

## **BOARD OPERATIONS**

In order to discharge its responsibilities to the electorate of the Division, the Board of Trustees shall hold meetings as often as is necessary. The Board has adopted policies and procedures so that the business of the Board can be conducted in an orderly and efficient manner. Robert's Rules of Order will apply unless superseded by Board Policy.

### **1. Organizational Meeting**

In accordance with the School Act, Section 64, an Organizational Meeting shall be held annually.

On non-election years the organizational meeting shall be held immediately following the September regular Board meeting.

In any year when Municipal Election takes place the Organizational Meeting shall be held within four weeks following the date of that election.

Each Trustee will take the oath of office immediately following the call to order of the organizational meeting after a Municipal Election. Special provisions will be made for a Trustee taking office following a by-election.

The Associate Superintendent (Business Services) shall act as Chair of the meeting for the purpose of the election of the Board Chair.

Trustees interested in fulfilling the Chair position shall put their names forward at the Organizational Meeting. Each candidate shall provide brief remarks.

Upon election, the Board Chair shall preside over the remainder of the Organizational Meeting.

The election of the Vice-Chair position shall follow the same electoral procedures as the Chair.

The election of the Board Chair and the Vice-Chair shall be for a period of two years. During year two of the chair's mandate, the Organizational Meeting will not consist of elections for Chair and Vice-Chair.

The election to standing committees of the Board and appointment of Board representatives shall be for a period of two years.

The annual organizational meeting shall, in addition:

- a) Establish a schedule for regular meetings and Committee of the Whole meetings;
- b) Reaffirmation of Standing Committees of the Board in accordance with Policy 9;
- c) Reaffirmation of Board Representatives in accordance with Policy 10;
- d) As per Section 10 of this policy, establish annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates; and

- e) In accordance with the School Act, Section 80 and 81, review Board member conflict of interest stipulations and determine any disclosure of information requirements.

## 2. Regular Meeting

The Board will meet at least once a month with the exception of the months of July and August. Such meetings will ordinarily be held in the Livingstone Range School Division Board office in Claresholm in accordance with the schedule established by the Board.

## 3. Special Meetings

Special meetings of the Board of Trustees may be held from time to time as provided for under Section 67 of the School Act.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Trustees are present at the special meeting, no other business may be transacted.

## 4. In-Camera Sessions

The Board reserves the right within the constraints of statute to hold In-Camera Sessions. Such sessions shall be convened only by proper resolution of the Board. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend. The reason for the In-Camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- a) individual students;
- b) individual Board employees;
- c) matters of collective negotiations with employees;
- d) acquisition of real property or litigation brought by or against the Board; and
- e) other topics that a majority of the Trustees present feel should be held in private, for the public interest

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session are honour bound not to disclose the details of discussion at such sessions.

No official action shall be taken in In-Camera sessions. The Board shall convene or re-convene a regular meeting to take action on any matter discussed.

## 5. Agenda for Regular Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Board Meetings. (See Board Agenda Template Appendix A.) The Board of Trustee Annual Work List will be used as a reference in development of agendas.

Items may be placed on the agenda in one of the following ways:

- a) By request to the Superintendent and Board Chair at least nine days prior to the Board meeting. (See Board Meeting Item Template Appendix B.)
- b) By notice of motion at the previous meeting of the Board.
- c) By request from a committee of the Board.

The agenda package, containing the agenda and supporting information, will be distributed to each Trustee at least five days in advance of regular Board meetings.

The Board agenda shall be posted on the Divisional website 5 days prior to the Board meeting.

The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an emergent item.

The Board Chair, with permission of the Board, may change the order of items on the agenda in order to meet deadlines or accommodate delegations.

#### 6. Participation by Electronic Means

Participation by electronic means is permitted if required by the Board. The Chair and or designate and one other trustee must be physically present at the meeting location. Individual trustees may access this type of attendance to a maximum of twice per year.

#### 7. Minutes

The Minutes shall record:

- a) a brief summary of the circumstances which gave rise to the matter being placed before the Board;
- b) all resolutions, including the Board's disposition of same, placed before the Board; and
- c) the votes, when and as requested, by a Trustee, as per Section 72 of the School Act.

The Minutes shall:

- a) be prepared by the recording secretary;
- b) be reviewed by the Superintendent of Schools or designate prior to submission to the Board;
- c) be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- d) upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Associate Superintendent (Business Services) shall establish and maintain a file of all Board Minutes.

Upon adoption by the Board, the Board Chair shall initial each page and sign the concluding page of the minutes. It is the responsibility of all Trustees present at a meeting to check the minutes for errors or omissions.

#### 8. Motions

Motions do not require a seconder.

- a) Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A Trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A Trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The Trustee need not be present during the reading of the motion, however if the Trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

b) Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

c) Speaking to the Motion

The mover of a motion speaks first and every Trustee shall have an opportunity to speak to the motion. The mover of the motion is permitted to close debate on the motion.

The Board Chair has the responsibility to limit the discussion by a Trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a Trustee arrive at the meeting after a motion has been made and prior to taking a vote, the Trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

d) Reading of the Motion

A Trustee may require the motion under discussion to be read at any time during the debate, except when a Trustee is speaking. At the conclusion of the debate and immediately prior to the vote the motion will be read.

e) Required Votes

The Board Chair, and all Trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those Trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

f) Recorded Vote

The recording secretary shall, whenever a recorded vote is requested by a Trustee before the vote is taken, record in the minutes the name of the Trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is

taken and on the request of a Trustee, record in the minutes the name of that Trustee and whether that Trustee voted for or against the matter or abstained.

#### 9. Delegations to Board Meetings

The Board of Trustees believes that public participation in the affairs of the Division strengthens and enhances the educational services made available to students. The Board will meet with delegations at regular Board meetings in accordance with the following procedures.

Individuals or groups wishing to make representation to the Board:

- a) shall make a request to the Superintendent and provide the nature of the matter to be discussed with the Board at least nine days prior to the regular Board meeting; and
- b) may be granted, by the Superintendent and the Board Chair, an appointed time on the meeting agenda at which to make representation.

The following procedures will normally govern the conduct of the hearing and will be provided to the delegation prior to the Board meeting:

- a) the delegation will be asked if they object to their personal names appearing in the minutes;
- b) the delegation may make its presentation in writing and/or orally;
- c) the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum;
- d) the delegation shall be entitled to complete its presentation, within a period of fifteen minutes, or as determined by the Board Chair without questioning or comments from the Board;
- e) upon completion of the presentation the Board Chair shall allow Trustees to ask questions of clarification of the delegation for a period of fifteen minutes, or as determined by the Board Chair; and
- f) an acknowledgement of the delegation and any decision, if required, by the Board will be communicated to the delegation in writing as soon as possible.

#### 10. Board Member Honoraria, Benefits and Expenses

- a) Trustees will receive remuneration in the form of honoraria and expenses when involved in eligible activities of the Board.
- b) Trustees are expected to participate in the established meetings of the Board and its Committees. They are also encouraged to engage in appropriate meetings and events that enhance the effectiveness of their governance work, in accordance with the following guidelines:
  - i) All Trustees are authorized to participate in the regular and special meetings of the Alberta School Board Association, at both the provincial and zone levels, and conferences or workshops sponsored by the Alberta School Boards Association.
  - ii) Trustees are authorized to attend public functions at schools within their ward, such as school council meetings. Trustees may attend graduation ceremonies and special school assemblies anywhere in the school division.

- iii) The Board Chair or designate will be expected to represent the Board at other events as required or deemed appropriate.
  - iv) The Board will determine by motion at a regular board meeting if Trustee representation is desired, and the nature of such representation, at other professional learning opportunities, community meetings or events.
  - v) Calculation of Time
    - ⇒ The calculation of Trustee time to attend meetings and events will recognize the time it takes to travel from one's residence to the location of the meeting or event, and return. Travel is calculated based on 1 hour of time per 100 km of travel rounded up to the closest half hour. (For example, 130 km would equate to 1.5 hours of travel time.
    - ⇒ Trustees will be reimbursed for the actual time included on the agenda or program for a meeting or event. (For example, a meeting that starts at 9:00 and ends at 4:00 would be considered 7 hours.)
- c) Reimbursement for Expenses
- i) The hourly rate for attendance at Board meetings, committee meetings, and for attendance at other meetings which have been approved by the Board will be reviewed annually.
  - ii) The rate-per-kilometer for travel to board meetings, committee meetings and for attendance at other meetings will be tied to provincial legislation. Trustees will be paid for hotel accommodations, meals, parking fees, taxi fares, hotel Internet access, and business phone calls upon submission of receipts.
  - iii) Required registration fees for attendance at workshops or conventions will be paid if attendance at the workshop or convention is required or covered by policy.
  - iv) Each Trustee will submit a claim for expenses by the third day of the following month, using the prescribed form in order to be paid by the tenth day of the month. The Associate Superintendent, Business Services shall review each claim and authorize payment.
- d) The Division will maintain a group, member-only, 24-hour-a-day accident insurance plan for each Trustee to the maximum principal sum of \$350,000 in recognition that the Trustee may be involved in an accident resulting in death, dismemberment, loss of sight, or paralysis while involved on Board business.
- e) The Division will subsidize the Alberta School Employee Benefit Plan (ASEBP) premiums for Trustee coverage at a rate of 100%. Trustees 65 years and over will be reimbursed the equivalent amount to cover their benefit premiums upon submission of supporting documentation.

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Legal Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 74, 75, 80, 81, 83, 145, School Act

Approval Date: October 14, 2003

Revised: February 13, 2007

Amended: September 08, 2009

Part 6: Public Service Subsistence, Travel and Moving Expenses Regulation

Renumbered BP 7 September 08, 2009 (Previously BP 8)

Renumbered BP 8 September 14, 2010

Updated: December, 2011

Revised: February, 2013; October, 2013; January, 2015; June, 2015; December, 2016, March, 2017

# Appendix A. Board Agenda Template – See Item 6

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**Livingstone Range School Division #68**  
**Central Office, Claresholm, AB**



**201x – 201x School Year**

## Board Meeting Agenda

*Trustees:*  
*(List)*

**Date:**

**Time:**

**Venue:** LRSD No. 68 Central Office Boardroom  
5202 - 5th Street East, Claresholm, AB

### Call to Order

*(Time)* A. Call to Order

*Chair*

### In-Camera

*(Time)* B. In-Camera

*Chair*

### Emergent Additions to the Agenda

*(Time)* C. Emergent Changes to the Agenda

*Chair*

### Adoption of Minutes

*(Time)* D. Adoption of Minutes  
*(Attach)*

*Chair*

### Action Items

*(Time)* E. Action Items

### Students First

*(Time)* F. Students First

### Discussion

*(Time)* G. Discussion Items

### Information

*(Time)* H. Information Items

### Reports & Work List

*(Time)* I. Reports  
*All reports are to be written and distributed to all attendees.*

- I.1 Central Office Senior Management Reports
- I.2 Chair's Report
- I.3 Trustee's Reports (Community Updates & Celebrations)
- I.4 Professional Learning Sharing
- I.5 Committee Reports
  - 1) Awards Committee
  - 2) Professional Learning Committee
  - 3) Policy Review Committee
  - 4) ATA Executive and LRSD Liaison Committee
  - 5) ASBA Zone 6 Executive
  - 6) Alberta SouthWest Regional Alliance
  - 7) LRSD #68 Wisdom and Guidance Council
  - 8) Regional School Council
  - 9) Regional Council of Student Leaders
  - 10) Pincher Creek Police Advisory
- I.6 Upcoming Dates
- I.7 Next Month Work List Items Review
- I.8 Review of Substantive Motions
- I.8 Key Messages
  - Three Key Messages* selected by the Board of Trustees:
  - 1)
  - 2)
  - 3)

## Adjournment

- J. Adjournment

## Appendix B. Trustee Meeting Agenda Item Template – See Item 6

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### Trustee Agenda Item

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**Type of Meeting (Board / Planning):** Choose an item.

**Date of Meeting:** [Click here to enter text.](#)

**Trustee Name (Presenter):** Choose an item.

*To be sent to Board Chair and Superintendent, copy Executive Assistant. Board Chair to confirm agenda item with Superintendent and Sender of Agenda Item.*

<b>Agenda Item (1) Time Required (    min)</b>
<input type="checkbox"/> Action <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other, specify  Provide a "Lead In" as it will appear in the agenda.   
<b>Agenda Item (2) Time Required (    min)</b>
<input type="checkbox"/> Action <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other, specify  Provide a "Lead In" as it will appear in the agenda.   