

---

## BYLAW NO. 2 BOARD PROCEDURES

This bylaw establishes procedures governing Board of Education of School District No. 64 (Gulf Islands) (the “Board”) meetings.

### **PREAMBLE:**

In accordance with the *School Act*, the Board must establish procedures governing the conduct of its meetings.

The Board is committed to conducting meetings in a consistent, efficient, and respectful manner, and in accordance with the requirements of the *School Act*.

The Board of Education, in an open meeting of the Board, enacts as follows:

### **1. DEFINITIONS**

- 1.1. The terms used in this bylaw shall have the meanings assigned by the *School Act* and Regulations made thereunder, except as when the context requires otherwise.

### **2. OATH OF OFFICE, INAUGURAL MEETING AND ELECTION OF BOARD OFFICERS**

- 2.1. A person elected or appointed as a trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before assuming their role as a trustee on the Board.
- 2.2. As specified by the *School Act*, the term of office commences on the first Monday after November 1 following the election or when the person makes a prescribed oath of office, whichever is later.
- 2.3. After the general local election of trustees, the Secretary Treasurer shall convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 2.4. The Secretary Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*.



- 2.5. The Secretary Treasurer (or designate) shall call for nominations three times for the position of Board Chairperson.
  - 2.5.1. Trustees may not nominate themselves.
  - 2.5.2. Nominations do not require a seconder.
  - 2.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination
  - 2.5.4. Once nominations are closed, trustees, who have accepted a nomination, may address their colleagues for two minutes
  - 2.5.5. Trustees who are not elected for one office may accept a nomination for another office.
- 2.6. The Secretary Treasurer will then conduct a vote, if necessary, by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person receiving a majority of the total votes cast will be elected Chair of the Board.
  - 2.6.1. If no person receives a majority, further ballots will be taken.
  - 2.6.2. If more than two candidates are on a ballot and no majority is reached, the person with the least number of votes will be dropped from the nominees and a further ballot conducted.
  - 2.6.3. The Secretary Treasurer will declare the duly elected Chairperson of the Board for the ensuing year and will vacate the chair.
  - 2.6.4. Any vote involving only two trustees that ends in a tie vote will result in a further ballot and, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots.
- 2.7. The Chairperson so elected shall assume the chair for the remainder of the meeting.
- 2.8. Upon assuming the chair, the Chairperson will call for nominations for Vice-Chairperson of the Board, and then for the BCSTA Provincial Council and alternate, BCPSEA Representative and alternate, and Indigenous Education Advisory Council Representatives (2) for the ensuing year and will conduct each election in the same manner as described in 2.4 above.
  - 2.8.1. If the Chairperson is seeking the position in question, the Vice-Chairperson shall take the chair. If the Chairperson and Vice-Chairperson are both seeking the position, the Secretary Treasurer or designate shall chair the meeting.

- 2.9. The Chair, Vice-Chair and Trustee Representatives serve in their roles at the pleasure of the Board or until the annual Special Meeting in the following November.

### **3. ANNUAL SPECIAL MEETING OF THE BOARD AND ELECTION OF BOARD OFFICERS**

- 3.1. In the years when no inaugural meeting is required, an annual Special Meeting of the Board will be held, in public, no later than the third Wednesday in November. The Secretary Treasurer will preside as Chair at the meeting to elect a Chair as per 2.5 above. When the Chair is elected, the Chair will then proceed as per 2.7 above.

### **4. MEETING SCHEDULE, QUORUM AND PROTOCOLS**

- 4.1. Annually, the Board will determine the schedule of meetings for the following school year and will publish the schedule prior to the beginning of each school year in non-general election years, and within sixty (60) days following the election date in general election years.
- 4.2. The agenda shall be prepared by the Secretary Treasurer under the direction of the Chairperson (or designate) who shall consult with the Superintendent.
- 4.3. The proposed agenda will be provided to each trustee in an electronic format at least 48 hours in advance. Non receipt by a trustee shall not void the proceedings.
- 4.4. Written notice of any meeting will be waived provided that reasonable steps have been taken to notify all trustees of the meeting and that the majority of the sitting trustees agree to waive written notice.
- 4.5. A quorum of the Board is a majority of the trustees holding office at the time of the meeting. Trustees may participate in or attend a meeting of the Board by telephone or video conference if all trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 4.6. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.



- 4.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.
- 4.8. The Board will observe recognised national, provincial and First Nations protocols during meetings, on ceremonial occasions and, where flag protocols are concerned, when expressing a collective sense of sorrow and loss, or engaging in acts of remembrance.
- 4.9. Substantial issues affecting policies or procedures should be given as notice of motion at one meeting (requires no seconder and is not debatable) and be introduced by motion at a subsequent meeting.

## **5. REGULAR MEETINGS**

- 5.1. The order of business at all regular meetings shall include:
  - 5.1.1. Call Meeting to Order and Territorial Acknowledgement
  - 5.1.2. Adoption of Agenda;
  - 5.1.3. Approval of Minutes;
  - 5.1.4. In-Camera Summary;
  - 5.1.5. Delegations/Presentations;
  - 5.1.6. Correspondence;
  - 5.1.7. Chairperson Report;
  - 5.1.8. Superintendent of Schools Report;
  - 5.1.9. Secretary Treasurer Report;
  - 5.1.10. Committee Reports;
  - 5.1.11. Trustee Reports;
  - 5.1.12. Other Business;
  - 5.1.13. Question Period;
  - 5.1.14. Date of Next Meeting(s);
  - 5.1.15. Adjournment.
- 5.2. Alterations to the order of business may be proposed by any trustee and shall require a two-thirds vote or unanimous consent.
- 5.3. Minutes of the proceedings of all meetings shall be legibly recorded in a minute book, certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chairperson or other



member presiding at the meeting or at the next meeting at which the minutes are approved.

- 5.4. The minutes shall record the date, time and place of the meeting, the name of the presiding officer and a list of those attending.
- 5.5. Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board.
- 5.6. All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds vote to extend the hour of adjournment.
- 5.7. Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than trustees be excluded.
- 5.8. The Secretary Treasurer, or another employee designated by the Board if the Secretary Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, must be present at the time a decision of the Board is rendered and must record any decision.
- 5.9. The Board encourages the public and representatives of all partner groups and students to attend Board meetings:
  - 5.9.1. Canadian Union of Public Employees (CUPE)
  - 5.9.2. District Parents' Advisory Council (DPAC)
  - 5.9.3. Gulf Islands Principals' and Vice-Principals' Association (GIPVPA)
  - 5.9.4. Gulf Islands Teachers' Association (GITA)
  - 5.9.5. Student representatives from district schools
- 5.10. The Board expects all persons attending meetings to conduct themselves in a respectful manner. The Chairperson or other member presiding at a meeting may expel from the meeting a person, other than a trustee, that the Chairperson or other member presiding at the meeting considers guilty of improper conduct (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board). A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

**6. RECOGNITION, PRESENTATIONS AND DELEGATIONS AT REGULAR MEETINGS**

- 6.1. Presentations, recognition and delegations comprised of an individual or groups of students, parents, staff, rightsholders, partners and others are welcome at regular meetings.
- 6.2. To ensure the Board is able to complete the business on the agenda, a maximum of 30 minutes per meeting is allotted for presentations, recognition and delegations, inclusive of questions and comments from trustees. A maximum of ten minutes will be allowed for each individual group.
  - 6.2.1. The Superintendent, or designate, will be responsible to schedule in-district presentations and district recognition activities.
- 6.3. A person or group wishing to address the Board as a delegation on an item not otherwise on the agenda will provide a written request outlining an overview of the item(s) they wish to present, those who will be in attendance and designating a spokesperson.
  - 6.3.1. Requests must be sent to the Chair at least 14 days prior to the date of a regular Board meeting,
  - 6.3.2. Consideration of the request is subject to article 4.2 of this bylaw for placement on the agenda of a Regular or In-Camera Meeting.
  - 6.3.3. The Board will not hear matters in a Regular meeting that include, but are not limited to:
    - 6.3.3.1. the subject of labour negotiations;
    - 6.3.3.2. the subject of contractual negotiations or service agreements with service providers;
    - 6.3.3.3. in relation to a specific client, child, student, employee or volunteer of the district.
- 6.4. A request to present at a Regular Meeting will require a brief written submission, including the purpose (information, request for action, etc.) of the presentation seven days in advance of the scheduled Regular Meeting for distribution to trustees as part of their agenda package.
- 6.5. Delegates are expected to conduct themselves in a respectful and constructive manner. Delegates may voice concerns but must not:
  - 6.5.1. Promote hate, harassment, or violate Board Bylaws and/or Policies;
  - 6.5.2. Use offensive, obscene, or defamatory language, gestures, or images;
  - 6.5.3. Use negative or derogatory personal references;



- 6.5.4. Misuse personal information related to district students, staff, or Trustees;
  - 6.5.5. Discuss topics outside of their intended delegation;
  - 6.5.6. Discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the district; or
  - 6.5.7. Engage in debate with other delegates, staff, or Trustees.
- 6.6. The Chair will rule on the propriety of all presentations and comments and may terminate any presentation or comment or refer it to an In-Camera Meeting of the Board if that is deemed to be appropriate by the Chair.
- 6.7. The Board will hear the Delegation's presentation and the trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will only act after due deliberation, usually at a subsequent meeting.
- 6.8. A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following Delegations concerning that item will be in order.
- 6.9. A delegation that has been heard on an issue may not appear again on that same issue within the twelve months following the presentation; except that it may be given an opportunity to comment should the issue raised come back to the Board for a report following consideration of the initial representations.

## **7. SPECIAL MEETINGS**

- 7.1. A special meeting of the Board may be called by the Chair or, upon written request by a majority of the trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 7.2. Written notice of a special meeting and an agenda shall be given to each trustee at least 48 hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote, provided all reasonable steps have been taken to notify all trustees of the meeting.



---

## 8. IN-CAMERA MEETINGS

- 8.1. If, in the opinion of the Board, the public interest so requires, persons other than trustees may be excluded from a meeting. The Secretary Treasurer or other employee designated under the *School Act*, must be present at the time that a decision of the Board is rendered and must record any decision.
- 8.2. No trustee shall disclose to the public the proceedings of an In-Camera Meeting unless a resolution has been passed at the In-Camera Meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
- 8.3. The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the Board or both were excluded.
  - 8.3.1. The record shall be presented at the next meeting of the Board open to the public, in accordance with article 5.1.4 of this bylaw.
- 8.4. Unless otherwise determined by the Board, the following matters shall be considered in In-Camera session:
  - 8.4.1. salary claims and adjustments and consideration of requests of employees and board officers
  - 8.4.2. matters pertaining to labour relations and collective bargaining;
  - 8.4.3. accident claims and other matters where Board liability may arise;
  - 8.4.4. legal opinions respecting the liability or interest of the Board;
  - 8.4.5. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
  - 8.4.6. medical reports;
  - 8.4.7. matters pertaining to individual students including the conduct, discipline, suspension or expulsion of students, truancy and indigent students;
  - 8.4.8. staff changes including appointments, transfers, resignations, promotions and demotions;
  - 8.4.9. purchase of real property including the designation of new sites; consideration of appraisal reports and accounts claimed by owners; determination of board offers and expropriation procedures;
  - 8.4.10. lease, sale or exchange of real property prior to finalization thereof;
  - 8.4.11. matters pertaining to the safety, security or protection of Board property.





8.4.12. such other matters where the Board decides that the public interest so required.

8.5. Generally, the order of business at In-Camera Meetings will be set out in the agenda for that meeting under the following headings, as appropriate:

8.5.1. Call Meeting to Order and Territorial Acknowledgement

8.5.2. Adoption of Agenda

8.5.3. Approval of Minutes

8.5.4. Delegations

8.5.5. Correspondence

8.5.6. Superintendent Report

8.5.7. Secretary Treasurer Report

8.5.8. Chairperson Report

8.5.9. Adjournment

## 9. RULES OF ORDER

9.1. The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the *School Act* or in this bylaw. Where there is an inconsistency between the *School Act* and this bylaw, the *School Act* shall apply.

9.2. The Board may adopt a procedural rule for one or more meetings by resolution approved by two-thirds of the trustees present at the meeting. A rule, other than the requirement for notice of meetings, may be suspended by unanimous consent of the trustees present.

9.3. The rules contained in this bylaw may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting and in the notice of the meeting.

9.4. The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph 9.1. The ruling shall be subject to an appeal to the Board if requested by a trustee immediately after the ruling and before resumption of business.

9.4.1. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of the trustees present. A successful appeal does not necessarily set a precedent.

- 9.5. A copy of the Board's procedural bylaw shall be available for inspection at all reasonable times by any person.

## 10. BYLAWS AND RESOLUTIONS

- 10.1. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution.
- 10.2. The following matters shall be dealt with only by bylaw:
- 10.2.1. adoption of the budget
  - 10.2.2. a capital bylaw
  - 10.2.3. the acquisition or disposal of property
  - 10.2.4. ordinary rules of procedure of the Board and rules relative to the organization of meetings of the Board;
  - 10.2.5. amendments to bylaws;
  - 10.2.6. where required by the *School Act*.
- 10.3. All bylaws of the Board shall be established, amended or repealed as follows:
- 10.3.1. Every bylaw shall be dealt with in the following stages:
  - 10.3.2. First reading: no debate or amendment;
  - 10.3.3. Second reading: discussion of the principle of the bylaw;
  - 10.3.4. Committee stage: If the question for second reading passes, the bylaw may be referred to the committee of the whole for detailed consideration or to a standing committee;
  - 10.3.5. Third reading: consideration of amendments made in committee and final decision.
- 10.4. When a bylaw has been amended in committee, it shall be reprinted as amended and shall not be further proceeded with, except by a two-thirds vote, until the amended version has been distributed.
- 10.5. The Board may not give a bylaw more than 2 readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all 3 readings at that meeting. If a written or printed copy of a bylaw is in the possession of each trustee, and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, then the reading may consist of a description of the bylaw by
- 10.5.1. its title, and
  - 10.5.2. a summary of its contents.

- 10.6. The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed in committee.
- 10.7. A bylaw may be repealed at any stage with unanimous consent of the Board.

## **11. MOTIONS**

- 11.1. A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.
- 11.2. The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 11.3. All motions shall be seconded.
- 11.4. An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended.
  - 11.4.1. A motion can be amended more than once; however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided.
  - 11.4.2. An amendment to an amendment must be germane to the first amendment and cannot be amended.
- 11.5. A motion to reconsider can only be made the day on which the original motion was voted upon and by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.

## **12. DEBATE**

- 12.1. Debate shall be strictly relevant to the question before the meeting. The presiding officer shall warn speakers who violate this rule or who persist in tedious or repetitious debate.

- 12.2. Speakers shall be recognized by the Chair and shall address all remarks to the Chair.
- 12.3. Each trustee has the right to speak twice on the same question on the same day but cannot speak a second time so long as any trustee who has not spoken on that question desires to speak. No trustee shall speak for more than five minutes at one time.
- 12.4. A matter of privilege (dealing with the rights or interests of the Board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 12.5. No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

### 13. VOTING

- 13.1. All questions shall be decided by a majority of the votes of the trustees present and voting, unless otherwise provided by the *School Act*.
- 13.2. It is expected that all trustees present at a meeting, including the Chair, will vote on each issue.
  - 13.2.1. If a trustee has a conflict of interest, the trustee must not vote. The abstention shall be recorded and shall not affect the quorum.
  - 13.2.2. If a trustee wishes to abstain for any other reason he or she must so request before the vote is taken.
- 13.3. Voting shall be by show of hands and only the result recorded unless a member requests recording of names before the vote is taken.
  - 13.3.1. A trustee may have their negative vote recorded provided that they make that request before or immediately after the vote is taken.

### 14. Citation

This bylaw may be cited as "School District No. 64 (Gulf Islands) Bylaw No. 2, Board Procedures Bylaw".

School District No. 64 Bylaw No. 2 Procedural Bylaw, dated May 13, 2020, and any precedents are hereby repealed.

Date of first reading: 10th day of January, 2024.

Date of second reading: 14th day of February, 2024.

Date of third reading and adoption: 14th day of February, 2024.

Tisha Boulter  
Board Chairperson

pp Jill Jensen  
Secretary Treasurer