

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

| SECTION | TITLE | NO. 1040 |
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| GOVERNANCE/COMMUNICATIONS | <u>Board Meetings</u> | |

DATE ADOPTED: January 13, 1998

DATE AMENDED: October 25, 2005, January 8, 2008, December 8, 2009

DATE REVIEWED: May 8, 2018

Meetings of the Board are held on the second Tuesday of the month at the School Board Office, 1021 Central Avenue, Grand Forks, B.C. The location of every third meeting will be held outside of Grand Forks with the location to be announced at the preceding meeting of the Board.

Special Closed Meetings are held on the second Tuesday of each month, usually beginning at 4:00 p.m.

Regular Meetings are open to the public and begin at 6:00 p.m. on the same Tuesdays as the Special Meetings. In addition, the Board will hold special meetings devoted to educational programs throughout the year as the need arises. The public, press and radio representatives are welcome to attend all public meetings of the Board.

After consultation with the Superintendent and Board Chairperson, the agenda for each meeting is prepared by the Secretary-Treasurer and is distributed to Board members 72 hours prior to the meeting. If there is an agenda item deemed critical to a group of parents, efforts will be made to notify the affected parents of the issue.

All agenda items will be placed on the Open Meeting agenda unless they specifically relate to a personnel, property, protection of privacy matter or is of sufficiently sensitive nature to warrant inclusion in the Closed Meeting. If there is disagreement as to whether an item should be considered in the Open or Closed Meeting, the disagreement will be resolved by voting. The majority of the Board must be in agreement with the item remaining in the Closed Meeting.

Board Committees meet on an as-and-when-required basis which is usually announced at Open Meetings. The committee chair is responsible for convening the meeting and the establishment of the agenda for the meeting.

Special meetings may be called by the Chair, or by the Secretary-Treasurer on the written request of four Trustees, on dates other than those of regularly scheduled meetings, with each Trustee receiving no less than 24 hours advance written notice. An additional meeting may be held at any time with the consent of all Trustees present at a properly called meeting of the Board, or if all Trustees holding office waive notice. No business

other than that for which the meeting was called shall be conducted at such a special meeting.

Individual Trustees or groups of Trustees may also meet in various settings as committees, for working sessions, or for discussion with members of the public or staff. Such gatherings and meetings are not considered meetings of the Board, and no official action of the Board may be taken on such occasions.

Comment Period

At the beginning of every Board Meeting there will be a comment period. The comment period will be of five to ten minute duration at the discretion of the Chair. The purpose of the comment period is to give attendees an opportunity to provide brief input on any of the day's agenda items that the Board will be considering.

Question Period

A question period will be provided at the end of a regular Board meeting, during which attendees may question the Board on business conducted during that meeting. This question period will be of five to thirty minute duration at the discretion of the chair. Written questions will be given priority, but oral questions will be accepted if time remains. The Chair will indicate another means of response if the question cannot be answered at the time.

While the Board believes that communication with the public is extremely important, the regular Board meeting is the formally designated means of transacting Board business, and is not the appropriate setting for general discussion, questioning, or comment by residents. The question period is provided solely as a means for ensuring that residents present in the audience have an opportunity to obtain clarification concerning the proceedings.

Residents who have other comments or questions are encouraged to contact Trustees or staff individually or, if desired, to arrange a formal presentation on the Board agenda. In general, Board policy indicates that questions or concerns are best handled as near the location of the issue as possible. Matters currently under negotiation or litigation, or related to personnel, will not be discussed in public session.

Talking Break

The public Board Meeting is suspended and all attendees, including the public, participate in open dialogue with the Board on educational topics related to students as well as the Financial Framework for Supporting Student Success.

All meetings of the Board will be governed by Roberts Rules of Order.