

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings at least six times per year as per *The Education Act*, 1995. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner. Respectful behaviour preserves the inherent dignity of everyone; therefore it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of trustees, staff and members of the public. The organization of the Board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect.

The Board's fundamental obligations are to preserve and enhance excellence and 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. All decisions of the Board, with the exception of those precluded in legislation or board policy are made in public session.

The Board believes there are times when public interest is best served by private discussion of specific issues in closed session. 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 into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation. Additional committee meetings, including Committee of the Whole meetings, provide the opportunity for trustees to learn about the administrative work of the school division.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

The Board also believes that public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board.

1. Electoral Boundaries and Elections

Pursuant to Orders-in-Council 85/2005, 021/2005-06, 017/2005/06, 052/2005-06, Corrections to Order 020 2005-06, and 115/2006-06 Prairie South was created through the amalgamation of seven legacy school divisions. The Orders provided for the nomination and election of trustees within the Division by subdivisions as follows:

- 1.1 All subdivisions shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The total number of trustees to be elected shall be ten (10); one (1) for each of the five (5) rural subdivisions, referred to as subdivisions 1,2,3,4 and 5 and five (5) trustees elected at large from the City of Moose Jaw (subdivision 6).

- 1.3 The provisions of the Local Government Election Act respecting the election of trustees shall apply to every election in each subdivision. The Board is to review the subdivision boundaries at least every five years.
- 1.4 At least one month prior to the nomination date, the Board will publish an announcement of the election, giving nomination and election dates and qualifications required by the candidates and electors.
- 1.5 The Board in its announcement will encourage electors to present themselves for the office of school trustee.
- 1.6 The Board is to provide a Trustee Election packet of information for candidates containing:
 - The most recent Annual Report of the Board.
 - The most recent Auditor's Report.
 - The Saskatchewan School Boards Association Handbook.
 - Appropriate excerpts from *The Local Government Election Act*.
 - A copy of the nomination form.

2. Organizational Meeting

- 2.1 The Organizational Meeting of the Board in each calendar year shall be held at the Division Office not later than November 30 in accordance with Section 14 of *The School Division Administration Regulations, 2017*. In an election year, the Organizational Meeting of the Board shall be held at the Division Office within 30 days of the election.
- 2.2 The Director of Education will give notice of the Organizational Meeting to each trustee as if it were a special meeting.
- 2.3 The Director of Education shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of members.
- 2.4 In an election year, the Director of Education shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 71 of *The Education Act, 1995*.
- 2.5 The Director of Education shall proceed to conduct the election of the Board Chair.
 - 2.5.1 Nominations shall be made by the trustees for the office of Chair and need not be seconded.
 - 2.5.2 The Director of Education shall make three (3) calls for nomination.
 - 2.5.3 A vote upon the nominees shall be taken by secret ballot.
 - 2.5.4 The nominee who receives the majority of votes of the trustees present shall therefore be declared elected.
 - 2.5.5 Where, on the addition of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the returning officer shall follow the tie vote procedure specified in *The Local Government Election Act*.

- 2.5.6 In the event that only one (1) trustee has indicated willingness to serve as Board Chair, that trustee shall be declared elected by acclamation.
- 2.6 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair following the procedure noted above.
- 2.7 The newly elected Board Chair shall then proceed with the agenda as presented by the Director of Education and adopted by the Board.
- 2.8 The Organizational Meeting shall, in addition include, but not be restricted to, the following:
 - 2.8.1 Create such standing committees of the Board as are deemed appropriate, and appoint members;
 - 2.8.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
 - 2.8.3 Establish trustee indemnity and vehicle rates;
 - 2.8.4 Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
 - 2.8.5 Appoint the Division's appraisal, solicitor, architectural, banking and auditing firms;
 - 2.8.6 Designate those with signing authority, and provide borrowing authority; and
 - 2.8.7 Other organizational items as required.

3. Trustee Remuneration

- 3.1 The remuneration and expense schedule set at the Organizational meeting may recognize service and expenses incurred in the following areas:
 - 3.1.1 Attendance at Board determined meetings.
 - 3.1.2 Attendance at meetings as an official representative of the Board.
 - 3.1.3 Attendance at seminars, conventions, and meetings for trustee development.
- 3.2 The schedule is to provide for payment such that payments are timely and understood clearly by the public.
- 3.3 Questions arising out of the processing of Board member claims for payment are to be referred to the Superintendent of Business and Operations.

4. Regular Meetings

- 4.1 Regular Board meeting dates and times shall be established in the annual Board Work Plan. The Board shall review and approve the Board Annual Work Plan including its annual schedule of meetings and prior to May 15 in each year for the period August 1 to July 31.
 - 4.1.1 Regular public meetings will ordinarily be held at the Prairie South Division Office on the first Tuesday of every month beginning at 1:00 pm.

- 4.1.2 Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
 - 4.2 All trustees shall notify the Board Chair or the Director of Education if they are unable to attend a Board meeting.
 - 4.3 A majority of members of the Board constitutes a quorum. The vote of the majority of the quorum is valid and binding on the division.
 - 4.4 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 4.4.1 Obtain authorization by resolution of the Board to do so; or
 - 4.4.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
- Failure to attend may result in disqualification from the Board.
- 4.5 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
 - 4.6 Regular meetings of the Board will not be held without the Director of Education in attendance, unless the Director of Education's contract is being discussed or the board is dealing with a Trustee or Director of Education disciplinary issue.

5. Special Meetings

- 5.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action. A special meeting may be scheduled by
 - 5.1.1 The Board passing a motion at a legally constituted meeting of the Board.
 - 5.1.2 The Chairperson or any three members of the Board giving at least six clear days notice to each member by registered, certified, special delivery , or electronic mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence who shall state explicitly the reason therefore.
 - 5.1.3 The Board by unanimous consent waiving notice in accordance with Section 16 of *The Education Administration Regulations, 2017*. Such consent is to be subscribed to in writing by each member of the Board and recorded in the minutes of the meeting and shall be recorded in the minutes of the meeting in the form required by that section.
- 5.2 If an additional meeting of the Board is to be held, the Director of Education shall send a written notice of such a meeting as prescribed by the Education Act and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.

Special meetings of the Board will not be held without the Director of Education in attendance, unless the Director of Education's contract is being discussed or the board is dealing with a Trustee or Director of Education disciplinary issue.

5.3 Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

6. Closed Sessions

The Board may, by resolution, recess a meeting in progress for the purpose of meeting in closed session or schedule a closed session at a time or place agreeable to the Board.. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director of Education. The reason for the closed session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 6.1 Individual students;
- 6.2 Individual employees;
- 6.3 Matters related either directly or indirectly to collective bargaining;
- 6.4 Litigation issues;
- 6.5 Negotiations for purchase, lease or other acquisition of property;
- 6.6 Sensitive matters that a majority of the trustees present feel should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed session. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of the discussions at such sessions.

All rules of the Board shall be observed in closed session as far as applicable. The number of times a trustee may speak on any question shall be determined at the discretion of the Board Chair.

The Board shall, during the closed session, adopt only a resolution to rise and report to the open public Board meeting.

7. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas.

The Board Chair and Vice-Chair are responsible for establishing the agenda for Board meetings in consultation with the Director of Education and Superintendent of Business and Operations, in accordance with legislation and Board policy.

Agendas shall include all the data and background, information, rationale and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.

- 7.1 The order of business at a regular meeting shall generally be as follows:
 - 7.1.1 Call to Order;
 - 7.1.2 Adoption of Agenda;
 - 7.1.3 Adoption of Minutes of previous meeting(s);

- 7.1.4 Discussion/Action Items;
 - 7.1.5 Delegations and Special Presentations;
 - 7.1.6 Board Committee Reports;
 - 7.1.7 Information Items;
 - 7.1.8 Celebration Items;
 - 7.1.9 Trustee inquiry and notices of motions; OR Items for next agenda;
 - 7.1.10 Meeting Review;
 - 7.1.11 Adjournment.
- 7.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation and indicate author of the report.
- 7.3 Items may be placed on the agenda in one of the following ways:
- 7.3.1 By notice of motion at the previous meeting of the Board.
 - 7.3.2 As a request from a committee of the Board.
 - 7.3.3 Although the Board seeks to minimize items being added without proper notice, issues that require Board action may arise after the agenda has been prepared. 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.
- 7.4 Materials for Board meetings will be distributed to each trustee and the Director of Education by the Wednesday prior to the meeting. The Director of Education is responsible for distribution and posting.
- 7.5 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

8. Electronic Meeting

- 8.1 The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.
- 8.2 At least one of the following persons must be present at the Board Office during the meeting:
 - 8.2.1 A member of the Board
 - 8.2.2 The Director of Education
 - 8.2.3 The Superintendent of Business and Operations.
- 8.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 8.4 A Board member may participate from a location to which the public does not have access.

9. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

9.1 The minutes shall record:

- 9.1.1 Date, time and place of meeting;
- 9.1.2 Type of meeting;
- 9.1.3 Name of presiding officer;
- 9.1.4 Names of those trustees and senior administration in attendance;
- 9.1.5 Approval of preceding minutes;
- 9.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- 9.1.7 Names of trustees making the motion;
- 9.1.8 Points of order and appeals;
- 9.1.9 Appointments;
- 9.1.10 Attached reports of committees;
- 9.1.11 Recording of the vote on a motion (when requested pursuant to the Education Act); and
- 9.1.12 Trustee declaration of conflict of interest pursuant to the Education Act.

9.2 The minutes shall:

- 9.2.1 Be prepared as directed by the Director of Education;
- 9.2.2 Be reviewed by the Director of Education prior to submission to the Board;
- 9.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 9.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

- 9.3 The Director of Education shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 9.4 The Director of Education shall establish a codification system identifying resolutions determined by the Board which will:
 - 9.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 9.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 9.4.3 Establish and maintain a file of all Board minutes.
- 9.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director of Education to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 9.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director of Education is responsible to distribute and post the approved minutes.
- 9.7 Each standing or special committee will appoint a recording secretary to take and distribute the record of the proceedings which will be presented for approval at their next meeting.
- 9.8 All committees of the Board, unless otherwise directed, shall prepare and submit written reports of meetings to the Board. All recommendations for action will be brought forward via the decision/discussion template.

10. Motions

Motions do not require a seconder.

10.1 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.

10.2 Discussion on Motions

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

A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. 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. Motions may be submitted by any trustee, including the Board Chair.

10.3 Speaking to the Motion

The mover of a motion may speak first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

As a general guide, a trustee should not speak longer than five minutes on any 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.

Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information once a motion is moved.

Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

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.

10.4 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.

10.5 Entitled Votes

All trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 11 of *The School Division Administration Regulations*.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.

10.6 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of all trustees and whether each trustee voted for or against the matter or abstained.

10.7 Required Votes

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. The result of the vote is announced by the Board Chair.

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.

10.8 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

11. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.

- 11.1 Delegations wishing to appear before the Board are required to give notice, in writing, to the Board Chair at least seven full days before the meeting at which they are to be heard. The Director of Education and Chair have the authority to waive the time requirement.
- 11.2 When scheduling an appointment, delegations should:
 - 11.2.1 State the nature of the subject that they intend to bring before the Board,
 - 11.2.2 Provide a written submission prior to the presentation,
 - 11.2.3 Identify the spokesperson for the group,
 - 11.2.4 Provide an estimate of the number of people who will be in attendance,
 - 11.2.5 Be prepared to speak to, as opposed to reading, the submission.
- 11.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- 11.4 The Board reserves the right to invite delegations to appear before the Board.
- 11.5 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 11.6 Normally delegations will be given a maximum of 10 minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
- 11.7 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall s/he, by any statement, commit the Board to any specific course of action.
- 11.8 Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 11.9 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

12. Audio/Video Recording Devices

Anyone wanting to use recording devices at a public Board meeting shall seek permission of the Board Chair.

13. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence of the residents of the Division placed in its Board and in its trustees. The trustee:

- 13.1 Is expected to be conversant with Sections 11, 12 and 27 of The School Division Administration Regulations, 2017 and with the conflict of interest provisions of Board Policy 4 – Trustee Code of Conduct.
- 13.2 Is responsible for declaring him/herself to be in possible conflict of interest.
- 13.3 Shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 13.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

14. Board Facilitated Self-Evaluation

- 14.1 The annual Board facilitated self-evaluation process will be carried out as described in the document entitled *Board Self-Evaluation Process, Criteria and Timelines*.
- 14.2 The purpose of the Board facilitated self-evaluation is to answer the following questions:
 - 14.2.1 How well have we fulfilled each of our defined roles as a Board this past year?
 - 14.2.2 How do we perceive our interpersonal working relationships?
 - 14.2.3 How well do we receive input and how well do we communicate?
 - 14.2.4 How well have we adhered to our annual work plan?
 - 14.2.5 How would we rate our Board-Director relations?
 - 14.2.6 How well have we adhered to our governance policies?
 - 14.2.7 What have we accomplished this past year? How do we know?
- 14.3 The principles upon which the Board facilitated self-evaluation is based are as follows:
 - 14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 14.3.2 A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board and fosters an excellent Board-Director relationship.
 - 14.3.3 An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation.

14.4 The components of the Board facilitated self-evaluation are:

- 14.4.1 Review of Board Role Performance.
- 14.4.2 Review of Board Chair Performance.
- 14.4.3 Monitoring Interpersonal Working Relationships.
- 14.4.4 Monitoring Board Community Engagement.
- 14.4.5 Review of Annual Work Plan Completion.
- 14.4.6 Monitoring Board-Director Relations.
- 14.4.7 Review of Board Motions.
- 14.4.8 Review of Board Governance Policies.
- 14.4.9 Creating a Positive Path Forward.

15. Saskatchewan School Boards Association

15.1 Membership and Participation

The Board

- 15.1.1 Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 15.1.2 Supports active participation of its trustee membership in the Association at the section, constituency and provincial levels.
- 15.1.3 Establishes a remuneration and expense schedule at its Organizational Meeting, to recognize expenses incurred by trustees attending SSBA sponsored meetings, seminars, workshops and conventions.

15.2 SSBA Voting Delegates

- 15.2.1 The Board is to determine on or before November of each year, which of the trustees delegated to Convention are voting delegates.
- 15.2.2 The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws.
- 15.2.3 Each trustee attending as a voting delegate is apportioned at least one (1) vote.
- 15.2.4 Any votes remaining un-apportioned are to be divided equally as possible in whole numbers among trustees attending Convention.
- 15.2.5 When registering delegates, the SSBA is to be informed of the voting delegate and the number of votes apportioned to each.

16. Special Meeting of Electors

- 16.1 A special meeting of electors may be held at any time.
- 16.2 The Superintendent of Business and Operations is to call a special meeting when required to do so by:
 - 16.2.1 The Board
 - 16.2.2 The Minister of Education

- 16.2.3 Request in writing by twenty-five or more electors of the school division.
- 16.3 The Superintendent of Business and Operations is to give notice of the meeting in accordance with the provisions of *The Local Government Election Act*.
- 16.4 Only business that is set out in the notice of meeting is to be considered at the meeting.

Reference: *The Education Act, 1995*, Sections 71, , 80, , 87.
Local Authorities Freedom of Information and Protection of Privacy Act
Local Government Election Act
The School Division Administration Regulations, 2017, Sections 11, 12, 14, 16, 17, 18, 19, 20, 21, 22, 23, 25, 41.

February 5, 2019