



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE:	PROCEDURE BY-LAWS	Approved	April 15, 1998
		Amended	December 12, 2018
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POLICY

FIRST MEETING OF THE BOARD

1. That the first meeting of the Board for each new term shall be held at the Board Office no later than fifteen days after the day on which the term of office of the Board commences, at 19:15 hours.
2. The inaugural meeting may be preceded by a mass organized by the Secretary of the Board.
3. At such meeting, the Secretary shall call the meeting to order.
4. At the first meeting which follows a municipal election, the Secretary, having called the meeting to order, shall proceed to read the returns of the election to the Board as certified to him/her by the Municipal Clerks.
5. The Secretary shall certify that the members have met all procedural requirements and are eligible to take office and declare the Board legally constituted.
6. With the Secretary presiding, or in his/her absence, a pro-tem Chairperson chosen by an open vote of the Board, the Board shall proceed to elect a Chairperson for the ensuing year.
7. The election of the Chairperson and Vice-Chairperson is undertaken annually, with possible re-election for a second year. The re-election for another term of office in these respective positions may only be consecutive to any previous two-year term if no other trustee is duly nominated and has accepted such a nomination for these positions.
8. The Secretary presiding or the pro-tem Chairperson shall name the scrutineers for the election of the Chairperson.
9. The Secretary shall then conduct the election for the office of the Chairperson of the Board, in the following manner:
 - a) The Secretary shall call for nominations.
 - b) Each nominee, in reverse order of his/her nomination, will be given an opportunity to address the Board for up to three (3) minutes.
 - c) Voting shall be conducted by secret ballot.
 - d) The member receiving a clear majority of the votes cast by all members present shall be declared elected.
 - e) Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chairperson is elected.

- f) In case of equality of votes, the candidates shall draw lots to fill the position.
 - g) The Secretary shall announce the results of the ballot by declaring the name of the member who has received a clear majority of the votes cast and shall not declare the count.
10. The Chairperson shall then conduct the election for the office of Vice-Chairperson using the same procedure as set out in Article 8.
 11. At the first meeting of each year, the Board shall determine the committees of the Board for the year.
 12. The Chairperson of the Board will annually request, at the December Board meeting, that all members who wish to serve on committees submit an email, within one week's time, to the presiding Chairperson, the committees on which they would most like to serve, in order of preference. The Chairperson shall appoint board members to a committee if it is deemed to be in the Board's best interests, and where possible, give preference to members who have not yet served on individual committees.
 13. The cheque signing authorities of the Board shall be any two of the Chairperson of the Board or the Vice-Chairperson of the Board, and the Secretary or the Treasurer of the Board. For all other business of the Board, the signing authorities shall be the Chairperson of the Board or the Vice-Chairperson of the Board and the Secretary of the Board or such other designate as the Board may, by special resolution, appoint.
 14. If any vacancy occurs in the office of the Chairperson or Vice-Chairperson, the members shall elect one of themselves as Chairperson or Vice-Chairperson in the same manner as before at the first meeting after the vacancy occurs.

MEETINGS OF THE BOARD

15. The Regular Meeting of the Board shall be held as indicated, in advance, at a place designated by the Board at the previous regular meeting unless otherwise ordered by the Chairperson of the Board, or in the case of inclement weather, in which case the Board will meet at the same hour and place on the next following day which shall not be a statutory or civic holiday. In the event that circumstances warrant that a regular meeting of the Board should be cancelled, the Secretary of the Board shall cancel such meetings following consultation with the Chairperson.
16. Notice for every meeting of the Board shall be given by delivery or by electronic means to each trustee at least forty-eight hours (excluding Saturdays and Sundays) prior to the time of the meeting.
17. Copies of reports to be presented at any meeting of the Board shall be forwarded with the notice of such meeting. The consideration of reports sent or presented at a later date will be placed on the agenda at the discretion of the Board as determined by a simple majority vote.
18. Until a member of the Board has notified the Secretary in writing of his/her official address, all notices or communications forwarded to the member at his/her address, as set out in his/her nomination paper, shall be deemed to have been received by the member.
19. A special meeting of the Board may be called by the Chairperson or, in his/her absence, the Vice-Chairperson or, in his/her absence, the Secretary of the Board. Notices of such meeting shall be given in accordance with Article 16 above.

20. A special meeting of the Board shall be held at the date and time fixed by the Chairperson within seven days if s/he receives the written request of at least three trustees.
21. The notice of every special meeting of the Board shall state all business to be transacted or considered thereat, and no other business shall be considered unless all the members of the Board present agree unanimously.
22. At all meetings of the Board, regular and special, the presence of a majority of all the members constituting the Board shall be necessary to form a quorum. For greater clarity, a majority is half of the trustees plus one.
23. In the absence of a quorum, after 20 minutes of the appointed start or during the course of any Board meeting, no business can be legally transacted and it shall be the responsibility of the presiding Chairperson and Secretary to record the lack of a quorum and end all business transactions until the next regular or special meeting. Discussion of other agenda items will continue.
24. The Board shall not remain in session later than 23:00 hours unless so determined by a simple majority of the members present.
25. A person or a delegation wishing to appear before or present a brief to the Board shall apply in writing and shall submit a copy of the brief on or before 12:00 noon of the seventh working day before the meeting.
26. A written application and the accompanying brief shall state the matter on which the submission is to be made, the organization or interested parties to be represented, and the authority of the spokesperson. No more than two persons may act as spokespersons.
27. Subject to Article 28, all regular and committee meetings of the Board shall be open to the public.
28. The following matters shall be dealt with at in-camera meetings:
 - a) The security of the Board.
 - b) 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 his/her parents or guardians.
 - c) The acquisition or disposal of a school site.
 - d) Decisions in respect of negotiations with employees of the Board.
 - e) Litigation or possible litigation affecting the Board.
 - f) Those determined to be private according to the Freedom of Information and Protection of Privacy Act.
29. Electronic Meetings - when it is deemed necessary to hold a meeting of the Board by use of electronic means, the Board will hold such meeting in accordance with Section 208.1 of the Education Quality Improvement Act, 1997 and Regulation 463/97 promulgated thereunder.
 - a) At every meeting of the Board or of a committee of the whole Board, the following persons shall be physically present in the meeting room of the Board:
 - ✧ The Chairperson or Vice-Chairperson of the Board or designate.
 - ✧ At least one additional member of the Board.
 - ✧ The Director of Education of the Board or his or her designate.
 - b) At every meeting of a committee of the Board, except a committee of the whole Board, the following persons shall be physically present in the meeting room of the committee:

- ✧ The Chairperson of the committee or his or her designate.
- ✧ The Director of Education of the Board or his or her designate.

RULES OF ORDER

30. The Chairperson of the Board, or in his/her absence, the Vice-Chairperson or designate, shall preside at all meetings of the Board. He/she shall call the meeting to order at the hour appointed and shall preserve order and decorum and decide upon all questions of order, and he/she shall cause the Secretary of the Board to record the names of all members present.
31. In case of the unexpected absence of both the Chairperson and the Vice-Chairperson, for ten minutes after the hour appointed, as soon as a quorum shall be present, the Board shall choose a pro-tem Chairperson.
32. The pro-tem Chairperson so chosen shall preside only until the Chairperson or Vice-Chairperson arrives or the immediate business at hand is completed.
33. A similar procedure shall be followed in the case of the absence of the Secretary of the Board.
34. The Secretary of the Board shall be responsible for preparing an agenda for each meeting of the Board and distributing it no fewer than four working days before the meeting. A copy of the agenda shall be forwarded to the Chairperson and Vice-Chairperson one week prior to the meeting. The Chairperson, or in his/her absence, the Vice-Chairperson, may request a meeting before the final publication of the agenda. Board members wishing to include any item shall forward the item to be received at the Board Office no later than 12:00 noon on the Monday preceding the Board meeting. All reports submitted after the deadline may be placed on the agenda at the discretion of the Board by a simple majority vote.
35. Items which have been referred to committees may only be placed on the agenda after consultation with the Chairperson of the committee.
36. The order of business will, as far as possible, deal with items requiring action in the first part of the agenda and information items in the latter part of the agenda.
37. The order of business for meetings of the Board:
 - a) Call to Order and Opening Prayer;
 - b) Adoption of Order of Business;
 - c) Disclosure of Pecuniary Interest and the General Nature Thereof;
 - d) Confirmation of Minutes;
 - e) Business Arising from the Minutes;
 - f) Submissions from Delegations;
 - g) Committee Reports;
 - h) Administrative Reports Requiring Action;
 - i) Information Items - Non-Staff Communication and Reports;
 - j) Administrative Reports for Information;
 - k) Ten minute question and answer period on agenda items for those in attendance;
 - l) Future Meetings;
 - m) Adjournment.

BY-LAWS, POLICIES AND RESOLUTIONS OF THE BOARD

38. All amendments, alterations, or additions to the by-laws shall be made by giving due notice thereof in writing, setting forth the proposed amendments, alterations or additions. Such notice shall have been given at a meeting previous to that at which the same comes up for consideration unless confirmed by a two-thirds majority of all members of the Board present.
39. Every by-law must be confirmed by a simple majority of all members of the Board who are present.
40. Every by-law of the Board, upon approval, shall be signed by the Chairperson and countersigned by the Secretary.
41. Every policy of the Board must be confirmed by a simple majority of all members of the Board present.
42. All amendments, alterations or additions to Board policies must be confirmed by a simple majority of all members of the Board present.
43. Motions of the Board which are not by-law or policy motions may be confirmed by a simple majority.

RULES OF CONDUCT OF MEETINGS OF THE BOARD

44. Except for supplementary or modified rules adopted by the Board, "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority for all meetings of the Huron-Superior Catholic District School Board. A copy of this authority shall be readily available to Board members.
45. "Robert's Rules of Order, in Brief" shall be provided, if needed, to each trustee at the beginning of their term of office.
46. When the Chairperson is called upon to decide a point of order or practice, he/she shall, before deciding, state the rule applicable to the case and may give reasons for his/her decision.
47. The ruling of the Chairperson shall be final, subject only to an appeal by the Board member. The question whether the Chairperson shall be sustained shall then be put by the Secretary of the Board and decided without debate. To overrule a decision by the Chairperson, it shall be necessary for a simple majority of the members present to vote in favour thereof.
48. The Chairperson should make every effort to maintain an appearance of impartiality so that members of both sides of any issue can feel confident that they will receive fair treatment. The Chairperson does not participate in debate on any issue unless he or she gives up the chair until the issue is disposed. The Chairperson votes only when either the vote is by ballot or the Chairperson's vote will change the result of the vote.
49. Any member desiring to speak shall indicate by upraised hand and upon recognition by the Chairperson, who shall call the member by name, the member may then address the Chairperson.
50. When two or more members attempt to speak at the same time, the Chairperson shall name the member who is to speak.

51. Every member shall confine himself/herself to the question in debate and shall avoid all discourteous language.
52. No member shall be interrupted while speaking, except to be called to order by a member for transgression of the rules of the Board, in which case he/she shall remain silent until the point of order has been decided by the Chairperson. A member so interrupting shall speak to the point of order or in explanation only.
53. When a member is speaking, no other member shall pass between him/her and the Chairperson.
54. A member called to order by the Chairperson may explain and appeal to the Board, which if appealed to, shall decide the point of order, but without debate, and the decision of the Chairperson shall be overruled only by a simple majority vote of the members present in favour thereof. If there is no appeal, the decision of the Chairperson shall be final.
55. Any member may request the motion under discussion to be read for his/her information at any time in the course of debate, provided that no such request shall be made so as to interrupt a member speaking to the question.
56. After a motion is read, it shall be deemed to be in possession of the Board and may only be withdrawn by the joint request of the mover and seconder.
57. With leave of the Chairperson, a member may read a motion and only after it is seconded, speak to it.
58. No motion or amendment shall be debated or be put to a vote unless the same be in writing and seconded, except that, formal motions to adopt reports, to refer, to postpone, to lay on the table, to put the previous question, to file, to go into committee of the whole Board, to rise and report, adjourn or such as the Chairperson shall not so require, may be made verbally.
59. No member, unless strictly in explanation, shall, without leave of the Board, speak more than once upon any question or motion, except the proposer of a substantive motion and he/she shall be permitted to reply.
60. No member shall speak longer than five minutes on the same question, without leave of the Board by simple majority.
61. 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.
62. During any meeting, a member may request the Chairperson to report progress on any question under consideration.
63. No member of the Board shall have more than one vote as Chairperson or otherwise, either at Board meetings, in committee of the whole, or in any committee. Any question on which there is an equality of votes shall be deemed to be negative. The members shall indicate their vote by clearly upraised hands.

No vote shall be taken by ballot or any other method of voting. An allowable exception shall be when nominating and electing the Chairperson and Vice-Chairperson of the Board or the Chairpersons of Board committees at the first meeting of the year or when a vacancy exists.

At any time, any member may request a recorded vote. Any member may also have their reasons recorded as to why they voted as they did, so long as it is in writing and presented to the Chairperson of the Board, after it is read aloud, and prior to the vote being called. The written reasons will be incorporated into the minutes of the board.

64. A motion directly concerning the privilege of the Board and thereby affecting the rights and immunities of the Board collectively, or the position and conduct of members in their respective capacities, shall take precedence over all other business and may be moved without notice.
65. When a motion is under debate, the only motion in order shall be: to adjourn, to lay on the table, to put the previous question, to postpone, to refer, to amend, which shall have precedence in the order above named, and the first, second and third shall be decided without debate.
66. 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 called. A motion to adjourn only shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated.
67. No second motion to adjourn shall be made until some business shall have been transacted after the first motion shall have failed.
68. A motion to lay on the table only is not debatable; but a motion to lay on the table with any other condition is subject to debate and amendment.
69. When a question has been laid on the table, it shall not be taken up again at the same meeting, except by vote in favour thereof by a simple majority of the members present.
70. The motion for the previous question shall preclude all further amendment or debate, and shall be submitted by the Chairperson in this form: "Shall the main question in debate be now put?" If adopted, the Chairperson shall at once proceed to put the main question first putting any amendments pending, to the vote of the Board.
71. A question having been postponed indefinitely shall not be taken up again at the same meeting.
72. After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.
73. 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.
74. All amendments shall be put in the reverse order in which they shall be moved.
75. Every amendment submitted shall be in writing 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 put to a vote.
76. The yeas and nays shall not be recorded upon any question unless requested by at least one member, and such request must be made before the Chairperson calls upon the members to vote upon the same.

77. All ordinary votes at meetings shall be taken by show of hands, and the result shall be declared by the Chairperson, but if his/her declaration be questioned, the members voting shall rise and stand until they have been counted.
78. After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of a simple majority of the members present, provided that the members constitute a quorum, be reconsidered during the same meeting, or may be reconsidered (with the consent of a simple majority of the members present) at any meeting held thereafter, provided any member shall give notice to that effect in writing at a previous regular meeting.
79. A motion to reconsider, being once made after motion at a previous Board meeting and decided in the negative, shall not again be entertained during the current year or within a period of four months, whichever is the lesser, unless approved unanimously by a quorum of the Board.
80. When a member has moved for reconsideration of any question which has been decided, no discussion of the main question shall be allowed until the motion for reconsideration has been decided.
81. No resolution of the Board shall be rescinded at any subsequent meeting unless a notice of motion to rescind it be given and read at a prior meeting, but such notice may be dispensed with, provided a simple majority of a quorum of the members vote in favour thereof.
82. Petitions and communications on any subject within the purview of a committee shall be referred by the Chairperson to the proper committee without motion, but, the Board may, if a simple majority of the members present vote in favour thereof, enter upon the immediate consideration and disposition thereof. No discussion of the main question shall be allowed until the motion for immediate consideration has been decided in the affirmative.
83. No member shall use offensive words in or against the Board or any member thereof or reflect upon any vote of the Board.
84. Any member who resists the rules of the Board, disobeys the decision of the Chairperson or of the Board on points of order, or makes any disorderly noise or disturbance may, unless he/she makes apology, be ordered by the Chairperson to leave his/her seat for the remainder of the meeting, and in case of his/her refusal to do so, he/she may, on the order of the Chairperson, be removed from the Board Room and Board Office.
85. In addition to the provisions specified in the order of business, the Board may resolve itself into committee of the whole Board upon any matter brought under its consideration and such meetings may be closed.
86. All Rules of the Board shall be observed in committee of the whole.

COMMITTEES OF THE BOARD

87. Members of the Board may be asked to serve on a committee and the Chairperson of the Board or the Vice-Chairperson shall be, ex-officio, a member of all committees.
88. All committees of the Board shall report to the Board in writing and the Chairperson of the committee or designate shall sign and present the report. Committee meeting minutes are acceptable as a report to the Board.
89. The rules of the Board shall be observed in all meetings of committee, so far as applicable.

90. Meetings of any committee may be called by the Chairperson of the committee thereof whenever he/she shall consider it necessary to do so.
91. Every meeting of a committee shall be called by a notice forwarded by the Secretary of the committee to reach each committee member at least twenty-four (24) hours before such meeting or by personal notice not later than three hours before such meeting.
92. A meeting of any committee may also be held upon notice given by the Chairperson thereof publicly at any meeting of the Board.
93. Whenever all the members of any committee shall be present at any one time and place, they may, by agreement, without any notice, hold a meeting of the committee.
94. A majority of the members of the committee will constitute a quorum.
95. The Chairperson of a committee shall preside at every meeting thereof, and shall vote on all questions submitted, but shall have no second casting vote and in case of an equal division the question shall be decided in the negative.

GENERAL PROVISIONS

96. A member who wilfully discloses information discussed in-camera by the Board will be named and his/her conduct will be subject to the judgement of the Board. Such member will be given an opportunity to explain his/her conduct or apologize to the Board. However, if such member remains adamant in his/her position, a motion will be considered that the named member be suspended from one or several in-camera meetings of the Board. Such motion must be decided forthwith.
97. No person, other than a member of the Board, shall be allowed to address the Board without permission of the Chairperson.
98. Nothing in these by-laws shall contravene any acts or regulations of the Ministry of Education.
99. All past by-Laws, policies and resolutions of predecessor Boards which refer to procedures outlined in this by-law shall be considered revoked upon the passing of this Procedure By-Law.

<u>ADOPTED</u>	Regular Meeting of the Board April 15, 1998 Motion B-49		<u>DISTRIBUTION</u>
<u>AMENDED</u>	Regular Meeting of the Board May 15, 2002 Motion B-51	i)	Trustees
<u>AMENDED</u>	Regular Meeting of the Board May 16, 2012 Motion B-40	ii)	Administration
<u>AMENDED</u>	Regular Meeting of the Board August 27, 2014 Motion B-81		
<u>AMENDED</u>	Regular Meeting of the Board November 14, 2018 Motion B-306, 307, 308, 309, 310, 311, 312, 313, 314, 316, 317, 318		
<u>AMENDED</u>	Regular Meeting of the Board December 12, 2018 Motion B-324, 325		
