BYLAW 17

17

Public Question / Comment Period

17 Public Question / Comment Period

- 17.1 At each Regular Board Meeting and Committee of the Whole Meeting, the Chair will explain the procedures for public input.
- 17.2 The question/comment period will last a maximum of sixteen (16) minutes and will occur at the end of the agenda.
- 17.3 The questioner/commenter will approach the podium where possible, identify himself/herself, and will be allowed to speak a maximum of two minutes.
- 17.4 Questions/comments will be directed to the Chair whose procedural rulings will be final.
- 17.5 The Chair will attempt to provide an immediate response or direct the question to another trustee or the Director of Education / Secretary of the Board. If no immediate response can be given, the questioner/commenter will be asked to leave his/her name and address with the recording secretary so that a response may be communicated.
- 17.6 Oral remarks or questions concerning the character or performance of named individuals (students, teachers, staff, citizens or trustees) shall be ruled out of order.
- 17.7 Employees of the Board shall not utilize the public Question/Comment Period to express their views relative to their employment or professional interests.
- 17.8 Persons who wish to make presentations to the Board may avail themselves of the opportunity to appear as a Delegation in accordance with Bylaw #16.

PROCEDURAL BYLAW 18

18

Amendment to Board Bylaws

18 Amendment to Board Bylaws

- 18.1 New bylaws and policies shall be incorporated into existing bylaws through the following process:
 - 18.1.1 The new bylaw/policy shall be set forth in writing;
 - 18.1.2 The bylaw/policy shall be introduced at the Committee of the Whole Board and voted on at the next regular meeting of the Board;
 - 18.1.3 The new bylaw/policy will require a majority of all members of the Board present and entitled to vote on the question.

PROCEDURAL BYLAW 19

19

Borrowing Bylaws**19 Borrowing Bylaws**

From time to time, as required by the Board or by the Ministry of Education, a Borrowing Bylaw needs to be established.

An administrative report for a Borrowing Bylaw will be created by the Superintendent of Business. This report will be presented to trustees for approval at a Regular Meeting of the Board.

A recommended motion will be presented to trustees as part of the administration report. See example below:

05-05-87	<u>Trustee / Trustee</u> THAT THE BORROWING BYLAW (CAPITAL) BE APPROVED. Carried.
05-05-88	<u>Trustee /Trustee</u> THAT THE BORROWING BYLAW (CURRENT OPERATIONS) BE APPROVED. Carried.

Certified as a true copy of a resolution passed at the Regular Meeting of the Board duly called and held on the 24th day of May 2005 during the Public Session of the Board.

 Recording Secretary

 Date

This also applies to a Bylaw created to authorize the issue of replacement debentures.