

May 27, 2025

Lakehead District School Board

GOVERNING BYLAWS



Lakehead
Public
Schools

Committed to the success of every student

LAKEHEAD DISTRICT SCHOOL BOARD

GOVERNING BYLAWS

Bylaw No. 127

May 27, 2025

**LAKEHEAD DISTRICT SCHOOL BOARD
GOVERNING BYLAWS**

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**GOVERNING BYLAWS OF
LAKEHEAD DISTRICT SCHOOL BOARD**

These Bylaws are used by the Board of Trustees while conducting meetings of the Board and by committee members while conducting meetings of the committees.

Article I – Definitions

Abstention means to not vote at all, either by stating as such or making no response. Lakehead District School Board (LDSB) prescribes that an abstention, excluding that made due to a conflict of interest or excused by Board resolution, shall be counted on the prevailing side.

Act means the *Education Act*, Revised Statutes of Ontario as amended and revised from time to time.

Ad Hoc Committee means a committee struck by the Board, Board Advisory Committee, or other committee, to consider a specific assigned matter and report back to the striking body by a date fixed by the striking body.

Advisory Committee is a standing committee approved by the Board to provide feedback and may make recommendations to the Board in respect of any matter relating to the committee's mandate. The membership shall be approved by the Board or as stipulated by the *Education Act* as it applies.

Agenda means the agenda of a meeting of the Board, or any of its committees, which lists the items of business in the order in which they will be conducted.

Board as it pertains to these Bylaws means Board of Trustees.

Board Advisory Committee means a standing committee, composed of all members of the Board, meeting to consider reports and bring recommendations to the Board.

Chair means chair of the Board, except where otherwise indicated as meaning chair of a committee of the Board.

Committee of the Whole - Closed Session means all members of the Board meeting as a committee, according to the *Education Act*, which is closed to all but those invited to be in attendance.

Committee of the Whole - Closed Session Minutes means the minutes of closed session meetings presented only at another closed session meeting.

Coordinating Committee means a standing committee struck to organize the business of the Board and review dates of meetings and agendas.

Director means director of education and secretary to the Board, chief executive officer, and chief education officer, as described in the *Education Act*.

Ex-Officio means proceeding from office or authority. Lakehead District School Board prescribes an ex-officio member as a non-voting member that does not affect a quorum.

Indigenous Student Trustee means a student trustee as referred to in 3095 Student Trustee Policy.

Indigenous Trustee means a trustee as referred to in Ontario Regulation 462/97 FIRST NATIONS REPRESENTATION ON BOARDS.

Majority vote means more than half of votes cast.

Majority vote of the entire Board mean more than half of the votes of the entire Board, excluding vacancies.

- 42 **Majority vote of the entire fixed Board** means more than half of the votes of the entire Board,
 43 including vacancies.
- 44 **Majority vote of members present** means more than half of all members present whether voting or not
 45 resulting in an abstention having the effect of a “no” vote.
- 46 **Member** means an elected or appointed trustee, excluding student trustees, except where otherwise
 47 indicated as meaning a member of a committee of the Board.
- 48 **Non-statutory Committee** means a standing committee struck by the Board and not required under the
 49 *Education Act*.
- 50 **Parliamentary Authority** means the adopted rules that govern the Board in all cases to which they are
 51 applicable and not inconsistent with the Bylaws and any special rules of order the Board may adopt.
- 52 **Prevailing Side** means the affirmative if the motion passed and the negative if the motion failed.
- 53 **Regulations** mean the regulations made under the *Education Act*.
- 54 **Secretary** means the recording secretary who provides secretarial support to the Board or committees.
- 55 **Secretary to the Board** is the appointed secretary under the provisions of the *Education Act* and for the
 56 purposes of these Bylaws shall always be referred to as the secretary to the Board or director.
- 57 **Special Committee (Ad hoc)** means a committee that performs a specified task and dissolves upon
 58 completion of the task. A special committee reports to the striking body.
- 59 **Special Board Meeting** means a separate session of the Board held at a time different from that of any
 60 regular meeting and convened to consider only the items specified in the call of the meeting.
- 61 **Standing Committee** means a committee constituted to perform a continuing function and remain in
 62 existence. Lakehead District School Board has statutory and non-statutory standing committees.
- 63 **Statutory Committee** means a standing committee specifically required under the *Education Act*.
- 64 **Student Trustee** means student trustee as referred to in the current Ontario Regulation and Section 55
 65 of the *Education Act*.
- 66 **Trustee** means publicly elected or appointed member of the Board according to the *Education Act* and
 67 *Municipal Elections Act*.
- 68 **Vice-Chair** means vice chair of the Board except where otherwise indicated as meaning vice-chair of a
 69 committee of the Board.
- 70 **Written Notice of Meetings** also referred to as the call of the meeting means advance written or
 71 electronic notice informing members of the specific date, time, and place of a meeting.

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 73 **Article II – Name**

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 75 The name of this organization shall be the Lakehead District School Board, hereinafter referred to as
 76 LDSB or the Board.

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 78 **Article III – Purpose**

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 80 To provide equitable and inclusive environments where everyone belongs and succeeds.

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Article IV – Board of Trustees

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4.1 Elected Trustees

Elected trustees are elected at a regular municipal election in accordance with the *Municipal Elections Act, 1996* and the *Education Act*.

4.2 Indigenous Trustee

The Indigenous trustee is appointed by LDSB in accordance with Regulation 462/97 under the *Education Act*.

4.3 Student Trustee

The student trustee is appointed by LDSB in accordance with 3095 Student Trustee Policy, and further governed by Regulation 7/07 Student Trustees under the *Education Act*.

4.4 Indigenous Student Trustee

The Indigenous student trustee is appointed by LDSB in accordance with 3095 Student Trustee Policy and further governed by Regulation 7/07 Student Trustees under the *Education Act*.

Article V – Executive**5.1 The Executive Members of the Board**

The executive members of LDSB shall be the chair and vice-chair.

5.2 Term of Office

The executive members shall serve for a term of one year and until their successors are elected in accordance with the *Education Act*. In a municipal election year, the end of term shall be in accordance with the *Education Act* and the *Municipal Elections Act*.

5.3 Duties of the Executive Members**5.3.1 Duties of the Chair**

The chair shall perform the duties prescribed by the *Education Act* or *Regulations*, and any other governing documents the Board may adopt or be bound by. In addition to the duties under the *Education Act* or *Regulations*, the following shall be the duties of the chair:

- a. ensure the efficient organization of regular Board agenda packages for trustees;
- b. follow up on Board direction given to the chair;

- 127 c. represent the majority opinion of the Board when communicating and acting in
 128 the capacity of the chair;
 129 d. act as ex-officio member of all committees involving trustees;
 130 e. liaise on behalf of the Board with local municipalities, organizations, Members
 131 of Provincial Parliament, and other institutions and officials where appropriate;
 132 f. have signing authority of Board approved contracts;
 133 g. make available to all trustees copies of all correspondence received and sent;
 134 h. chair the Coordinating Committee;
 135 i. meet regularly with the director and vice chair; and
 136 j. in consultation with the Coordinating Committee, schedule any information
 137 meetings, informal discussions or workshops considered to be of interest to
 138 trustees.

139 **5.3.2 Duties of the Vice-Chair**

140 The vice-chair shall perform the duties prescribed by the *Education Act or Regulations*,
 141 and any other governing documents the Board may adopt or be bound by. In addition
 142 to the duties under the *Education Act or Regulations*, the following shall be the duties of
 143 the vice-chair:
 144

- 145
 146 a. preside in the absence of the chair;
 147 b. preside at the Board Advisory Committee meetings;
 148 c. ensure the efficient organization of Board Advisory Committee agenda packages
 149 for trustees;
 150 d. meet regularly with the chair and director;
 151 e. serve as a member of the Coordinating Committee;
 152 f. endeavour to assist the chair in the performance of the chair's duties;
 153 g. have signing authority in the absence of the chair;
 154 h. make recommendations to the Board with respect to the trustee budget; and
 155 i. authorize all expenditures pursuant to the trustees' budget provided such
 156 expenditures are in accordance with Board policy. The vice-chair shall notify the
 157 chair immediately if any discrepancies or irregularities are noticed. The chair, in
 158 consultation with the director, shall address any discrepancies or irregularities
 159 and follow up with the trustee(s).
 160

161 **5.3.3 Absence of Chair and Vice-Chair**

162 If both the chair and vice-chair are absent, the secretary to the Board or designate shall
 163 call the meeting to order and a temporary chair shall be chosen by the members of the
 164 Board present.
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Article VI – Meetings of the Board

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6.1 Regular Meetings

Regular meetings of the Board shall be held on the fourth Tuesday of every month at 7:30 p.m. in Public Session in the Board Room of the Jim McCuaig Education Centre, except July and August, when the Board shall meet at the call of the chair in consultation with the director. If a closed session is required, the Board meeting may start at a specified time and upon the call to order, shall move immediately into closed session. The Board may, by Board resolution, cancel a Regular Board Meeting in any month. In special or emergency circumstances, the chair may, in consultation with the director, alter the site.

6.2 Inaugural Meetings

6.2.1 First Meeting

The Inaugural Meeting shall be held in an election year within seven days of the election as outlined in the Education Act. It shall be held at 6:00 p.m. in the Board Room of the Jim McCuaig Education Centre unless changed by majority vote at a preceding Regular Board Meeting. The Inaugural Meeting shall be held for the purpose of:

- a. reading the returns certifying the election of the trustees;
- b. reading the names of those trustees who have made or taken and subscribed the Declaration of Office and Oath of Allegiance under Section 209 of the Act;
- c. declaring the Board legally constituted;
- d. electing officers and members of the Coordinating Committee; and
- e. for any other business that may properly come before the Board.

6.2.2 End of Term Decisions

In the year of a municipal election, from October first until the municipal election is complete is complete and the Board is organized at the Inaugural Meeting, the Board may limit consideration of recommendations strictly to those proposed by standing committees or through the director or a by a two-thirds vote of the entire Board to agree to consider the recommendation.

206 **6.3 Annual Meetings**

207

208 The Annual Meeting shall be held in non-election years on the first Tuesday in December at 6:00
209 p.m. in the Board Room of the Jim McCuaig Education Centre unless changed by majority vote
210 at a preceding Regular Board Meeting. The Annual Meeting shall be held for the purpose of:

211

- 212 a. electing officers, and members of the Coordinating Committee;
- 213 b. receiving reports; and
- 214 c. for any other business that may properly come before the Board.

215

216 **6.4 Special Meetings**

217

218 Special meetings of the Board may be held at the call of the chair, in consultation with the
219 director, or on the written request of the majority of the Trustees of the Board.

220

221 **6.5 Notice to Trustees**

222

223 **6.5.1 Notice of Regular, Inaugural, Annual, and Board Advisory Committee** meetings,
224 together with the agenda and supporting materials, shall be provided to trustees
225 electronically, or by request in paper format, no later than seventy-two hours prior to
226 the meeting.

227

228 **6.5.2 Notice of Special Board Meetings** together with the agenda and supporting materials,
229 shall be provided electronically, or by request, in paper format, no later than forty-eight
230 hours prior to the Special Board Meeting and shall state all business to be considered
231 with the agenda and supporting materials included. No other business shall be
232 considered.

233

234 **6.5.3 In cases of emergency** the chair, in consultation with the director, may waive written
235 notice and the notice period, and notify the Board orally. If quorum can be achieved, an
236 emergency meeting can be held. As soon as possible, the chair shall make every effort
237 to ensure all members and student trustees (as appropriate) are informed of the reason
238 for and any decisions made regarding the emergency meeting.

239

240 **6.6 Notice to the public, media, and stakeholder groups**

241

242 **6.6.1** Notice of all meetings of the Board and the Board Advisory Committee, including the
243 agenda and supporting public session reports and information, shall be made available
244 electronically to the public, including the media, and other stakeholder groups and
245 placed on the website no later than twenty-four hours prior to the meeting. Under
246 exceptional circumstances, the chair, in consultation with the director, may decide to
247 withhold a report until the meeting.

248

249 **6.6.2** In the case of a Special Board Meeting, the notice and supporting public session reports
 250 and information to the public, media, and other stakeholder groups may be delayed no
 251 later than twelve hours prior to the meeting.

252
 253 **6.6.3** In the case of an emergency meeting, notification will be provided as soon as possible
 254 and supporting public session reports and information to the public, media, and other
 255 stakeholder groups may be made available at the meeting.

256
 257 **6.6.4** Notice of any change to the meetings of the Board or the Board Advisory Committee
 258 will be given to members of the Board, the public, the media, and other stakeholder
 259 groups.

260
 261 **6.6.5** The agendas and supporting public session reports and information will not be
 262 circulated or provided publicly prior to the notice requirements.

263

264 **6.7 Member Attendance**

265

266 **6.7.1 Board and Committee of the Whole, Member Attendance**

267
 268 Attendance of members at every regular meeting of the Board, including every regular
 269 meeting of a committee of the whole Board, shall be in accordance with the *Education*
 270 *Act, Regulations*, and 3094 Electronic Meetings Policy.

271

272 **6.7.2 Committee Meeting, Member Attendance**

273
 274 Attendance of members who are chair of a committee of the Board or their designate,
 275 shall be in accordance with the *Education Act, Regulations*, and 3094 Electronic
 276 Meetings Policy.

277

278 **6.8 Electronic Meetings**

279

280 **6.8.1 Board and Committee of the Whole, Electronic Attendance by Members**

281
 282 A member of the Board may participate electronically in a regular meeting of the Board,
 283 including a regular meeting of a committee of the whole Board as prescribed in the
 284 *Education Act* and 3094 Electronic Meetings Policy.

285

286 **6.8.2 Committee Meeting, Electronic Attendance by Members**

287
 288 A member of the Board, if the chair of the committee or their designate, may
 289 participate in a meeting of the committee of the Board as prescribed in the *Education*
 290 *Act, Regulations* and 3094 Electronic Meetings Policy.

291

292 **6.8.3** It is the responsibility of the trustee and committee members to ensure their electronic
 293 equipment is up to date and working properly. Any technical difficulties during a
 294 meeting shall not invalidate any decisions made so long as quorum is maintained.
 295

296 **6.9 Digital Voting**

297
 298 **6.9.1** Voting shall normally be by show of hands, voice vote, or using one of the available
 299 features of the digital meeting platform.
 300

301 **6.9.2** Voting during elections shall be held by secret ballot. Notwithstanding the above, a
 302 member attending by electronic/digital means in accordance with the Education Act,
 303 Regulations and 3094 Electronic Meetings Policy, and wishing to vote during an election,
 304 may cast their ballot by contacting the scrutineer via email or text, who shall then cast
 305 the ballot on their behalf. In doing so, the member is agreeing to waive secrecy of their
 306 vote in part, recognizing scrutineers are bound by confidentiality. Proxy voting is
 307 prohibited. The email or text shall be deleted as soon as possible once the vote for
 308 destroying the ballots is adopted.
 309

310 **6.10 Electronic Recording of Meetings**

311
 312 **6.10.1** The secretary may electronically record the Public Session of the Board, and Board
 313 Advisory Committee, meetings.
 314

315 **6.10.2** Committee of the Whole - Closed Sessions of the Board and Closed Sessions of the
 316 Board Advisory Committee meetings shall not be electronically recorded.
 317

318 **6.11 Adjournment**

319
 320 Meetings of the Board shall adjourn no later than 10:00 p.m. unless, by resolution, the meeting
 321 time is extended.
 322

323 **6.12 Quorum**

324
 325 **6.12.1 Quorum** shall be a majority of the entire Board, excluding vacancies. The secretary shall
 326 advise the chair prior to the meeting in all cases where notified absences make it
 327 possible that a quorum may not be achieved.
 328

329 **6.12.2 Lack of Quorum**

330 If there is no quorum present within fifteen minutes after the time fixed for the start of
 331 the meeting, the secretary shall record the names of the trustees then present and
 332 the meeting shall not convene until the next regularly scheduled meeting, unless a
 333 Special meeting is called.
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336 **6.12.3 Loss of Quorum**

337 The Board or Board Advisory Committee meeting shall adjourn whenever a quorum is
 338 no longer present after ten minutes has elapsed attempting to regain a quorum. The
 339 secretary shall then record the time of adjournment and the names of the members
 340 then present.

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342

Article VII – Committees

343

344 **7.1** The Board shall establish statutory standing committees and may establish non-statutory
 345 standing, and ad hoc committees. Board members may be appointed to sit on external
 346 committees.

347

348 **7.2 Statutory Standing Committees.**

349 The following are legislated Statutory Standing Committees of the Board:

350

- Audit Committee;
- Director’s Performance Appraisal Committee (DPA)
- Parent Involvement Committee (PIC);
- Special Education Advisory Committee (SEAC);
- Supervised Alternative Learning Committee (SAL); and
- Suspension Appeal Hearing/Expulsion Hearing Committee.

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357 **7.3 Non-Statutory Standing Committees.**

358 The following are Non-Statutory Standing Committees of the Board:

359

- Board Advisory Committee;
- Communications Committee;
- Coordinating Committee (Internal);
- Equity and Inclusive Education Committee;
- Finance Committee;
- Lakehead Public Schools International Board of Directors;
- Miiniwewinan: Indigenous Education Advisory Committee (IEAC);
- Ontario Public School Boards’ Association (OPSBA) Awards Selection
Committee;
- OPSBA Director Liaison Committee; and
- School Year Calendar Committee.

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371 **7.4 External Board or Agency Representation**

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- Ontario Public School Board’s Association (OPSBA); and
- Student Transportation Service of Thunder Bay Committee (STSTB).

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377 **Article VIII - Parliamentary Authority**

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379 **8.1** The rules contained in the most current edition of Robert’s Rules of Order Newly Revised shall
 380 govern LDSB in all cases to which they are applicable and in which they are not inconsistent with
 381 these Bylaws, Special Rules of Order, or other governing documents the LDSB may adopt or is
 382 bound by.

383

384 **8.2** Matters not specifically described in these Bylaws, Special Rules of Order, Robert’s Rules
 385 of Order Newly Revised, or the *Education Act*, shall be conducted in a manner established by
 386 the chair, without objection. If there is an objection, a majority vote shall confirm the
 387 procedure.

388 **Article IX – Amending Bylaws**

389

390 **9.1** These Bylaws may be amended at any regular or special meetings of the Board by a two-thirds
 391 vote provided notice and the specific proposed amendment(s) have been submitted in writing
 392 at the previous Regular Meeting of the Board

393

394 **9.2** Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be
 395 considered notice by the Board of potential bylaw amendments forthcoming. Any proposed
 396 amendments may then be brought by the Bylaw Review Committee to the Board Advisory
 397 Committee as a preliminary report to the next regular or special meetings of the Board where
 398 the amendment(s) will then be considered for adoption.

399

400 **9.3** These Bylaws shall come into force at the conclusion of the Board meeting at which it is
 401 amended, and such passing will not invalidate decisions made prior to its coming into force.

402

403 **9.4** During the third year of a Board’s term, an ad hoc Bylaw Review Committee shall be struck to
 404 review the Governing Bylaws including the appendices and shall bring to the Board for adoption
 405 any proposed amendments on or before the June Regular Board Meeting of the fourth term in
 406 accordance with section 9.2 of these bylaws.

407

408 **Article X – Amending or Suspending Appendices to the Bylaws**

409

410 The appendices to these Bylaws are attached for reference and are not to be considered the Bylaws.
 411 The Bylaws do, however, prescribe for the amending and suspending of those appendices under the
 412 control of the Board of Trustees.

413

414 **10.1 Amending Appendices**

415

416 **10.1.1** Appendices to these Bylaws, under the control of the Board of Trustees, excluding
 417 Special Rules of Order, may be amended at any regular meeting of the Board by a
 418 majority vote provided notice and the specific proposed amendment has been
 419 submitted, in writing, at the previous regular meeting of the Board.

420

421 **10.1.2** Special Rules of Order may be amended at any regular meeting of the Board by a two-
422 thirds vote provided notice and the specific proposed amendment has been
423 submitted, in writing, at the previous regular meeting of the Board.
424

425 **10.1.3** Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be
426 considered notice by the Board of potential bylaw amendments forthcoming. Any
427 proposed amendments may then be brought by the Bylaw Review Committee to the
428 Board Advisory Committee as a preliminary report to the next regular or special
429 meetings of the Board where the amendment(s) will then be considered for adoption.
430

431 **10.1.4** These Bylaws shall come into force at the conclusion of the Board meeting at which it is
432 amended, and such passing will not invalidate decisions made prior to its coming into
433 force.
434

435 **10.2 Suspending Appendices**

436
437 Items in the appendices under the control of the Board of Trustees, including the Special Rules
438 of Order, may be suspended by a two-thirds vote with such suspension in effect only for the
439 intended purpose specified and only for that meeting.
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448 **ENACTED AND MADE AS OF THE 27th DAY OF May, 2025.**
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454 _____
455 **Chair of the Board**

456 _____
457 **Director/Secretary to the Board**

458 **With the consent of a two-thirds vote of the Trustees of the Board, read, and passed this**

459 **27th day of May, 2025.**
460

Special Rules of Order

These special rules can be suspended with a two-thirds vote with such suspension in effect only for the intended purpose specified and only for that meeting.

1 Ex-officio

The chair shall act as ex-officio member of all committees but shall be a non-voting member and shall not affect quorum.

2 Recorded Vote

On the demand of an individual trustee, a recorded vote in Public Session on any question can be made provided the demand is made prior to the vote being called by the chair. The members shall announce their vote when their names are called by the director or designate, and it shall be the duty of the director to record the same in the minutes. The director shall announce the results of the recorded vote.

3 Speaking Time

Members may speak twice, for up to two minutes, on a debatable motion. Any member may clarify a material part of that member’s speech which has been misinterpreted, but such member shall not introduce any new matter and may not debate the motion during the clarification. Such clarification will not be counted as one of the speaking times so long as the member does not debate.

Without objection or by two-thirds vote, the speaking time may be limited or extended using the motion *Extend or Limit Debate*.

4 Voting

4.1 When a motion is put, every member present, including the chair, shall vote thereon and an abstention from voting shall be considered as a vote on the prevailing side unless due to one of the allowable exceptions.

4.2 Abstentions are subject to the following exceptions:

- a) a member need not vote if excused by a resolution of the Board; and
- b) a member shall not vote when prohibited by law from voting (conflict of interest).

4.3 On a recorded vote an abstention will be recorded as follows:

- abstention due to a): abstention (by resolution);
- abstention due to b): abstention (conflict of interest); or
- abstention not due to a) or b): abstention (prevailing side).

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5 Motion Once Decided

- 5.1** Any motion **adopted** by the Board at a Regular or Special Board Meeting, shall not be rescinded or amended for a period of four months or shall require notice at the preceding meeting that the motion will be introduced with a two-thirds vote of the entire membership to rescind or amend.

- 5.2** Any motion **defeated** by the Board at a Regular or Special Board Meeting, shall not be renewed for a period of four months or shall require notice at the preceding meeting that the motion will be introduced and at that subsequent meeting, a two-thirds vote of the entire membership will be required to consider the motion once again.

- 5.3** Beyond the four-month restriction, the motions to rescind or amend something previously adopted as well as renewing of a previously defeated motion, shall default to the procedures in the most current edition of Robert’s Rules of Order Newly Revised.

6 Adjournment

Meetings of the Board and Board Advisory Committee shall adjourn no later than 10:00 p.m. unless the Board or Board Advisory Committee, by resolution, extends the time of the meeting.

Regular Meeting Order of Business

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- The order of business for regular meetings of the Board shall be as follows:
- 1** Call to Order
 - 2** Disclosure of Conflict of Interest
 - 3** Approval of the Agenda
 - 4** Resolve into Committee of the Whole – Closed Session (as required)
 - 5** Committee of the Whole – Closed Session (as required)
 - 5.1** Approval of Committee of the Whole – Closed Session Minutes
 - 5.2** Consideration of Reports
 - 5.3** Information and Inquiries
 - 5.4** Rise and Report Progress
 - 6** Report of Committee of the Whole – Closed Session (as required)
 - 7** Land Acknowledgement (if no Closed Session, will be placed prior to approval of agenda)
 - 8** Consent Agenda (list items to be included)
 - 8.1** Approval of Minutes
 - 8.2** _____
 - 8.3** _____
 - 9** Delegations/Presentations
 - 10** Reports
 - 10.1** Director’s Reports
 - 10.2** Chair’s Reports
 - 10.3** Student/Indigenous Student Trustee Reports
 - 10.4** Reports of Standing Committees
 - 10.5** Reports of External Board or Agency Representation
 - 11** Reports of Special (Ad Hoc) Committees
 - 12** Special Orders
 - 13** Unfinished Business and General Orders
 - 14** Notice of Motions
 - 15** Announcements
 - 16** Adjournment

32 **Detailed Procedures at the Regular Meeting**
 33

34 All meetings of the Board shall be open to the public, except matters considered in Committee
 35 of the Whole – Closed Session (Section 207 (2) of the *Education Act*).
 36

- 37 **1 Call to Order** – The chair will call the meeting to order at the scheduled time once a
 38 quorum is present. Quorum shall be a majority of the entire Board of Trustees (excluding
 39 vacancies).
 40 **1.1** If there is no quorum present within fifteen minutes after the time fixed for the start
 41 of the meeting, the secretary shall record the names of the trustees then present
 42 and the meeting shall not convene until the next regularly scheduled meeting,
 43 unless a Special Board Meeting is called.
 44 **1.2** The Regular Board meeting or Board Advisory Committee meeting shall adjourn
 45 whenever a quorum is no longer present after ten minutes has elapsed attempting
 46 to regain a quorum. The secretary shall then record the time of adjournment and
 47 the names of the members then present.
- 48 **2 Disclosure of Conflict of Interest** – The chair shall call for those trustees present to
 49 disclose any conflict of interest in any matter which is to be subject of consideration at the
 50 meeting. When a conflict of interest is declared in relation to a Public Session agenda item,
 51 the reason for the conflict of interest shall be stated in the Public Session minutes. When a
 52 conflict of interest is declared in relation to a Committee of the Whole - Closed Session
 53 agenda item, the general nature of that interest will not be disclosed in the Public Session
 54 minutes.
- 55 **3 Approval of the Agenda** – The agenda shall be approved or amended prior to final
 56 approval, by a majority vote at a meeting of the Board at which there is a quorum. Once
 57 approved, the agenda may be changed without objection or by two-thirds vote.
- 58 **4 Resolve into Committee of the Whole – Closed Session** - When there are confidential
 59 agenda items to be addressed pursuant to Section 207(2) of the *Education Act*, that portion
 60 of the meeting shall be closed to the public.
- 61 **5 Committee of the Whole – Closed Session (as required)**
 62 **5.1 Approval of Committee of the Whole – Closed Session Minutes** – These
 63 minutes shall be considered by trustees only with reference to the accuracy of the
 64 minutes as recorded.
 65 **5.2 Consideration of Reports** - Committee of the Whole - Closed Session reports
 66 may be formal written reports with or without recommendations or may be verbal
 67 reports from either administration or trustees. The content of these reports shall
 68 comply with Section 207(2) of the *Education Act*.
 69 **5.3 Information and Inquiries** - Trustees may raise questions or provide information
 70 under this section. Items raised shall respect the confidentiality of individuals and
 71 other matters pursuant to Section 207(2) of the *Education Act*. Trustees should
 72 notify the chair prior to the meeting of the nature of items to be raised under this
 73 section. The director of education may provide pertinent or timely information as
 74 per Section 207(2) of the *Education Act*. Trustees may ask questions of
 75 clarification and there shall be no debate.
 76 **5.4 Rise and Report Progress** – At the conclusion of a meeting of the Committee of
 77 the Whole - Closed Session preceding a Regular or Special Board meeting, the
 78 Board will rise and report in Public Session.

- 79 **6 Report of Committee of the Whole – Closed Session**
- 80 **6.1** Decisions concerning matters considered in the Committee of the Whole - Closed
- 81 Session shall be presented in public by the Committee of the Whole chair without
- 82 amendment or debate, except as cited in 6.2.
- 83 **6.2** Decisions which must be kept confidential for a longer period may be reported only
- 84 in the Committee of the Whole – Closed Session Minutes provided that a
- 85 resolution in Closed Session so orders by a majority vote. Such a resolution shall
- 86 specify that the decision be kept confidential for a specified period of time, or until
- 87 a certain action is completed.
- 88 **6.3** It shall be the responsibility of the secretary to bring forward decisions kept in the
- 89 Committee of the Whole – Closed Session Minutes on public agendas of the
- 90 Board in accordance with the resolution as detailed in Section 6.2.
- 91 **6.4** The secretary shall make available to any member of the public who requests it,
- 92 copies of any Public Session agenda with supporting reports and information of
- 93 any public meeting of the Regular Board or Board Advisory Committee.
- 94 **6.5** Under exceptional circumstances the chair and the director may withhold a report
- 95 until the meeting.
- 96 **7 Land Acknowledgement** – If no Closed Session the Land Acknowledgement is placed
- 97 prior to approval of agenda.
- 98 **8 Consent Agenda** – Normally includes minutes, or reports containing recommendations
- 99 which would not elicit any controversy or debate. **Note:** It should be clearly understood that
- 100 when approving a consent agenda that contains reports, the Board is normally not
- 101 approving the report, but rather approving any motions contained in the report.
- 102 **9 Delegations/Presentation** – See Appendix F Delegation/Presentation Process
- 103 **9.1** Members of the public desiring to appear before the Board as a delegation may be
- 104 permitted to do so in accordance with Appendix F.
- 105 **9.2** Presentations to the Board may be requested by the Coordinating Committee from
- 106 various individuals or organizations on matters of interest around public education.
- 107 Coordinating Committee may also approve presentation of awards to students and
- 108 staff of Lakehead Public Schools.
- 109 **10 Reports** of director/administrative, chair, student trustee, Indigenous student trustee,
- 110 standing committees and external boards and agency representation.
- 111 **11 Reports of Special (Ad Hoc) Committees** – The chair or designate of an ad hoc or
- 112 special committee shall present its report to the striking body.
- 113 **12 Special Orders** – Items that are made a special order. These can be made a timed item at
- 114 any time within the agenda.
- 115 **13 Unfinished Business and General Orders** – 1) Questions that were pending when the
- 116 previous meeting adjourned. 2) Unfinished business not reached when the previous
- 117 meeting adjourned. 3) General orders that were not reached when the previous meeting
- 118 adjourned.
- 119 **General orders** are questions that were postponed from the previous meeting. Unfinished
- 120 Business and General Orders remain from meeting to meeting until they are disposed of or
- 121 after a municipal election a new Board is in place the items under this category “fall to the
- 122 ground” meaning they no longer exist and would need to be reintroduced as desired.

123

124 **14 Notices of Motion**

125 **14.1** Written Notices of Motion shall be presented to the chair. The chair shall read the
126 presented Notice of Motion but no discussion or voting relative to the motion shall
127 be permitted at the same meeting.

128 **14.2** Notices of Motion shall be considered at the next regular meeting of the Board as
129 a General Order. The noticed motion shall be printed on the agenda and require a
130 second prior to being considered.

131 **15 Announcements** – Trustees may provide information regarding upcoming events or prior
132 events they have attended, or any information they feel is pertinent to the work of the
133 Board.

134 **16 Adjournment**

1 **Inaugural Meeting Order of Business**

2 The order of Business for the Inaugural Meeting shall be as follows

- 3 **1** Call to Order (director or designate)
- 4 **2** Land Acknowledgement
- 5 **3** Notation of Municipal Clerk’s Certificates of Election or Acclamation
- 6 **4** Declarations of Office and Oath of Allegiance
- 7 **5** Election of Chair
- 8 **6** Election of Vice-chair
- 9 **7** Election of Member and Alternate of the Coordinating Committee
- 10 **8** Trustee Appointments to Board Committees
- 11 **9** Committee Reports
 - 12 **9.1** Miiniwewinan: Indigenous Education Advisory Committee Annual Report
 - 13 **9.2** Parent Involvement Committee Annual Report
 - 14 **9.3** Special Education Advisory Committee Report
- 15 **10** Director’s Annual Report
- 16 **11** Adjournment

17 **Detailed Procedures at the Inaugural meeting**

- 18 **1 Call to Order** – The director or their designate shall assume the chair until the election of
19 the chair calling the meeting to order.
- 20 **2 Land Acknowledgement** – The director shall read the Land Acknowledgement.
- 21 **3 Notation of Municipal Clerk’s Certificates of Election or Acclamation** – The director
22 shall read the returns of the clerks of the municipalities certifying to the election of the
23 members.
- 24 **4 Declarations of Office and Oath of Allegiance**
 - 25 **4.1** The director shall administer the Declaration of Office and Oath of Allegiance
26 according to Section 209 of the *Education Act*; and
 - 27 **4.2** Declare the Board to be legally constituted when all members present have taken
28 the Declaration and Oath and constitute a majority of all the members of the Board.
- 29 **5 Election of Chair** – The director shall conduct the election of the chair as follows:
 - 30 **5.1** Have ballots prepared on which the names of candidates for each office are written.
 - 31 **5.2** Designate one staff member to count the ballots, and a second staff member to act
32 as scrutineer.
 - 33 **5.3** The director shall then conduct the annual election for the office of chair by calling
34 for nominations and each nominee shall indicate whether the nomination is
35 accepted. If a nominee is absent, they must have declared in writing to the director
36 or designate, their willingness to accept the nomination and stand for the position if
37 elected, by noon on the day of the election.
 - 38 **5.4** If only one trustee accepts a nomination, that trustee shall be declared elected by
39 acclamation.
 - 40 **5.5** Where more than one nominee stands for election, a vote shall be taken by secret
41 ballot and the nominee receiving a majority of the votes cast shall be declared
42 elected.
 - 43 **5.6** If a member attends electronically in accordance with the *Education Act* and
44 *Regulations* and 3094 Electronic Meetings Policy, that member may vote in
45 accordance with subsection 6.9.2 of the Governing Bylaws.

- 46 **5.7** If there is more than one trustee nominated, they will be given the opportunity to
47 speak for up to two minutes. No debate shall take place after the nominees have
48 spoken.
- 49 **5.8** Where more than two nominees stand for election and a majority of votes cast is
50 not reached on the first ballot, the nominee receiving the fewest votes cast shall be
51 removed from the ballot. Voting shall continue in a second or subsequent ballot
52 until a nominee receives a majority of votes cast.
- 53 **5.9** The presiding officer shall announce the results of the ballot but shall not declare
54 the count.
- 55 **5.10** In the case of an equality of votes with respect to the election of two or more
56 nominees, the presiding officer shall provide for drawing lots to determine which of
57 the candidates is elected.
- 58 **5.11 Process for Drawing Lots**
- 59 **5.11.1** Ballots shall be prepared.
- 60 **5.11.2** The number of ballots shall equal the number of nominees being
61 considered.
- 62 **5.11.3** One ballot shall have written on it the name of the position to be filled; the
63 other(s) shall be blank. The ballots shall be identical pieces of paper.
64 The ballots shall be folded once in half and then in half once again.
- 65 **5.11.4** The presiding officer shall ask each nominee to pick one ballot from the
66 container.
- 67 **5.11.5** If a nominee is absent or attending electronically, the presiding officer
68 shall ask a member who is not a nominee to pick a ballot on the
69 nominee's behalf.
- 70 **5.11.6** The presiding officer shall instruct the nominees to open and show their
71 ballot.
- 72 **5.11.7** The successful nominee shall be the one who picked the ballot with the
73 position written on it.
- 74 **5.11.8** The presiding officer shall officially announce the result.
- 75 **5.12** Upon the election, the chair shall assume the chair.
- 76 **6. Election of Vice Chair** – The chair shall conduct the election for vice-chair in the same
77 manner as for the election of chair.
- 78 **7. Election of a Trustee and one Alternate to the Coordinating Committee** – The chair
79 shall conduct the election of a trustee and one Alternate to the Coordinating Committee.
- 80 **8. Trustee Appointments to Board Committees**
- 81 **9. Committee Reports**
- 82 **10. Director's Annual Report**
- 83 **11. Adjournment**

1 **Annual Meeting Order of Business**

2 The order of Business for the Annual Meeting

- 3 **1** Call to Order (director or designate)
- 4 **2** Land Acknowledgement
- 5 **3** Election of Chair
- 6 **4** Election of Vice-chair
- 7 **5** Election of Member and Alternate of the Coordinating Committee
- 8 **6** Trustee Appointments to Board Committees
- 9 **7** Committee Reports
- 10 **7.1** Miiniwewinan: Indigenous Education Advisory Committee Annual Report
- 11 **7.2** Parent Involvement Committee Annual Report
- 12 **7.3** Special Education Advisory Committee Report
- 13 **8** Director's Annual Report
- 14 **9** Adjournment

15 **Detailed Procedures at the Annual meeting**

- 16 **1 Call to Order** – The director or their designate shall assume the chair, until the election of
- 17 the chair, calling the meeting to order.
- 18 **2 Land Acknowledgement** – The director shall read the Land Acknowledgement.
- 19 **3 Election of Chair** – The director shall conduct the election of the chair as follows:
 - 20 **3.1** Have ballots prepared on which the names of candidates for each office are written.
 - 21 **3.2** Designate one staff member to count the ballots, and a second staff member to act
 - 22 as scrutineer.
 - 23 **3.3** The director shall then conduct the annual election for the office of chair by calling
 - 24 for nominations and each nominee shall indicate whether the nomination is
 - 25 accepted. If a nominee is absent, they must have declared in writing to the director
 - 26 or designate, their willingness to accept the nomination and if elected, to stand for
 - 27 the position, by noon on the day of the election.
 - 28 **3.4** If only one trustee accepts a nomination, that trustee shall be declared elected by
 - 29 acclamation.
 - 30 **3.5** Where more than one nominee stands for election, a vote shall be taken by secret
 - 31 ballot and the nominee receiving a majority of the votes cast shall be declared
 - 32 elected.
 - 33 **3.6** If a member attends electronically in accordance with the *Education Act* and
 - 34 *Regulations* and 3094 Electronic Meetings Policy, that member may vote in
 - 35 accordance with subsection 6.9.2 of the Governing Bylaws.
 - 36 **3.7** If there is more than one trustee nominated, they will be given the opportunity to
 - 37 speak for up to two minutes. No debate shall take place after the nominees have
 - 38 spoken.
 - 39 **3.8** Where more than two nominees stand for election and a majority of votes cast is
 - 40 not reached on the first ballot, the nominee receiving the fewest votes cast shall be
 - 41 removed from the ballot. Voting shall continue in a second or subsequent ballot
 - 42 until a nominee receives a majority of votes cast.
 - 43 **3.9** The presiding officer shall announce the results of the ballot but shall not declare
 - 44 the count.

- 45 **3.10** In the case of an equality of votes with respect to the election of two or more
46 nominees, the presiding officer shall provide for drawing lots to determine which of
47 the candidates is elected.
- 48 **3.11 Process for Drawing Lots**
- 49 **3.11.1** Ballots shall be prepared.
- 50 **3.11.2** The number of ballots shall equal the number of nominees being
51 considered.
- 52 **3.11.3** One ballot shall have written on it the name of the position to be filled; the
53 other(s) shall be blank. The ballots shall be identical pieces of paper.
54 The ballots shall be folded once in half and then in half once again.
- 55 **3.11.4** The presiding officer shall ask each nominee to pick one ballot from the
56 container.
- 57 **3.11.5** If a nominee is absent or attending electronically, the presiding officer
58 shall ask a member who is not a nominee to pick a ballot on the
59 nominee’s behalf.
- 60 **3.11.6** The presiding officer shall instruct the nominees to open and show their
61 ballot.
- 62 **3.11.7** The successful nominee shall be the one who picked the ballot with the
63 position written on it.
- 64 **3.11.8** The presiding officer shall officially announce the result.
- 65 **3.12** Upon election, the chair shall assume the chair.
- 66 **4 Election of Vice Chair** – The chair shall conduct the election for vice-chair in the same
67 manner as for the election of chair.
- 68 **5 Election of a Member and one Alternate to the Coordinating Committee** – The chair
69 shall conduct the election of a trustee and one alternate to the Coordinating Committee.
- 70 **6 Trustee Appointments to Board Committees**
- 71 **7 Committee Reports**
- 72 **8 Director’s Annual Report**
- 73 **9 Adjournment**

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Board Advisory Committee Order of Business

The order of Business for the Board Advisory Committee shall be as follows:

Note: The Board Advisory Committee is not the Board and will not make final decisions but rather will make recommendations for the Board to consider at the next Board meeting.

- 1** Call to Order
- 2** Disclosure of Conflict of Interest
- 3** Approval of the Agenda
- 4** Resolve into Closed Session (as required)
- 5** Closed Session (as required)
 - 5.1** Confirmation of Closed Session Minutes
 - 5.2** Consideration of Reports
 - 5.3** Information and Inquiries
 - 5.4** Adjourn Closed Session
- 6** Land Acknowledgement (If no Closed Session, placed prior to approval of agenda)
- 7** Delegations/Presentations
- 8** Confirmation of Minutes – Public Session
- 9** Reports
 - 9.1** Director’s/Administrative Reports
 - 9.1.1**
 - 9.1.2**
 - 9.1.3**
 - 9.2** Standing Committee Reports
 - 9.2.1**
 - 9.2.2**
 - 9.2.3**
 - 9.3.** Other reports (member, student/Indigenous student trustee, external board or agency representation)
- 10** Reports of Special (Ad Hoc) Committees
- 11** Special Orders
- 12** Unfinished Business and General Orders
- 13** Notice of Motions
- 14** Announcements
- 15** Adjournment

45 **Detailed Procedures at the Board Advisory Committee Meeting**

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The vice-chair shall chair the Board Advisory Committee Meeting.

- 1 **Call to Order** – The committee chair will call the meeting to order at the scheduled time once a quorum is present. Quorum shall be a majority of the entire Board of Trustees (excluding vacancies).
 - 1.1 If there is no quorum present within fifteen minutes after the time fixed for the start of the meeting, the secretary shall record the names of the trustees then present and the meeting shall not convene until the next regularly scheduled meeting, unless a Special meeting is called.
 - 1.2 The Board Advisory Committee shall adjourn whenever a quorum is no longer present after ten minutes has elapsed attempting to regain a quorum. The secretary shall then record the time of adjournment and the names of the members then present.
- 2 **Disclosure of Conflict of Interest** – The chair shall call for those trustees present to disclose any conflict of interest in any matter which is to be subject of consideration at the meeting. When a conflict of interest is declared in relation to a Public Session agenda item, the reason for the conflict of interest shall be stated in the Public Session minutes. When a conflict of interest is declared in relation to a Closed Session agenda item, the general nature of that interest will not be disclosed in the Public Session minutes.
- 3 **Approval of the Agenda** – The agenda shall be approved or amended by a majority vote at a meeting of the Board at which there is a quorum.
- 4 **Resolve into Closed Session** - When there are confidential agenda items to be addressed pursuant to Section 207(2) of the *Education Act*, that portion of the meeting shall be closed to the public.
- 5 **Closed Session (as required)**
 - 5.1 **Confirmation of Closed Session Minutes** – These minutes shall be considered by trustees only with reference to the accuracy of the minutes as recorded.
 - 5.2 **Consideration of Reports** – Closed Session reports may be formal written reports with or without recommendations or may be verbal reports from either administration or trustees. The content of these reports shall comply with Section 207(2) of the *Education Act*.
 - 5.3 **Information and Inquiries** – Trustees may raise questions or provide information under this section. The items raised shall respect the confidentiality of individuals and other matters pursuant to Section 207(2) of the *Education Act*. Trustees should notify the committee chair prior to the meeting of the nature of items to be raised under this section. The director of education may provide pertinent or timely information as per Section 207(2) of the *Education Act*. Trustees may ask questions of clarification and there shall be no debate.
 - 5.4 **Adjourn Closed Session** – At the conclusion of a meeting of the Closed Session the committee shall adjourn. All decisions made in Closed Session of the Board Advisory Committee shall be reported in Committee of the Whole – Closed Session of the next Regular Board meeting.
- 6 **Land Acknowledgement** – If no Closed Session, placed prior to approval of agenda.

- 91 **7 Delegations/Presentation** – See Appendix F Delegation/Presentation Process
92 **7.1** Members of the public desiring to appear before the Board as a delegation may be
93 permitted to do so in accordance with Appendix F.
94 **7.2** Presentations to the Board may be requested by the Coordinating Committee from
95 various individuals or organizations on matters of interest around public education.
96 Coordinating Committee may also approve presentation of awards to students and
97 staff of Lakehead Public Schools.
- 98 **8 Confirmation of Minutes – Public Session**
99 **8.1** These minutes shall be considered by trustees only with reference to the accuracy
100 of the minutes as recorded.
- 101 **9 Reports** – Director/Administrative, Standing committees, Other Reports (including member
102 reports, student/Indigenous student trustees, or trustee representatives of external Board or
103 agency representatives reports). Each report shall clearly indicate if it is for information only
104 or if a recommendation is included.
- 105 **10 Reports of Special (Ad Hoc) Committees**
- 106 **11 Special Orders** – Items that are made a special order. These can be made a timed item at
107 any time within the agenda.
- 108 **12 Unfinished Business and General Orders** – 1) Questions that were pending when the
109 previous meeting adjourned. 2) Unfinished business not reached when the previous meeting
110 adjourned. 3) General orders that were not reached when the previous meeting adjourned.
111 **General orders** are questions that were postponed from the previous meeting. Unfinished
112 Business and General Orders remain from meeting to meeting until they are disposed of.
113 The Board Advisory Committee is a Standing Committee of the Board and therefore
114 unfinished business, and general orders continue to exist after a municipal election with the
115 committee determining if any motions are to be sent to the newly elected Board for
116 consideration.
- 117 **13 Notices of Motion**
118 **13.1** Written Notices of Motion shall be presented to the chair. The chair shall read the
119 presented Notice of Motion but no discussion or voting relative to the motion shall
120 be permitted at the same meeting.
121 **13.2** Notices of Motion shall be considered at the next Regular meeting of the Board as
122 a General Order. The motion to be considered shall be printed on the agenda.
- 123 **14 Announcements**
124 **15 Adjournment**
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Delegations to the Board

- 1
- 2 **1** The Coordinating Committee may grant requests by members of the public desiring to
- 3 appear before the Board provided:
- 4 **1.1** A written request is received by the chair or secretary.
- 5 **1.2** The request must:
- 6
 - 7 • be in the jurisdiction of the Board and must not involve a personnel matter;
 - 8 • include the nature of the topic to be addressed; and
 - 9 • include the name of the spokesperson or presenter for the group.
- 10 **1.3** The presenters shall provide written materials for the presentation to the secretary
- 11 to the Board.
- 12 **2** The request for a delegation and the written materials provided will:
- 13 **2.1** Be presented to the next scheduled Coordinating Committee.
- 14 **2.2** Be copied by the Director’s Office to be included with the agenda for the
- 15 Coordinating Committee (up to five pages).
- 16 **2.3** Be assigned a meeting date at which the delegation will be received, and the
- 17 requester will be advised accordingly.
- 18 **3** Presentations shall not appear on the same agenda as a similar item to be discussed by
- 19 trustees at the same meeting.
- 20 **4** Requests for delegations by Board employees shall require Coordinating Committee
- 21 approval.
- 22 **5** The chair or the secretary, in consultation with the Coordinating Committee, will assign a
- 23 requested delegation to an appropriate meeting (e.g., Regular Board, Special Board, Board
- 24 Advisory Committee, Coordinating Committee, Informal Session).
- 25 **6** When there are requests for more than two delegations of a similar nature, each delegation
- 26 shall submit written material for the presentation in accordance with the following:
- 27 **6.1** The chair or the secretary may, in consultation with the Coordinating Committee:
- 28
 - 29 a) Schedule a Special Board Meeting to receive more than two delegations of a
 - 30 similar nature; or
 - 31 b) Require that the delegations appoint one spokesperson to present a ten-minute
 - 32 executive summary of all the delegation material. A representative from each
 - 33 delegation shall sit at the delegation table.
- 34 **6.2** Trustees may ask questions of clarifications of the delegates based on the executive
- 35 summary or the previously provided written presentation material.
- 36 **7** The secretary shall acknowledge in writing all requests for delegations to the Board, such
- 37 requests to be copied to all trustees. In cases where a request for delegation is denied,
- 38 reasons shall be stated.
- 39 **8** There shall be a maximum of two delegations allowed at anyone meeting.
- 40 (see #6 for delegations of a similar nature).
- 41 **9** The delegation will be limited to ten minutes for its verbal presentation.
- 42 **10** Questions of clarification of the delegation may be asked by trustees following the
- 43 presentation.
- 44 **11** No decisions or debate relative to the presentation will be made by the Board at the
- 45 meeting at which the presentation is made.
- 46 **12** The Coordinating Committee shall review requests of delegations following their
- presentation, and shall schedule related reports or responses, where appropriate.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ? ¹	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

¹ Some more formal requirements, likes seconds to motions, may not apply in smaller boards or any size committee.

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Side 1

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority or tie sustains
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3 against consideration
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	Varies
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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