

School District #62 (Sooke)

SCHOOL BOARD MEETINGS	No.: A-400
	Effective: Jan. 13/81 Revised: Apr. 26/83; May 24/88; Nov. 13/90; Oct. 26/93; Dec. 8/98; Jan. 19/15 Reviewed: Jan. 19/15

PROCEDURAL REGULATIONS

Regular meetings will be held each month on the **fourth** Tuesday except in the months of July and August and December, when one meeting may be held at the call of the Chair. A consent of the majority of Trustees is required for cancellation of a regular meeting.

As per Section 66 of the *School Act*, a **quorum of the Board** is a majority of the trustees holding office at the time of the meeting of the Board.

In camera meetings of the Board (closed to persons other than trustees and officers of the Board) shall begin at 6:00 p.m. in the Board Office at 3143 Jacklin Road, Victoria, BC, unless otherwise stated in the notice of meeting. Public meetings of the Board (open to the public) shall begin at 8:00 p.m. in the Board Office, unless otherwise stated in the notice of meeting. These meetings shall adjourn not later than 11:00 p.m. except by majority vote of trustees in attendance.

A **special meeting** of the Board may be called by the Chairperson or, upon written request of a majority of the trustees, by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. Notice of the special meeting shall be sent to all trustees and the Superintendent of Schools by the Secretary-Treasurer and the purpose or purposes of the meeting shall be stated. Notice for a special meeting shall normally be a minimum of 48 hours unless the matter is considered to be an extremely urgent one. School Board meetings shall be conducted in accordance with Roberts Rules of Order.

A **special meeting** of the Board will either be:

1. An **open special meeting**, in which case if an in-camera session is held, any motions arising will be passed during the open session. (The minutes of such meetings, shall be available as outlined in Section 72 of the School Act), or
2. A **closed special meeting**, which shall be attended only by trustees, executive officers and persons specifically designated by the Board. Circulation of the minutes of closed special meetings shall be restricted to trustees, executive officers and the Ministry of Education.

Unless otherwise determined by the board, the following matters shall be considered in closed session:

- (a) salary claims and adjustments and consideration of requests of employees and board officers with respect to collective bargaining procedures;
- (b) accident claims and other matters where board liability may arise;
- (c) legal opinions respecting the liability or interest of the board;
- (d) the conduct, efficiency, discipline, suspension, termination or retirement of employees;

- (e) medical reports;
- (f) matters pertaining to individual students including the conduct, discipline, suspension or expulsion of students, truancy and indigent students;
- (g) staff changes including appointments, transfers, resignations, promotions and demotions;
- (h) 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;
- (i) lease, sale or exchange of real property prior to finalization thereof;
- (j) matters pertaining to the safety, security or protection of board property;
- (k) such other matters where the board decides that the public interest so requires.

The chairperson or other member presiding at a meeting may expel from the meeting a person, other than a trustee, who the chairperson or other member presiding at the meeting considers guilty of improper conduct. [SA s.89(1)] A majority of the trustees present at a meeting of the board may expel a trustee from the meeting for improper conduct. [SA s.89(2)]

The Secretary-Treasurer must be present at the time a decision of the board is rendered and must record any decision. If the Secretary-Treasurer is unavailable to attend the meeting or if the meeting concerns the work performance of the Secretary-Treasurer, a designate will be appointed [S. 88 (3) & (4)].