

- 6) The election of the chairperson and vice-chairperson will be decided by a majority of the board vote (i.e. one receiving four (4) or more votes will be elected).

In the event that a majority vote is not reached, the person receiving the lowest number of votes will be dropped and the balloting will continue until a majority of the board is reached. This could only occur if three (3) or more candidates are running for one position and all Trustees are present at the meeting.

- 1) After the first or inaugural meeting of the school board, the school board shall hold regular legislative meetings typically on the second and fourth Mondays throughout the school year as per a meeting schedule established by the end of May of the preceding year and posted on the Interlake School Division website.

Meetings are held in the school division administrative building located at 192-2nd Avenue North Stonewall, Manitoba beginning at the hour of seven (7) o'clock in the p.m. or at such other times and places that the Board may from time to time designate.

During the months of July and August of each year there will not be any regular school board meetings, unless the school board determines otherwise by majority vote of the board.

In the event the date scheduled for a regular board meeting is a holiday or has been cancelled, the cancelled regular school board meeting so affected shall be held on the next business day, unless otherwise designated by the school board.

- 2) The school board shall not remain in session later than ten o'clock p.m., unless it is otherwise

commencement of the meeting, the meeting shall stand adjourned, and the secretary-treasurer shall enter into the record the names of those members present.

- 9) “An act or proceeding of a school board that is not done or taken at a regular or special meeting of the school board is not valid or binding on any person affected thereby.” **[Section 35 P.S.A.]**
- 10) Where the school board has not made a rule for governing a particular proceeding, the 1915

Motions

- 1) All motions may be put in writing and seconded before being stated by the chairperson, after which they shall be disposed of by vote of the school board, unless the mover and seconder **withdraw it**.
- 2) To begin a motion, "I move that" is the correct phrase to use.
- 3) An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment shall be entertained. An amendment can only modify a motion, not change the intent of the motion.
- 4) A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the school board is voting on another question or while a trustee is addressing the school board.
- 5) A motion for preapproval

Date Adopted:
Date Reviewed:

“In-Camera”

- 8) By a vote of the majority of the members present, the school board may resolve itself into "Committee of the Whole In-Camera" for the purpose of discussing personnel disciplinary and competency matters, student discipline, salary or service negotiations, staff performance appraisals, sick leave, or legal strategy before the school board.

Trustees and senior administration present will not disclose the proceedings under any circumstances of an “In-Camera” session meeting to the public, unless a resolution permitting disclosure is passed at the meeting.

- 9) The rules of procedure of the board shall be observed in committee of the whole in-camera, so far as applicable. No decision of the school board shall be made while in Committee of the Whole In-Camera, and no minutes shall be recorded.
- 10) When the school board chooses to go to committee of the whole in-camera, the vice-chairperson of the school board shall preside.

- 13) Distribute voting ballots to trustees. If there are more than two candidates and if there is no clear majority of the board on the first ballot, the trustee polling the least votes will be dropped from the list and a second ballot cast.
- 14) Scrutineers will report the results.
- 15) By motion, voting ballots are destroyed.
- 16) Secretary-Treasurer relinquishes chair to newly elected board chairperson.
- 17) The board shall appoint trustees to sit as members of the various committees.
- 18) Nominations for chairperson of each standing committee will then be called for in turn.
- 19) The board shall appoint an auditor according to 41 (8) of The Public Schools Act.
- 20) The board shall determine trustee cheque signing authorities.
- 21) Review the procedural by-law.
- 22) Adjournment.

The board may meet in a committee of the whole in-camera prior to the start of a regular meeting if there are agenda items for the purpose of discussing personnel disciplinary and competency matters, student discipline, salary or service negotiations, staff performance appraisals, sick leave, or legal strategy before the board. The regular board meeting will commence at 7:00 p.m. as follows:

9. Committee Reports

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- 2) After following the procedures set out in [Administrative Procedure 1020 Dispute Resolution](#), a resident elector of the school division shall have the right to be placed on the agenda of a regular board meeting to be heard under "Delegations". Requests to be heard under "Delegations" shall be received one week prior to a regular board meeting. Requests shall provide the secretary-treasurer or superintendent, with the purpose for the delegation or the issue to be discussed for inclusion in the agenda package and shall identify a spokesperson whom the chairperson can address, and to whom correspondence can be forwarded. Upon receipt of a delegation request, the Superintendents' Department will consult with the Board Chair. During a presentation by a delegation, the school board will only ask questions for clarification.
- 3) The delegation will be heard for information purposes only. In the event a decision of the school board is required, the matter shall be postponed to the next regular meeting for action. If a decision is required prior to the next regularly scheduled meeting, the school board may suspend the rules and consider the delegation's request at the same meeting.
- 4) Delegations to the Board of Trustees regarding the disciplining of students under the student code of conduct will be comprised of the student and/or the parent(s)/guardian(s)/legal council for the student. Written submissions supporting the appeal from interested third parties will be allowed as part of the presentation. Where possible written presentations should be forwarded to the secretary-treasurer prior to the in-camera session.
- 5) Another delegation on the same subject or issue shall not be entertained before six months have