

6. Board Policy *Board Operations*

Prairie Rose School Division Board of Trustees' (Board) ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner as follows.

1. The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.
2. There are times when public interest is best served by private discussion of specific issues in a closed-session. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into a closed session for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.
3. Having members of the public make presentations at Board meetings can enhance public interest.
4. Public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board.
5. Organizational Meeting: the Board shall hold an annual organizational meeting at which the chairman and vice chairman shall be determined by election. In any year in which a general election takes place, the organizational meeting shall be held within four weeks following the date of the election, at a time and place to be fixed by the Chief Financial Officer. In the years following a general election, the organizational meeting shall be held on the same date as the first regular board meeting in September.

Organization

- a) The Chief Financial Officer shall give each trustee notice of the organizational meeting as if it were a special meeting.
- b) The Superintendent shall chair the organizational meeting until the election of the chairman has been completed.
- c) The election of the chairman and vice-chairman shall be conducted by the Chief Financial Officer.
- d) If one or more trustees request that the vote be by secret ballot, the vote shall be determined by secret ballot vote.

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- e) Prior to the vote, each nominee will be given the opportunity to speak on his/her reasons for pursuing the position of Chair or Vice-Chair.
- f) In the event of a tie vote, the names of the candidates with the same number of votes will be placed in a container and one name will be drawn out. The Chief Financial Officer shall declare the candidate whose name was drawn to have been elected.

6. Regular Meetings:

- a) Regular Board meetings shall generally be held on the second Tuesday of each month from August to June.
- b) All regular meetings of the Board are open to the media and the public. The Board has the right to adjourn or recess a meeting at any time to discuss issues that would be more appropriately considered in closed session.
- c) The meeting agenda will be provided to all trustees not less than seventy-two hours prior to the date and time of each meeting.
- d) A trustee may participate in a regular meeting virtually if trustees participating in the meeting and members of the public attending the meeting can hear each other.
- e) Trustees participating in a regular meeting by virtual means are deemed to be present at the meeting.
- f) Minutes shall be adopted by the Board at its next regular Board meeting.

7. Closed Session Meetings: The first team is composed of the Board of Trustees and the Superintendent.

- a) The Board may, by resolution, hold a meeting or part of a meeting in private for the purpose of considering any matter pertaining to:
 - i) individual students,
 - ii) individual staff members,
 - iii) matters of collective negotiations with employees,
 - iv) acquisition or disposal of real property,
 - v) litigation brought by or against the Division,
 - vi) matters where provincial or federal laws or regulations require a closed session,
 - vii) other matters with which the majority of trustees are of the opinion that it is in the public interest to hold discussion in closed session.
- b) Executive sessions shall be closed to the public and press. Trustees or other persons attending the session are required to respect the confidential nature of information obtained during executive sessions and are not to disclose the topic or details of discussion at executive sessions.

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- c) The Superintendent and Chief Executive Officer shall attend all executive sessions except those that pertain to the Superintendent's employment or unless otherwise excluded from the meeting by a resolution of the Board. The Board may invite others to attend such sessions at its discretion.
- d) Minutes of the Regular Board Meeting shall indicate that an executive session was held.
- e) No official action shall be taken during executive sessions apart from the resolution necessary to revert to an open meeting. To take final action on any matter discussed, the Board shall convene or reconvene in open session.

8. Agendas

- a) Items scheduled for a specific time should be clearly identified on the agenda.
 - i) The agenda will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation.
- b) Items may be placed on the agenda, after a majority vote of the Board, and after adhering to one of the following processes:
 - i) By notifying the Board Chair or Superintendent at least five (5) calendar days prior to the Board meeting.
 - ii) By a request at the Board meeting, under Additions/Deletions to the Agenda.
 - iii) By notice of motion at the previous meeting of the Board.
 - iv) As a request from a committee of the Board.
- c) The agenda package, containing the agenda and supporting information, will be uploaded to Prairie Rose's website three (3) days prior to the Board meeting. Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
- d) The Board will follow the order of business set by the agenda unless the order is altered, or new items are added by agreement of the Board.
- e) During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- f) The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.

9. Minutes for Regular or Special Meetings:

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- a) The Board should maintain and preserve by means of minutes a record of its proceedings and resolutions. The minutes shall record
 - i) Date, time and place of meeting.
 - ii) Type of meeting.
 - iii) Name of presiding officer.
 - iv) Names of those trustees and senior administration in attendance.
 - v) Approval of preceding minutes.
 - vi) All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full.
 - vii) Names of persons making the motions, and names of seconders.
 - viii) Points of order and appeals.
 - ix) Appointments.
 - xi) Receipt of reports of committees.
 - xii) Recording of the vote on all motions, if requested.
 - xiii) Trustee declaration of vote pursuant to the Act.
 - xiv) Departure and re-entry time of In Camera Session.
 - xv) Departure and re-entry times of trustees (when absent for a vote on a motion).
 - xvi) The time of adjournment.
- b) The minutes shall
 - i) be prepared as directed by the Superintendent or designate.
 - ii. be reviewed by the Superintendent, or designate, prior to submission to the Board.
 - iii) be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board.
 - iv) Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- c) The Superintendent, or designate, shall ensure, upon acceptance by the Board, that appropriate signatures are affixed to the last page of the minutes.
- d) The Superintendent, or designate, will establish, and maintain a file of all Board minutes.
- e) As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- f) The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent, or designate, is responsible to distribute and post the approved minutes.

9. Motions

- a) Notice of Motion - The Notice of Motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives

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notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

b) Discussion on Motions - The custom of addressing comments to the Board Chair is to be followed by all persons in attendance. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

c) Speaking to the Motion - The mover of a motion speaks first, and every trustee shall have an opportunity to speak to the motion. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion. The mover of the motion is permitted to close debate on the motion. As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair. When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

d) Reading of the Motion - A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

e) Required Votes - The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands. The Secretary of the Board must, whenever a recorded vote is requested by a trustee, record in the minutes the name of each trustee present and whether the trustee voted for or against the matter. The vote to elect the Board Chair or Vice-Chair, will only be by secret ballot if requested by one or more trustees.

f) Required Votes – The Chair of the Board and every trustee present at a meeting of the Board must vote for or against every question unless (a) in a specific case, the Chair or a trustee is excused by resolution of the board from voting, or (b) the Chair of the Board or a trustee has a pecuniary interest in the matter and abstains from voting as required by Section 88(1) of the Act.

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g) Debate - In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Audio/Video Recording Devices:

a) The Board requires that anyone wanting to use recording devices at a public Board meeting shall obtain prior approval of the Board Chair.

Cross Reference: Education Act, section 64

Approved: September 25th, 2025