DISTRICT SCHOOL BOARD OF NIAGARA

Achieving success together

DISTRICT SCHOOL BOARD OF NIAGARA

BY-LAWS

and

RULES OF ORDER

Amended November 17, 2026

BOARD BY-LAWS AND RULES OF ORDER

Table of Contents

Page No.

PREAMBLE 1

A. NAME, LOCATION AND JURISDICTION OF THE BOARD 1

A - 1 NAME OF BOARD 1

A – 2 HEAD OFFICE 1

B. SIGNING OFFICERS OF THE BOARD 1

B – 1 OFFICERS OF THE BOARD 1

B – 2 SIGNING OFFICERS – GOVERANCE DOCUMENTS 1

B – 3 SIGNING OFFICERS – CHEQUE SIGNING 2

B - 4 SIGNING OFFICERS – OPERATIONAL DOCUMENTS 2

C. BOARD SEAL 2

C – 1 LOCATION OF SEAL 2

C – 2 OFFICAL SEAL USE 2

C – 3 AFFIXING SEAL 2

C – 4 SEAL REGISTRY 2

D. DUTIES OF BOARD CHAIR 2

D – 1 DUTIES OF CHAIR 2

D – 2 PRESERVING ORDER 2

D – 3 CHAIR ABSENCE 2

D – 4 MINUTE SIGINING 3

E. DUTIES OF BOARD VICE-CHAIR 3

E – 1 DUTIES OF VICE CHAIR 3

F. ORGANIZATION MEETING OF THE BOARD 3

F – 1 ORDER OF BUSINESS 3

F – 2 CALL OF FIRST MEETING 3

F – 3 QUORUM 3

F – 4 DECLARATION OF OFFICE 3

F – 5 ELECTION OF CHAIR 3

F – 6 ELECTION OF CHAIR 4

F - 6.1 NOMINATIONS 4

F - 6.2 VOTING 4

F – 7 ELECTION OF VICE-CHAIR 5

F – 8 VACANCY 5

F – 9 ADDRESS 5

G. REGULAR BOARD MEETINGS 5
G – 1 SCHEDULE 5
G – 2 TIME AND LOCATION 5
G – 3 INCLEMENT WEATHER 5
G – 4 SUMMER MONTHS 5
G – 5 MEETING CANCELLATIONS 6
G – 6 AGENDA PREPARATION 6
G – 7 AGENDA DELIVERY 6
G – 8 MEMBER ADDRESS 6
G – 9 AGENDA POSTING 6
G – 10 ORDER OF BUSINESS 6
G – 11 RATIFICATION OF REGULAR MEETING 7
G – 12 VARIATION OF ORDER OF BUSINESS 7
G – 13 AGENDA PLANNING 7
H. ATTENDANCE 7
H – 1 ATTENDANCE RECORDING AND ELECTRONIC PARTICIPATION 7
H – 2 ABSENCE AUTHORIZATION 8
I. CONFLICT OF INTEREST 8
I – 1 COMPLIANCE WITH LEGISLATION 8
J. INAUGURAL MEETING OF THE BOARD 8
J – 1 MEETING SCHEDULE IN ELECTION YEAR 8
K. SPECIAL BOARD MEETINGS 8
K – 1 REQUEST BY MEMBERS AND NOTICE 8
K – 2 REQUEST BY CHAIR 8
K – 3 AGENDA 8
L. STATUTORY COMMITTEES 9
L – 1 COMMITTEE PREFERENCES 9
L – 2 STATUOTY COMMITTEE DEFINITION AND LIST 9
L – 3 INTENTIONALLY OMITTED 9
L – 4 NOMINATING COMMITTEE 9
L – 5COMMITTEE MEMBERSHIP CONSIDERATIONS 9
L – 6 BOARD COMMITTEE REQUIREMENTS 10
L – 7 MID TERM COMMITTEE CHAIR TRANSITION 10
L – 8 EFN 10

L – 9 COMMITTEE ASSIGNMENTS 11
L – 10 BOARD REPRESENTATION 11
L – 11 COMMITTEE SCHEDULE 11
L – 12 COMMITTEE SPECIAL MEETINGS 11
M. COMMITTEE OF THE WHOLE BOARD 11
M – 1 OPEN MEETINGS 11
M – 2 PRIVATE SESSIONS 11
M – 3 PRIVATE SESSION MATTERS 11
M – 4 COMMITTEE OF THE WHOLE MOTION AT BOARD 12
M – 5 RATIFICATION OF COMMITTEE OF THE WHOLE 12
M – 6 COMMITTEE OF THE WHOLE ATTESTATION 12
N. AD HOC COMMITTEES AND SPECIAL COMMITTEES OF THE BOARD OF TRUSTEES 12
N – 1 COMPOSITION 12
N – 2 SPECIFIC PURPOSE 12
N – 3 SPECIAL COMMITTEES OF THE BOARD 12
N – 4 AGENDA 12
N – 5 MEMBERSHIP 12
N – 6 ADMINISTRATIVE TASK FORCE 13
O. BOARD COMMITTEES 13
O – 1 APPOINTMENT BY BOARD 13
O – 2COMMITTEE RECOMENDATIONS 13
O – 3 RECOMMENDATION RATIFICATION 13
O – 4 COMMITTEE COMPOSITION 13
O – 5 BOARD PROPERTY 13
O – 6 COMMITTEE REPORT 13
O – 7 COMMITTEE ATTENDANCE 13
O – 8 CHAIR – EX OFFICIO COMMITTEE MEMBER 14
O – 9 COMMITTEE PRIVATE SESSION 14
O – 10 COMMITTEE REPORTS/MINUTES 14
O – 11 COMMITTEE MINORITY REPORT 14
O – 12 VERBAL REPORT REQUIREMENTS 14
O – 13 RULES OF BOARD & COMMITTEES 15
O – 14 CALLING COMMITTEE MEETINGS 15
O – 15 NOTICE OF COMMITTEE MEETINGS 15

O – 16 NOTICE BY CHAIR 15
O – 17 CONSTITUTING COMMITTEE MEETING 15
O – 18 QUORUM 15
O – 19 COMMITTEE CHAIR VOTING 15
O – 20 START TIME 15
O – 21 WRITTEN RECOMMENDATIONS 15
O – 22 BUDGET APPROPRIATIONS 15
O – 23 CHAIR ELECTION 15
O – 24 FIRST COMMITTEE MEETING 16
P. MINUTES OF MEETINGS 16
P – 1 DIRECTOR'S RESPONSIBILITY 16
Q. AMENDMENT OF BOARD BY-LAWS 16
Q – 1 BY-LAW REVIEW 16
Q – 2 NOTICE OF AMENDMENT 16
Q – 3 EXTENDED MEANING 16
Q – 4 HOUSEKEEPING AMENDMENTS 16
R. RULES OF ORDER 17
QUORUM REGULAR MEETINGS 17
R - 1 17
R - 2 17
R - 3 17
R - 4 17
R - 5 17
DELEGATIONS 17
R - 6 17
R - 7 17
R - 8 18
R - 8.1 18
R - 8.2 18
PROCEDURE FOR CHAIR OF THE MEETING 18
R - 9 18
R - 10 18
R - 11 18
R - 12 18

RULINGS ON POINTS OF ORDER 18
R - 13 18
R - 14 18
DEMEANOUR OF BOARD MEMBERS 19
R - 15 19
R - 16 19
R - 17 19
R - 18 19
R - 19 19
R - 20 19
R - 21 19
R - 22 19
DEMEANOUR OF PUBLIC 19
R - 23 19
R - 24 20
Motions 20
R - 25 20
R - 26 20
R - 27 20
R - 28 20
R - 29 20
R - 30 20
R - 31 20
SPLITTING MOTIONS 20
R - 32 20
TYPES OF MOTIONS 20
R - 33 20
R - 34 21
MOTION TO ADJOURN 21
R - 35 21
R - 36 21
R-36.1 21
MOTION TO TABLE 21
R - 37 21

R - 38 21
TIE VOTE ON MOTIONS - DEEMED TABLED 21
R - 39 21
MOTION TO CALL THE QUESTION 21
R - 40 21
MOTION TO POSTPONE 22
R - 41 22
MOTION TO RECONSIDER 22
R - 42 22
R - 43 22
MOTION TO RESCIND 22
R - 44 22
MOTION FOR IMMEDIATE CONSIDERATION 22
R - 45 22
AMENDMENTS TO MOTIONS 23
R - 46 23
R - 47 23
R - 48 23
R - 49 23
R - 50 23
VOTING 23
R - 51 23
R - 52 23
R - 53 23
TIE VOTE ON AMENDMENTS - LOST 23
R - 54 23
TIE VOTE ON COMMITTEE MOTIONS - DEFEATED 24
R - 55 24
RECORDED VOTE 24
R - 56 24
R - 57 24
COMMITTEE OF THE WHOLE 24
R - 58 24
R - 59 24

R - 60 24
STUDENT TRUSTEES: MOTIONS AND VOTING 24
R - 61 24
R - 62 24
R - 63 25
SCHOOL ACCOMMODATION REVIEWS 25
R - 64 25
R - 65 25

BY-LAWS AND RULES OF ORDER
OF
THE DISTRICT SCHOOL BOARD OF NIAGARA

PREAMBLE

The following organizational and governing By-Laws of the District School Board of Niagara shall be observed for the order and dispatch of its business. Whenever the By-Laws are silent on an issue, the rules and practices of Bourinot's Rules of Order shall govern.

A. NAME, LOCATION AND JURISDICTION OF THE BOARD

A - 1 The name of the Board shall be "District School Board of Niagara" and it shall have such jurisdiction as is provided by the *Education Act* and the Regulations and amendments thereto.

A - 2 The head office of the Board shall be located at 191 Carlton Street in the City of St. Catharines, in the Province of Ontario.

B. SIGNING OFFICERS OF THE BOARD

B - 1 The officers of the Board shall consist of the Chair, the Vice-Chair, the Director of Education and Secretary of the Board (hereinafter referred to as the Chief Executive Officer or the Secretary or the Director of Education), and the Superintendent of Business -Treasurer (hereinafter referred to as the Treasurer). They shall have such duties and authority as are assigned to them by the *Education Act,* and Regulations and by the Board By-Laws, Policies and Administrative Procedures.

B - 2 SIGNING OFFICERS – GOVERANCE DOCUMENTS

The Board shall by resolution appoint by name the Chair of the Board or the Vice-Chair of the Board, and the Director of Education or the Treasurer as signing officers of the Board for matters concerning corporate governance, including without limitation, DSBN Board Minutes, DSBN Audited Financial Statements, Local Collective Agreements, real estate agreements of purchase and sale and real estate closing documents. In the Director of Education or Treasurer's absence, the Director may designate another supervisory officer to be a signing officer for

the Board.

B - 3 SIGNING OFFICERS – CHEQUE SIGNING

The Board shall by resolution appoint by name the Chair of the Board or the Vice-Chair of the Board, and the Treasurer as cheque signing officers of the Board. For the purpose of paying the accounts, the Board authorizes the use of automatic cheque signing equipment bearing the signature of the Chair and Treasurer of the Board.

B - 4 SIGNING OFFICERS – OPERATIONAL DOCUMENTS

The Board shall by resolution appoint by name, the Director of Education or the Treasurer as signing officers of the Board for operational matters concerning the day-to-day management of the Board as entrusted by the Board to staff through the Board's Director of Education under the *Education Act*.

C. BOARD SEAL

C - 1 The official seal of the District School Board of Niagara shall be located in the main vault of the Education Centre.

C - 2 The official seal shall be used only on documents to be signed by the officers of the Board or, if appropriate, by senior administrative officials of the Board.

C - 3 The Director of Education or a designate shall be responsible for affixing the seal of the Board to these documents which so require it.

C - 4 In every instance where the Board seal is used, its use shall be entered in the official seal register.

D. DUTIES OF BOARD CHAIR

D - 1 The Board Chair shall carry out those duties:
(a) as outlined in appropriate sections of the *Education Act* and the Regulations;
(b) as contained in the By-Laws of the District School Board of Niagara; and
(c) as are related to the position of a member of the Board.

D - 2 It shall be the duty of the Chair of the Board to preserve order.

D - 3 Should it be necessary for the Chair to leave the Chair to take part in any debate or discussion or for any other reason, the Chair shall call upon the Vice-Chair or in the Vice-Chair's absence, one of the members to fill the Chair's place until it is resumed. The Vice-Chair or any Board member temporarily occupying the Chair shall discharge all the duties

and enjoy all the rights of the Chair.

D - 4 The Chair of the Board shall sign all minutes approved by the Board.

E. DUTIES OF BOARD VICE-CHAIR

E - 1 The Board Vice-Chair shall:

(a) serve as Chair of Committee of the Whole;
(b) act in place of the Board Chair in the absence of the latter;
(c) serve in the Chair for specific duties as assigned from time to time by the Board Chair;
(d) carry out those duties as are related to the position of a member of the Board.

F. ORGANIZATION MEETING OF THE BOARD

F - 1 The order of business for the Organization Meeting is to elect the Chair and Vice-Chair of the Board and to pass the Signing Authority resolution and the Borrowing Authority resolution. In an election year, it will also ask for Trustees to make committee selections by Trustees submitting their committee preferences to the Director's Office, as outlined in By-Law L - 4, preferably by electronic submission. The Organization Meeting must be held within seven (7) days of the day on which the term of office of the Board commences, being within seven (7) days of November 15th of each year.

F - 2 At the time appointed for the meeting, the Chief Executive Officer shall call the meeting to order. In the absence of the Chief Executive Officer, the Director may designate another supervisory officer to act as presiding officer at the Organization Meeting.

F - 3 It shall be necessary for the conduct of business at the annual Organization Meeting that there be a quorum, which means more than half of the elected members of the Board present. Should there not be a quorum of Board members present at the annual Organization Meeting, then the said meeting of the Board shall be postponed for a period not exceeding seven days at the call of the Director or in their absence, by a decision of the designated supervisory officer selected by the Director.

F - 4 When a new Board has been elected the Secretary shall first read the returns of the elections of the members of the Board, as supplied by the clerk of the municipality. The Secretary shall further read a statement certifying that the newly elected members of the Board have filed their Declaration of Office with the Secretary.

F - 5 The Secretary shall name two scrutineers appointed for the election of the Chair

and Vice-Chair. At the request of a Trustee, or in response to a public invitation to apply, the Board may by majority vote, also approve the appointment of a disinterested external community member to serve as a third scrutineer for the election of Chair and/or Vice-Chair.

Where more than one external community member candidate submits or is submitted for the position of the third scrutineer, a candidate for third scrutineer will be chosen by lot.

All scrutineers must confirm that they will maintain the secrecy of the vote.

F - 6 ELECTION OF CHAIR

F - 6.1 NOMINATIONS

(i) The Secretary of the Board shall receive written nominations of members of the Board for the position of Chair and Vice-Chair.

(ii) Nominations shall be submitted to the Secretary of the Board from November 15th until 12:00 noon on the day of the Organization Meeting and may be submitted only by members of the Board.

(iii) The Secretary shall confirm with each nominee the nominee's acceptance of the nomination.

(iv) A Board member may be nominated for both Chair and Vice-Chair but, if elected as Chair, must either decline the position or withdraw from the ballot for Vice-Chair.

(v) A Board member may nominate only one member of the Board for each position. This includes the Board member making the nomination.

(vi) After nominations are closed, the Secretary will prepare separate ballots containing the names of the candidates for each position.

F - 6.2 VOTING

(i) Where there are two or more candidates for a position, a vote shall be held by secret ballot. The count on any vote shall not be declared.

(ii) The election of the Chair shall take place first. The person with a clear majority of the votes cast shall be the Chair until the next annual Organization Meeting and shall at once take the Chair and preside over the further conduct of the business of the meeting.

(iii) Should no candidate receive a clear majority of the votes cast (void ballots not being counted), the scrutineers shall announce the name(s) of the person(s) receiving the least number of votes, whose name(s) shall be dropped from the ballot.

(iv) Balloting shall continue until one member receives a clear majority of the votes cast.

F - 7 The election of the Vice-Chair shall proceed in the same manner as prescribed for the election of the Chair.

F - 8 In the event of the Chair or any other office becoming vacant for any reason, a new Chair or other officer as the case may require, shall be elected in the same manner as before provided.

F - 9 The Chair may indicate whether they wish to be addressed using a variant of "Chair".

G. REGULAR BOARD MEETINGS

G - 1 The regular meetings of the Board shall be held on

- the fourth Tuesday of each month in August, October, February, April and June; and
- the third Tuesday in November

Should any scheduled meeting fall on a statutory or civic holiday, the Board shall meet on the evening of the following day at the same hour, or as otherwise decided by the Board. The regular Board meeting, public session, shall commence at 6:00 p.m. and where Committee of the Whole, closed session is required, it shall commence immediately after the conclusion of the business of the regular Board meeting.

G - 2 The regular meetings of the Board shall be held at the Education Centre, unless otherwise decided by the Board.

G - 3 In the event of weather conditions which, in the judgment of the Chair, preclude the regular meeting of the Board, the meeting will be held on the next following Tuesday, with the regular Board meeting, public session, commencing at 6:00 p.m. and where Committee of the Whole, private session is required, it shall commence immediately after the conclusion of the business of the regular Board meeting.

G - 4 During the summer months of July and August, there shall be no regular Board meetings held, unless otherwise determined by Board motion.

G - 5 The regular Board meetings may be cancelled by resolution of the Board. It shall be the responsibility of the Secretary to notify all members of such cancellation.

G - 6 The Chair or the Vice-Chair of the Board, and the Secretary, shall be responsible for preparing an agenda for each meeting of the Board.

G - 7 The Secretary shall cause to have delivered or mailed a "BOARD AGENDA" and a copy of all reports (committee minutes or staff reports) to each member of the Board seven (7) business days prior to the meeting at which the same are to be considered. The "BOARD AGENDA" shall contain a brief notice of all such matters as may come regularly before the Board meeting and shall set out in full all notices of motion, where available at the time of the publication of the Board agenda.

G - 8 Until a member of the Board notifies the Secretary in writing of the member's official address, all notices or communication delivered or mailed to the member at the address set out in the member's nomination paper, shall be deemed to have been received by the member.

G - 9

(a) The Board will post the Board agenda with supplementary materials, where available at the time of publication of the Board agenda on the Board's website seven (7) business days prior to the Board meeting, exclusive of matters to be considered in Committee of the Whole - Closed Session, for access by the public.

(b) The Board meeting minutes, without supporting material, shall be posted on the Board's website once they are approved by the Board (exclusive of matters considered in a closed session).

(c) The Board will post the Committee meeting agenda with supplementary materials on the Board's website seven (7) business days prior to a Statutory Committee meeting, exclusive of matters to be considered in a Closed Session, for access by the public.

(d) The Board agenda (Regular meeting and Committee of the Whole) shall itemize all recommended motions, including recommendations from any Committee of the Board, where available at the time of publication of the Board agenda.

G - 10 The order of business for regular meetings of the Board shall be:

1. Acknowledgement of Traditional Territory
2. Call to Order and Noting of Members Absent

3. Declaration Of Conflict of Interest
4. Singing of O' Canada
5. Adoption of the Agenda
6. Approval of Board Minutes
7. Delegations
8. CEO Report to Board
9. Business of the Board
10. Staff Reports to Board
11. Questions Asked of and by Board Members
12. Correspondence and Communications
13. Future Meetings
14. Committee of the Whole (when required)
    (a) Motion to Move to Committee of the Whole (Closed Session)
    (b) Motion to Return to Open Board (Public Session)
15. Ratification of Business Conducted in Committee of the Whole (when required)
16. Ratification of Business Conducted in this Regular Meeting
17. Adjournment

G - 11 Prior to adjourning each Regular Meeting of the Board, the Board shall consider the following motion:

> "THAT THE BUSINESS TRANSACTED BY THE BOARD OF TRUSTEES AT ITS MEETING HELD [insert date of current meeting] BE NOW RATIFIED BY THE BOARD.
>
> THAT THE CHAIR AND PROPER OFFICIALS OF THE DISTRICT SCHOOL BOARD OF NIAGARA ARE HEREBY AUTHORIZED AND DIRECTED TO DO ALL THINGS NECESSARY TO GIVE EFFECT TO THE BUSINESS AS DECIDED BY THE BOARD OF TRUSTEES THIS DAY."

G - 12 No variation in the foregoing order of business shall be permitted unless two-thirds of the members present vote in favour thereof, the vote to be taken without debate.

G - 13 The Director of Education shall meet with the Chair and Vice-Chair to review and plan the Board meeting agenda.

H. ATTENDANCE

H - 1 The attendance and absence of Board members at Board meetings shall be noted and recorded. In all cases, members attending by electronic means where permitted under the *Education Act* and its Regulations and the Board By-Laws,

Policies and Administrative Procedures shall be deemed to be present and will be included for the purpose of calculating quorum.

H - 2 Board members who are absent from three (3) consecutive meetings must ensure their absences are authorized by Board resolution and entered with the Minutes in compliance with the *Education Act.*

I. CONFLICT OF INTEREST

I - 1 All business of the District School Board of Niagara shall be carried out by Board members in compliance with the *Education Act* and the *Municipal Conflict of Interest Act*.

J. INAUGURAL MEETING OF THE BOARD

J - 1 In each municipal election year, at the November Board meeting, the following meetings will be held:

(i) **Organization Meeting** at 6:00 p.m. – for order of business as set out in By-Law F-1 and the Declaration of Office

(ii) **Inaugural Meeting of the Board** at 6:30 p.m. – for the regular Board meeting, public session

(iii) **Committee of the Whole**, private session, where required, will commence immediately after the conclusion of the business of the regular Board meeting,

unless otherwise determined by Board motion.

K. SPECIAL BOARD MEETINGS

K - 1 Subject to paragraph K - 2, special meetings of the Board shall be held at the written request of five members. The written notice of a special meeting shall state all business to be transacted or considered at the meeting and no other business shall be considered unless all the members of the Board are present and agree. At least 48 hours notice of every special meeting shall be given to each member of the Board.

K - 2 Special meetings of the Board shall also be held at the call of the Chair. The notice of a special meeting shall state all business to be transacted or considered at the meeting and no other business shall be considered unless all the members of the Board are present and agree.

K - 3 The agenda of the meeting shall be given to each member at the commencement of the meeting.

L. STATUTORY COMMITTEES

L - 1 Trustees are elected to a four (4) year term of office on the Board. At the start of the term and approximately two (2) years into the term of office there will be opportunities to change Trustee membership on Statutory Committees, save and except for the Special Education Advisory Committee (SEAC), which requires a four (4) year term commitment.

(a) At the Organization Meeting in an election year the Trustees will submit their committee preferences to the Director's Office and, thereafter, the Director and the Nominating Committee (as set out in By-Law L-4) of the Board will meet to consider the preferences submitted and then to assign Trustees to serve on Statutory Committees. The selection of Committee Chairs will occur in accordance with By-Laws O - 23 and O - 24.

(b) Nineteen (19) months after the newly elected Trustees take office, the Trustees shall again submit their committee preferences to the Director's Office by the first Board meeting in June and, thereafter, the Director and the Nominating Committee (as set out in By-Law L-4) of the Board will meet to consider the preferences submitted and then to assign, in draft, the Trustees to serve on Statutory Committees effective September 1st of that same year. The Nominating Committee shall circulate a draft of the Committee assignments prior to the Nominating Committee's final approval of committee assignments. The selection of Committee Chairs will occur in accordance with By-Laws O-23 and O - 24.

(c) All Trustees will be notified of the date and time of and are invited to attend the meeting of the Nominating Committee.

L - 2 Statutory Committees are committees prescribed by provincial legislation and include: Audit Committee, Director's Performance Appraisal Committee, Special Education Advisory Committee, Supervised Alternative Learning Committee, and Parent Involvement Committee.

L - 3 Intentionally omitted.

L - 4 The membership of the Nominating Committee shall be comprised of the Chair, the Vice-Chair and two Board members selected at large by the Chair. The mandate of the Nominating Committee is to receive each Board member's preference for committees, preferably electronically, and subsequently assign the Trustees to committees as set out in By-Law L-1.

L - 5 In assigning Board members to committees, the Nominating Committee shall have

due regard for such things as:

- the need for continuity of representation from year to year;
- the legal requirements for Statutory Committees;
- the balance of workload and time commitments; and
- the experience and preferences of the Board members.

L - 6 There shall be the following committees of the Board with each Board member required to sit on two (2) Statutory Committees.

Statutory (s. 253.1 & Reg. 361/10)	• Audit Committee.....	3 Board Members
Statutory (Reg 83/24)	• Director's Performance Appraisal Committee (DPAC).....	5 Board Members
Statutory (s. 57.1 & Reg. 464/97)	• Special Education Advisory Committee (SEAC).....	2 Board Members plus 2 appointed Board Member Alternates (this is a legislated four (4) year term)
Statutory (Reg 374/10)	• Supervised Alternative Learning Committee (SAL).....	1 Board Member
Statutory (Reg. 612/00)	• Parent Involvement Committee.....	2 Board Members
Statutory - Ad Hoc (s. 311.3(10))	• Ad Hoc Student Discipline Committee.....	3 Board Members (legislated minimum)
	• Student Trustee Senate.....	3 Student Trustees (one of which shall be an Indigenous Student Trustee)

L - 7 The committee responsibilities of the incoming Chair shall be assumed by the outgoing Chair, save and except if the incoming Chair was the Board member assigned to serve on the Special Education Advisory Committee (SEAC), then the incoming Chair will remain on the SEAC for the balance of the Board's four (4) year term.

L - 8 The Education Foundation of Niagara (EFN) is a separate incorporated charitable organization and not a committee of the Board. The DSBN will appoint up to three (3) Trustees of the Board to sit as non-voting members of the EFN Board with the

understanding such service is over and above a Trustee's obligation for involvement in Board committee work.

L - 9 Committee assignments shall be approved by the Board at either the Inaugural Meeting or nineteen (19) months after the election of the new Board in an off election year at the last Board meeting in June.

L - 10 The Board shall then appoint its representative to outside agencies, boards and commissions to serve the same term as cited in By-Law L - 9, unless otherwise required.

L - 11 Specific meeting dates for Statutory Committees shall be scheduled on a regular basis as determined by the Board.

L - 12 Special meetings of such committees may be arranged at the call of the Chair of the committee.

M. COMMITTEE OF THE WHOLE BOARD

M - 1 The meetings of the Board and the committees of the Board (including the Committee of the Whole), shall be open to the public except where the members present determine in accordance with the *Education Act* that certain matters on the agenda of meetings of the Board or on a committee of the Board shall not be open to the public. These matters shall be dealt with in private session of the Committee of the Whole.

M - 2 Only Board members, Student Trustees, requested administration officials and invited guests shall be in attendance at the private sessions of Board meetings and the private sessions of Board committee meetings. A Student Trustee is not entitled to be present at a meeting that is closed to the public under subsection 207(2)(b) of the *Education Act* which states that, A meeting of a committee of a Board, including a Committee of the Whole Board, may be closed to the public when the subject matter under consideration involves 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 their parent or guardian.

M - 3 The following matters shall not be raised in a regular open meeting of the Board and in committee may be considered in private session:

(a) The security of the property 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 their parent or guardian;

(c) The acquisition or disposal of a school site;
(d) Decisions in respect of negotiations with employees of the Board; or
(e) Litigation affecting the Board; or
(f) Where the subject-matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.

M - 4 The Committee of the Whole, upon conclusion of its business, shall, on motion duly passed, rise and report immediately to the Board.

M - 5 The Board shall then consider the motion - "THAT THE BUSINESS TRANSACTED BY THE COMMITTEE OF THE WHOLE BE NOW RATIFIED BY THE BOARD"; and, provided that such motion is passed by a majority of the Board, the transactions of the Committee of the Whole shall form the properly minuted record.

M – 6 Where a Board member attends a private (closed) session of a Board or Committee meeting (including Committee of the Whole Board) electronically, the Board member shall affirm the following:

(a) They are participating in the Closed Session in a private room without anyone else present and where no one else can hear the discussion and deliberation of the Board; and
(b) They are not recording or capturing the Closed Session.

N. AD HOC COMMITTEES AND SPECIAL COMMITTEES OF THE BOARD OF TRUSTEES

N - 1 Ad Hoc Committees and Special Committees of the Board of Trustees have either a membership made solely of members of the Board of Trustees or a composition where at least fifty percent (50%) of the Ad Hoc Committee or Special Committee are also members of the Board of Trustees.

N - 2 Ad Hoc Committees of the Board of Trustees are appointed for a specific purpose or task, which cease to exist upon completion of such purpose or task.

N - 3 The Board may, from time to time, appoint Special Committees of the Board of Trustees as it deems necessary. Such Special Committees of the Board of Trustees shall be appointed by resolution of the Board and each shall receive terms of reference from the Board.

N - 4 Items which have been referred to an Ad Hoc Committee of the Board of Trustees may only be placed on the agenda after consultation with the committee.

N - 5 Every member who introduces a motion upon any subject which shall be referred

to a Special Committee of the Board of Trustees shall be a member of that committee.

N - 6 In contrast, a task force or fact-finding group or an ad hoc committee (that does not meet the definition in N-1) may be established as a working committee under the supervision and chair of administrative staff. Such groups always meet in private unless they agree to meet in public and are not governed by the *Education Act* or the Board By-Laws.

O. BOARD COMMITTEES

O - 1 All committees shall be appointed by the Board. Members of the Board may volunteer or be asked to serve on any committee.

O - 2 Unless otherwise stated in the terms of reference for each committee, committees of the Board are only empowered to make recommendations to the Board.

O - 3 All committee recommendations must be presented to the Board for ratification or rejection. Committee recommendations will be recorded in the Committee minutes and provided to the Board no later than at the meeting where the Committee recommendations are being considered.

O - 4 Unless otherwise prescribed by statute or regulation thereto, each committee with the exception of Committee of the Whole shall consist of a specific number of members, not including the Chair of the Board, but may at no time comprise of fifty percent or more of the membership of the Board.

O - 5 All committee reports, documents and communications are the property of the Board.

O - 6 A committee report to the Board may indicate where a committee recommendation is not unanimous.

O – 7

(a) All Board members who are not official members of a Statutory Committee as listed in By-Law L – 6 may attend all or any committee meetings in the capacity of an observer or to participate in discussions but, if in attendance, the observing Trustee shall not be counted in arriving at quorum, shall not move any motions, and shall not be allowed to vote.

(b) Notwithstanding (a), a Board member assigned to a Statutory Committee may designate an alternate Board member as a replacement voting member in

their absence in accordance with Board Policy A-2 (Attendance at Board and Committee Meetings) for the purpose of arriving at a quorum, and such designated alternate shall be allowed to vote.

(c) Furthermore, notwithstanding (a), all Board members who are not official members of the Special Education Advisory Committee may attend any Special Education Advisory Committee meetings in the capacity of an observer but, if in attendance, shall not participate in discussion, shall not be counted in arriving at quorum, shall not move any motions, and shall not be allowed to vote.

O - 8 The Chair of the Board shall be an ex-officio member of all committees. Where the Chair of the Board is sitting on a committee as ex-officio member, the Chair of the Board shall not be counted in arriving at quorum or allowed to vote unless acting as a designated alternate. However, where the Chair of the Board has been appointed to a committee of the Board, the Chair shall be an active member of the committee and shall be counted in arriving at quorum and shall be allowed to vote.

O - 9 It is the policy of the Board that meetings of the committees of the Board shall be open to the public except:

(a) Committee of the Whole Board
(b) Finance Committee when it is considering the lease or acquisition of property
(c) Ad Hoc Student Discipline Committee
(d) Audit Committee when it is considering a matter permitted under section 207 of the *Education Act*
(e) Other committees as designated from time to time by the Board.

O - 10 Reports of all committees (i.e. Committee minutes) shall be reviewed by the committee Chair with the staff lead and then shall be printed before being presented to the Board, and shall contain the names of the members of such committee present at the meetings at which such reports (i.e. Committee minutes) were adopted, and if a meeting of any committee is called at which a quorum is not present, the Chair of such committee, or in the Chair's absence, the Secretary of the Board (Director of Education), shall report the fact to the Board at the next meeting with the names of the members present.

O - 11 A minority of any committee may have a Minority Report presented by the Chair of the committee in the same manner as the Majority Report is presented.

O - 12 No verbal report from any committee shall be received or discussed except with the consent of the Board.

O - 13 The rules of the Board shall be observed in all meetings of committee, so far as applicable, subject to the exceptions allowed for the Committee of the Whole.

O - 14 Meetings of any committee may be called by the Chair thereof whenever the Chair shall consider it necessary to do so and shall be called by the Chair thereof whenever a request is made in writing to do so by three members thereof, or by the Chair of the Board.

O - 15 Every meeting of a committee shall be called by a notice mailed or emailed (to the member's DSBN email address) by the Secretary of the committee to reach each Board member seven (7) business days before such meeting.

O - 16 A meeting of any committee may also be held upon any notice given by the Chair thereof publicly at any meeting of the Board.

O - 17 Whenever all the members of any committee are present at any one time and place, they may agree, without any notice, to constitute themselves a meeting of the committee.

O - 18 A majority of the members of the committee will constitute a quorum.

O - 19 The Chair of a committee or in the Chair's absence a member of the 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.

O - 20 Unless there is a quorum present within fifteen minutes after the time appointed for any committee meeting, or when a committee adjourns for want of a quorum, the Secretary, shall then record the names of the members present and, if adjourned, the time of adjournment and the names of the members then present, and the committee shall stand adjourned.

O - 21 No recommendation will be recognized as emanating from any committee unless it is in writing and is recorded in the committee minutes.

O - 22 No committee shall for any purpose whatever exceed any budgetary appropriation made to it, nor transfer moneys from one appropriation to another without the approval of the Board, nor shall a committee expend moneys appropriated to any one purpose for any other purpose without the approval of the Board.

O - 23 Committee meetings shall be scheduled on a regular basis. At the first meeting of the new year of each committee, a Chair shall be elected from among the committee members. The committee Chair shall report to the Board on any

recommendations made by that committee.

O - 24 A member of senior administration shall call the first committee meeting, preside over the election of the Chair, and be responsible for the agenda preparation and general operations of the respective committee.

P. MINUTES OF MEETINGS

P - 1 The Director of Education shall be responsible for keeping a full and correct record of the proceedings of every meeting of the District School Board of Niagara, in the official Minute Books provided for that purpose by the Board and ensuring that the Minutes, when confirmed, are signed by the Chair or presiding member.

Q. AMENDMENT OF BOARD BY-LAWS

Q - 1 It shall be the requirement of the Board to review, from time to time as may be required, the By-Laws and to revise them in accordance with changes to the *Education Act* and Regulations and for improvement in Board operations.

Q - 2 No amendment, alteration or addition to the By-Laws shall be made unless written recommendation setting forth the proposed amendment, alteration or addition is given after consideration of the change at a Governance Committee meeting previous to that Board Meeting at which the same comes up for consideration and unless confirmed by two-thirds vote of all the members of the Board.

Q - 3 All words in these By-Laws in the singular shall, when the context so requires, include the plural.

Q – 4 The CEO may make administrative or editorial revisions to the Board By-Laws and Rules of Order and to Board Policies including:

- correction of grammatical, typographical, formatting, or numbering errors;
- updates to position titles, department names, organizational structures, and contact information;
- revisions to terminology, nomenclature, legislation citations, document references, hyperlinks, forms, or cross-references;
- changes required to maintain consistency within the Board By-Laws and Rules of Order and approved Board policies; and
- housekeeping changes that do not materially affect the authority, responsibilities, or substantive requirements established by the Board By-Laws and Rules of Order or Board Policies.

Administrative or editorial revisions to the Board By-laws and Rules of Order or

Board Policies will be presented to Trustees for information at the next Board meeting. The requirements for prior notice and confirmation by two-thirds vote as set out in By-Law Q-2 do not apply. The revisions shall take effect immediately upon receipt by the Board.

R. RULES OF ORDER

NOTE: In all cases not provided for by these rules, the rules and practice of "Bourinot's Rules of Order" shall govern so far as applicable.

QUORUM REGULAR MEETINGS

R - 1 All regular meetings of the Board shall be open to the public.

R - 2 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. In all cases, members attending by electronic means where permitted under the *Education Act* and its Regulations and the Board By-Laws, Policies and Administrative Procedures shall be deemed to be present and will be included for the purpose of calculating quorum.

R - 3 Should there be no quorum present within fifteen (15) minutes after the time appointed for the meeting, the Secretary shall record the names of those members present and the Board shall forthwith stand adjourned until the next regular or special meeting.

R - 4 When a quorum is no longer in attendance at the Board Room no business can be legally transacted and it shall be the responsibility of the presiding Chair and the Secretary to note the lack of a quorum and, if necessary, have the fact recorded in the minutes.

R - 5 The Board shall not remain in session later than 11:00 p.m. unless so determined by a vote of two-thirds of the members present to extend the time for completion of business.

DELEGATIONS

R - 6 Delegations wishing to appear before the Board will give notice in writing addressed to the Secretary. Such notice shall state the purpose of the delegation and the name of the spokesperson.

R - 7 Such notice shall be in the hands of the Secretary on or before 12:00 noon five (5) business days prior to the Board meeting which the delegation wishes to attend. Before acceptance is granted, the Secretary shall confer with the Chair or the Vice-

Chair to agree on the urgency of the request and the manner of effecting the necessary arrangements.

R - 8 Unless otherwise determined, delegations will be received by the Board at approximately 8:00 p.m. Presentations by delegations shall normally be for a maximum of five minutes. Permission of the Chair of the meeting shall be required to extend this time period.

R - 8.1 Delegations shall speak only once to a particular topic (purpose). Subsequent requests may be accepted as a written submission.

R - 8.2 To reduce the possibility of any misunderstanding, written copies of presentations must be received by the Director's Office by noon two (2) business days prior to the Board meeting which the delegation wishes to attend. Failure to do so would result in not speaking at that Board meeting.

PROCEDURE FOR CHAIR OF THE MEETING

R - 9 The Chair of the Board, or in the Chair's absence, the Vice-Chair shall preside at all meetings of the Board. The Chair shall call the meeting to order at the hour appointed and shall preserve order and decorum and decide upon all questions of order, and shall cause the Secretary, or the Secretary's designate, to record the names of all members present and absent.

R - 10 In the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, the Board shall choose a Chair pro-tempore as soon as a quorum is present.

R - 11 The Chair pro-tempore so chosen shall preside only until the Chair or Vice-Chair arrives and the immediate business at hand is completed.

R - 12 Similar procedure shall be followed in the case of the absence of the Secretary or the Secretary's designate.

RULINGS ON POINTS OF ORDER

R - 13 When the Chair is called upon to decide a point of order or practice, the Chair shall, before deciding, state the rule applicable to the case and may give reasons for the decision.

R - 14 The ruling of the Chair shall be final, subject only to an appeal to the Board by a member. The question of whether the Chair's decision shall be sustained shall then be put by the Secretary and decided without debate. To overrule a decision by the Chair, it shall be necessary that two-thirds of the members present vote in

favour thereof.

DEMEANOUR OF BOARD MEMBERS

R - 15 Any member desiring to speak shall indicate by up-raised hand and upon recognition by the Chair who shall call the member by name, the member may then, but not before, address the Chair.

R - 16 When a member is speaking, no other member shall pass between the speaker and the Chair.

R - 17 When two or more members attempt to speak at the same time, the Chair shall name the member who is to speak.

R - 18 Every member shall confine themselves to the question in debate and shall avoid all discourteous language and indulging in personalities.

R - 19 No member shall be interrupted while speaking except when called to order by a member for transgression of the Rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair. A member so interrupting shall speak to the point of order or in explanation only.

R - 20 A member who is called to order by the Chair 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 Chair shall be overruled only by a two-thirds vote of the members present in favour thereof. If there is no appeal, the decision of the Chair shall be final. No member shall reflect upon any vote of the Board except for the purpose of moving that such vote be rescinded.

R - 21 No member shall use offensive words in the Board Office or against the Board or any member thereof. No member shall use offensive words in Board proceedings or on Board premises.

R - 22 Any member who resists the rules of the Board, disobeys the decision of the Chair or of the Board on points of order, or makes any disorderly noise or disturbance may, unless the member makes apology, be ordered by the Chair to leave the Board Room for the remainder of the meeting, and in case of refusal to do so, may, on the order of the Chair, be removed from the Board Room and Board Office by a police officer.

DEMEANOUR OF PUBLIC

R - 23 No person, other than a member of the Board, shall be allowed to address the Board without permission of the Chair.

R - 24 The Chair or presiding officer may expel or exclude from any meeting, any person who, in the Chair's discretion, has been guilty of disorderly conduct, or causing a disturbance, or discourteous behaviour, or improper conduct at the meeting. If the person refuses or fails to leave the meeting upon a request to do so, the person will be removed from the Board Room and Board Office by a police officer.

MOTIONS

R - 25 Every motion shall be seconded and shall be disposed of by a vote of the Board.

R - 26 Any member may request the motion under discussion to be read at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to the question.

R - 27 After a motion is read it shall be deemed to be in possession of the Board and may be withdrawn at any time before the vote is taken.

R - 28 A member may read a motion and after it is seconded, speak to it.

R - 29 No motion or amendment, shall be debated to put to a vote unless the same is in writing and seconded, except that, formal motions to adopt reports, to refer, to postpone, to table, to call the question, to file, to go into Committee of the Whole, to rise and report, adjourn, or such as the Chair shall not so require, may be made verbally.

R - 30 No member, unless strictly in explanation, shall, without leave of the Chair, speak more than once upon any question or motion, except the proposer of a substantive motion who shall be permitted to reply.

R - 31 No member shall speak longer than five minutes on the same question, without leave of the Chair.

SPLITTING MOTIONS

R - 32 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.

TYPES OF MOTIONS

R - 33 When a motion is under debate, the only motion in order shall be: (a) to adjourn, (b) to table, (c) to call the question, (d) to postpone, (e) to refer, (f) to amend, which shall have precedence in the order above named, and the first, second and

third shall be decided without debate.

R - 34 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.

MOTION TO ADJOURN

R - 35 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.

R - 36 No second motion to adjourn shall be made until some business shall have been transacted after the first motion has failed.

R-36.1 No motion to adjourn is required to close a meeting at the end of the Agenda. When all the business and purposes of a meeting have been attended to under the Agenda and the Chair is satisfied there is no other business that should be dealt with, they simply announce that the meeting is closed.

MOTION TO TABLE

R - 37 A motion to table only, is not debatable; but a motion to table with any other condition is subject to debate and amendment.

R - 38 When a question has been tabled, it shall not be taken up again at the same meeting, except by a vote in favour thereof by two-thirds of the members present.

TIE VOTE ON MOTIONS - DEEMED TABLED

R - 39 In all cases where a vote is taken on a motion, and there is with the Chair's vote, a tie, the motion shall be deemed to be tabled for a period of time not to exceed three months. In the event that a motion is deemed to be tabled it may be lifted in any subsequent meeting during the three month period by a simple majority. In the event that a motion is deemed to be tabled and is not lifted in a subsequent meeting during the three month period, then it shall automatically be lifted at the end of the three month period.

MOTION TO CALL THE QUESTION

R - 40 The motion to call the question shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: - "SHALL I CALL THE QUESTION?"

If adopted, the Chair shall at once proceed to call the question, first calling any amendments pending, to the vote of the Board.

MOTION TO POSTPONE

R - 41 A question having been postponed indefinitely shall not be taken up again at the same meeting.

MOTION TO RECONSIDER

R - 42 A motion to reconsider can only be applied to defeated motions or motions that have failed. Any motion that has failed (except one of indefinite postponement) may be reconsidered at the same meeting without the need for prior notice, or at any meeting held thereafter provided any Board member shall give notice to that effect in writing at a previous meeting. A motion to reconsider is passed by a vote of at least two-thirds of the Board members present and voting. If the motion to reconsider fails, a motion to reconsider that same failed earlier main motion cannot again be entertained during the current calendar year or within a period of four (4) months from the failed motion to reconsider, whichever is the lesser, unless approved unanimously by the Board members present and voting.

R - 43 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. A motion to reconsider is a two step process. The first step requires the Board members to vote on whether or not the motion in question should be reconsidered. If the motion to reconsider is adopted by a vote of at least two-thirds of the Board members present and voting, then the Board members proceed to the second step. The second step is to debate and vote again on the main question being considered. The vote on the main question must be passed by a majority vote of the Board members present and voting.

MOTION TO RESCIND

R - 44 Motions adopted by the Board can be rescinded at any subsequent meeting, provided a notice to this effect in writing is given at a previous meeting. A notice to rescind is adopted by a vote of at least two-thirds of the Board members present and voting.

MOTION FOR IMMEDIATE CONSIDERATION

R - 45 Petitions and communications on any subject within the purview of a committee shall be referred by the Chair to the proper committee without motion, but the Board may, if two-thirds 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.

AMENDMENTS TO MOTIONS

R - 46 After a resolution 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.

R - 47 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.

R - 48 All amendments shall be put in the reverse order in which they have been moved.

R - 49 Every amendment submitted shall be in writing and be decided upon or withdrawn before the main question is put to a vote and if the vote on an amendment(s) is decided in the affirmative the main question as amended shall be put to a vote.

R - 50 After the Chair has put a question to vote, there shall be no further debate and no member shall walk across or out of the room or make any noises or disturbances. The decision of the Chair as to whether the question has been finally put shall be conclusive.

VOTING

R - 51 No member of the Board or a member of a committee shall have more than one vote as Chair of the committee, or otherwise either at Board meetings, committee meetings or Committee of the Whole.

R - 52 In all cases where a vote is taken by a committee on any motion or amendment, and there is with the Chair's vote, a tie, the motion or the amendment as the case may be shall be declared lost.

R - 53 Every member present at a meeting of the Board, or at a committee when a question is put, including the Chair, shall vote thereon unless prevented by statute or excused by the Chair.

TIE VOTE ON AMENDMENTS - LOST

R - 54 In all cases where a vote is taken on any amendment, and there is with the Chair's vote, a tie, the amendment shall be declared lost.

TIE VOTE ON COMMITTEE MOTIONS - DEFEATED

R - 55 In all cases where a vote is taken by a committee on any motion or amendment and there is with the Chair's vote, a tie, the motion or amendment shall be declared lost.

RECORDED VOTE

R - 56 The Trustees voting "in favour" or "opposed" shall not be recorded upon any question unless requested by at least one member, and such request must be made before the Chair calls upon the members to vote upon the same.

R - 57 All ordinary votes at meetings shall be taken by show of hands, and the result shall be declared by the Chair, but if the Chair's declaration be questioned, the members voting shall rise and stand until they have been counted.

COMMITTEE OF THE WHOLE

R - 58 In addition to the provisions specified in the Order of Business, the Board may resolve itself into Committee of the Whole upon any matter brought under its consideration and such committee meetings may be closed.

R - 59 All rules of the Board shall be observed in Committee of the Whole so far as applicable except that no motion shall be required to be seconded; no motion for the previous question or for adjournment shall be allowed (excepting as under the Rule establishing a time limit for meetings), the Trustees voting "in favour" or "opposed" shall not be recorded, and the number of times of speaking on any question shall not be limited.

R - 60 In Committee of the Whole a member may move that the committee rise, and report progress and this question shall be decided without debate.

STUDENT TRUSTEES: MOTIONS AND VOTING

R - 61 The District School Board of Niagara shall have three (3) Student Trustees, one of which shall be an Indigenous Student Trustee. A Student Trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.

R - 62 A Student Trustee is entitled to require that a matter before the Board or one of its committees on which the Student Trustee sits be put to a recorded vote and in that case, there shall be,

(a) a recorded non-binding vote that includes the Student Trustee's vote; and

(b) a recorded binding vote that does not include the Student Trustee's vote.

R - 63 A Student Trustee is not entitled to move a Motion but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the Student Trustee sits, and if no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

SCHOOL ACCOMMODATION REVIEWS

R - 64 In situations where the Board is considering closure of a school, the Board will endeavour to provide certainty and finality in its decision-making.

R - 65 Delegations on school closures will not be permitted to address the Board on the same night a decision is scheduled to be made by the Board on whether or not a school will be closed. However, delegations will be permitted in accordance with the Board's Rules of Order (Rules 6 to 8) at prior meetings and/or heard at a Special Meeting of the Board held to receive community input on that specific issue.