

## **BACKGROUND**

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board's fundamental obligation is to preserve and enhance the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

Having members of the public make presentations at Board meetings can enhance public interest.

Public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board.

## **GUIDELINES**

### **1. Wards**

Trustees are elected from six wards as follows:

- 1.1 Ward 1: One trustee represents the City of Chestermere. Schools in this ward include Chestermere Lake Middle School, East Lake School, Prairie Waters Elementary School, Rainbow Creek Elementary School, and RVSLC – Chestermere Campus.
- 1.2 Ward 2: One trustee represents Langdon, Indus and Chestermere rural areas. Schools in this ward include Chestermere High School, Indus School, Langdon School, Prince of Peace Lutheran School, Sarah Thompson School, and all rural students bussed to Chestermere Schools.
- 1.3 Ward 3: Three trustees represent the City of Airdrie. Schools in this ward include A.E. Bowers Elementary School, Bert Church High School, C.W. Perry School, Cooper's Crossing School, École Airdrie Middle School, École Edwards Elementary School, George McDougall High School, Heloise Lorimer School, Herons Crossing School, Meadowbrook School, Muriel Clayton Middle School, Northcott Prairie School, Nose Creek Elementary School, R.J. Hawkey Elementary School, Ralph McCall School, RVSLC – Airdrie Campus, Windsong Heights School, and W.H. Croxford High School.
- 1.4 Ward 4: One trustee represents Crossfield, Beiseker, Irricana, Kathryn, and Airdrie rural areas. Schools in this ward include Beiseker Colony, Beiseker Community School, Crossfield Elementary School, Fairview Colony, Kathryn School, Tschetter Colony, W.G. Murdoch School, and all rural students bussed to Ward 1 or Ward 3.
- 1.5 Ward 5: One trustee represents Bragg Creek, Springbank, Bearspaw, Westbrook and Cochrane rural areas. Schools in this ward include Banded Peak School, Bearspaw School, Elbow Valley Elementary School, Springbank Community High School,

Springbank Middle School, Westbrook School, and all rural students bussed to Cochrane Schools.

- 1.6 Ward 6: One trustee represents the Town of Cochrane. Schools in this ward include Bow Valley High School, Cochrane Christian Academy, Cochrane High School, Elizabeth Barrett Elementary School, Fireside School, Glenbow Elementary School, Manachaban Middle School, Mitford School, RancheView School, and RVSLC – Cochrane Campus.
2. Board Meetings (Regular, Organizational, and Special)
  - 2.1 All Regular, Organizational and Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
  - 2.2 The Board may convene an in-camera session by recorded resolution to discuss matters of a sensitive nature, including: individual students, individual employees, negotiations; acquisition/disposal of real property; litigation; other topics that a majority of the trustees present feel should be held in private, in the public interest.
    - 2.2.1 Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera session. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
    - 2.2.2 The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.
  - 2.3 All meetings will ordinarily be held in the Education Centre of Rocky View Schools, unless the Board passes a motion to hold the meeting at another place.
  - 2.4 No act or proceeding of the Board shall be deemed valid or binding on any party, which is not adopted at a regular or special meeting at which a quorum of the Board is present.
  - 2.5 Whenever the School Act or specific procedures adopted by the Board are silent regarding the rules and practices governing how meetings of the Board are conducted, the current edition of Robert's Rules of Order Newly Revised will be used to govern procedures at Board meetings. If this is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.
  - 2.6 The Superintendent shall ensure that sufficient data and recommendations be given to trustees in a timely manner to assist them in making informed decisions.
  - 2.7 The meeting package, containing the draft agenda and supporting information, will be provided to each trustee three (3) calendar days prior to the Board meeting. Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
  - 2.8 All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
  - 2.9 If both the Board Chair and Vice-Chair are absent, the Board shall appoint from among its members an acting Board Chair, to preside over that specific meeting.
  - 2.10 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

- 2.11 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 2.12 Additional Considerations for Regular Board Meetings
- 2.12.1 Regular meetings of the Board will be scheduled and approved by the Board each May but typically occur the first and third Thursdays of each month except July and August.
- 2.12.2 Notwithstanding the approved schedule, the Board may, by resolution, alter the schedule.
- 2.12.3 Public portions of regular meetings will ordinarily be held starting at 10:00 a.m., unless the Board passes a motion to hold the meeting at another time.
- 2.12.4 All trustees who are absent from three (3) consecutive regular meetings shall:
- 2.12.4.1 Obtain authorization by resolution of the Board to do so; or
- 2.12.4.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence; or
- 2.12.4.3 Be disqualified.
- 2.13 Additional Considerations for Organizational Meetings
- 2.13.1 An Organizational Meeting of the Board shall be held annually. In a non-general election year, an Organizational Meeting will be held at the second scheduled regular meeting in September. In a general election year, an Organizational Meeting shall be held no later than two (2) weeks following Election Day.
- 2.13.2 Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
- 2.13.3 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
- 2.13.4 Upon election as Chair, the Board Chair shall preside over the remainder of the Organizational Meeting.
- 2.13.5 At the organizational meeting the Board shall, in addition:
- 2.13.5.1 Elect a Vice-Chair;
- 2.13.5.2 Appoint members to standing or ad hoc committees of the Board as deemed appropriate;
- 2.13.5.3 Appoint Board representation to collective agreement committees, external committees, agencies and organizations where the Board has regular representation, as appropriate; and
- 2.13.5.4 Address other organizational items as required.
- 2.14 Additional Considerations for Special Meetings

- 2.14.1 Special meetings of the Board can only be called by the Board Chair, a majority of trustees, or the Minister of Education.
  - 2.14.2 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees by registered mail (at least seven (7) days prior to the date of the meeting) or in person (at least two (2) days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.
  - 2.14.3 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. Items can be added to the agenda only by the unanimous consent of the entire Board.
3. Agenda for Regular Meetings
- 3.1 The agenda is prepared by the Agenda Planning Committee. Items may be placed on the agenda in one (1) of the following ways:
    - 3.1.1 By notifying a member of the Agenda Planning Committee prior to the Board meeting.
    - 3.1.2 By notice of motion at the previous meeting of the Board.
    - 3.1.3 As a request from a committee of the Board.
    - 3.1.4 The Board Chair, prior to proposing the adoption of the agenda, shall ask Trustees for changes/additions to the agenda which are subject to approval of the majority.
    - 3.1.5 During the course of the Board meeting, a majority of trustees present may amend the agenda and place items before the Board for discussion.
  - 3.2 The order of business at a regular meeting shall generally be as follows:
    - 3.2.1 Call to Order
    - 3.2.2 Approval of Agenda
    - 3.2.3 In-Camera Session (if necessary)
    - 3.2.4 Motions arising from In-Camera Session (if any)
    - 3.2.5 Approval of Minutes
    - 3.2.6 Exemplary Practice/Student Showcase
    - 3.2.7 Superintendent's Report
    - 3.2.8 Chair's Report/ Correspondence
    - 3.2.9 Committee Reports
    - 3.2.10 Trustee Reports
    - 3.2.11 New Business
    - 3.2.12 Adjournment
  - 3.3 Items scheduled for a specific time shall be clearly identified on the agenda.
  - 3.4 The draft agenda shall be posted on the Division website and be available in the Division Office.
  - 3.5 The draft agenda becomes official when it is approved at the board meeting.

4. Minutes for Regular or Special Meetings
  - 4.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions. The minutes shall record:
    - 4.1.1 Date, time, and place of meeting
    - 4.1.2 Type of meeting (regular, organizational or special);
    - 4.1.3 Name of presiding officer;
    - 4.1.4 Names of those participating in the meeting;
    - 4.1.5 Approval of preceding minutes;
    - 4.1.6 All main motions, whether carried or defeated, shall be entered in full;
    - 4.1.7 Names of person making the motion;
    - 4.1.8 Subsidiary motions related to the conduct of the meeting;
    - 4.1.9 Points of order and appeals and their disposition;
    - 4.1.10 Appointments;
    - 4.1.11 Reference to oral reports of committees by committee name and presenter's name;
    - 4.1.12 Recording of the vote on a motion (when requested in the School Act);
    - 4.1.13 Trustee declaration pursuant to the School Act; and
    - 4.1.14 Time of adjournment
  - 4.2 Regarding preparation and distribution, the minutes shall:
    - 4.2.1 Be prepared as directed by the Superintendent;
    - 4.2.2 Be reviewed by the Superintendent or designate prior to submission to the Board;
    - 4.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
    - 4.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business; and
    - 4.2.5 Be available to all trustees and other stakeholders as soon as is practicable.
  - 4.3 The Chair and Associate Superintendent/Secretary-Treasurer shall, upon acceptance by the Board, affix their initials to each page of the minutes and their signatures to the concluding page of the minutes.
  - 4.4 The Associate Superintendent/Secretary-Treasurer shall establish a codification system for resolutions determined by the Board which will:
    - 4.4.1 Provide for ready identification as to the meeting at which it was considered.
    - 4.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
    - 4.4.3 Establish and maintain a file of all Board minutes.
  - 4.5 Upon adoption by the Board, the minutes of public meetings shall be open to public scrutiny at the Board office.

- 4.6 The approved minutes of a Board meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
5. Motions
- 5.1 Making a Motion
- 5.1.1 During the course of business any trustee can put forward a motion related to the business at hand.
- 5.1.2 A Board motion must generally be placed before the Board prior to any debate taking place on an issue.
- 5.1.3 Motions do not require a second.
- 5.2 Speaking to the Motion
- 5.2.1 The mover of a motion speaks first and every trustee shall have an opportunity to speak to the motion.
- 5.2.2 The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.
- 5.2.3 The mover of the motion is permitted to close debate on the motion.
- 5.2.4 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.
- 5.2.5 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 5.2.6 As a general guide, a trustee is not to speak longer than five (5) minutes on any motion.
- 5.2.7 The Board Chair has the responsibility to limit the discussion by a trustee where discussion takes place prior to the Chair's stating of a motion or when such a discussion is repetitive or digresses from the topic at hand.
- 5.2.8 When a trustee arrives 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.
- 5.2.9 A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 5.3 Voting on the Motion
- 5.3.1 All trustees present including the meeting Chair, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question.
- 5.3.2 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 when requested.
- 5.3.3 Each question shall be decided by a majority of the votes of those trustees present. In the case of a tie vote, the question is defeated.

- 5.4 Notice of Motion
  - 5.4.1 The notice of motion serves the purpose of officially putting an item on the agenda of the next 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.
- 6. Conflict of Interest
  - 6.1 It shall be the responsibility of the trustee in conflict to declare their conflict along with the nature of the conflict and leave the meeting in accordance with the requirements of the School Act.
    - 6.1.1 The trustee shall make such declaration in open meeting prior to Board debate of the subject matter, which may place the trustee in conflict of interest.
    - 6.1.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
  - 6.2 The recording secretary will record in the minutes:
    - 6.2.1 The trustee's declaration;
    - 6.2.2 The trustee's abstention from the debate and the vote; and
    - 6.2.3 That the trustee left the room in which the meeting was held.
- 7. Delegations at Board Meetings
  - 7.1 The Board provides opportunity for members of the general public to make presentations to the Board.
  - 7.2 Individuals or group requests to make presentations to the Board must be submitted in writing, using the appropriate form which provides background and recommendation for action, to the Superintendent or designate, no less than ten (10) calendar days prior to the scheduled Board meeting at which the individual or group wishes to present.
  - 7.3 The delegation will maintain decorum and be respectful throughout their presentation.
  - 7.4 The Agenda Planning Committee shall determine if the presentation to the Board shall proceed and, if so, at what Board meeting, at what time, and whether the presentation will be heard in an in-camera session or in public.
  - 7.5 In emergent situations where the regular procedure cannot be followed, the delegation, Superintendent or designate shall justify the emergency, then outline the subject and background prior to the delegation appearing before the Board.
  - 7.6 Relevant background information to the delegation's presentation shall be prepared by the Superintendent and is to accompany the agenda.
  - 7.7 The spokesperson for the delegation shall be identified by the individual or group requesting to make a presentation to the Board.
  - 7.8 The spokesperson shall be notified of the time and date when the presentation will be made.
  - 7.9 The Board will ask questions of the delegation only for clarification purposes.

- 7.10 Where a delegation requests action from the Board, the response will be provided at a future meeting unless the Board, by resolution, agrees to respond immediately. The spokesperson shall be advised of the date of the meeting at which the Board's response is to be determined.
- 7.11 The Board Chair shall acknowledge the presentation in writing.
8. Board Self-Evaluation
- 8.1 The Board shall complete an annual Board self-evaluation process.
- 8.2 The principles upon which the Board self-evaluation is based are as follows:
- 8.2.1 A learning organization or a professional learning community is focused on the improvement of practice.
- 8.2.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
- 8.2.3 In evidence-based approach provides objectivity.
- 8.3 The components of the Board self-evaluation may include:
- 8.3.1 Review of Board Role Performance
- 8.3.2 Monitoring Interpersonal Working Relationships
- 8.3.3 Monitoring Board Representation/Communication
- 8.3.4 Review of Annual Work Plan Completion
- 8.3.5 Monitoring Board-Superintendent Relations
- 8.3.6 Creating a Positive Path Forward

**Legal Reference:**

- School Act Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, and 262
- Local Authorities Elections Act
- Income Tax Act (Canada)

## POLICY 7 – APPENDIX A – WARD MAP

