Lakehead District School Board

# GOVERNING BYLAWS

Lakehead Public Schools

Committed to the success of *every* student

# LAKEHEAD DISTRICT SCHOOL BOARD

# GOVERNING BYLAWS

## Bylaw No. 129

## September 22, 2026

# Lakehead District School Board

## Governing Bylaws

## Table of Contents

Article I – Definitions ..... 2
Article II – Name ..... 4
Article III – Purpose ..... 4
Article IV – Board of Trustees ..... 4
Article V – Executive ..... 4
Article VI – Trustee Requests for Information ..... 7
Article VII – Trustee Resources and Election/Campaign Use ..... 7
Article VIII – Communications ..... 8
Article IX – Public Concerns and Delegations ..... 9
Article X – Trustee Code of Conduct ..... 10
Article XI – Meetings of the Board ..... 11
Article XII – Committees ..... 15
Article XIII – Parliamentary Authority ..... 16
Article XIV – Amending Bylaws ..... 16
Article XV – Amending or Suspending Appendices to the Bylaws ..... 17
Appendix A – Special Rules of Order ..... 18
Appendix B – Regular Meeting Order of Business ..... 20
Appendix C – Inaugural Meeting Order of Business ..... 24
Appendix D – Annual Meeting Order of Business ..... 26
Appendix E – Board Advisory Committee of Business ..... 28
Appendix F – Delegations to the Board ..... 31
Appendix G – Parliamentary Motions Guide ..... 32

# *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 the Lakehead District School Board as constituted under the Education Act. Where these Bylaws refer to a decision, vote, motion, election, or other action requiring approval by trustees, "Board" means the elected or appointed trustees entitled to vote on the matter, unless the context or applicable legislation provides otherwise.

**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 the director of education appointed under the Education Act. For the purposes of these Bylaws, the director serves as chief executive officer and secretary to the Board and may also be appointed as chief education officer, in accordance with the Education Act and any applicable regulations.

**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.

**Majority vote of the entire fixed Board** means more than half of the votes of the entire Board, including vacancies.

**Majority vote of members present** means more than half of all members present whether voting or not resulting in an abstention having the effect of a "no" vote.

**Member** means an elected or appointed trustee, excluding student trustees, except where otherwise indicated as meaning a member of a committee of the Board.

**Non-statutory Committee** means a standing committee struck by the Board and not required under the *Education Act*.

**Parliamentary Authority** means the adopted rules that govern the Board in all cases to which they are applicable and not inconsistent with the Bylaws and any special rules of order the Board may adopt.

**Prevailing Side** means the affirmative if the motion passed and the negative if the motion failed.

**Regulations** mean the regulations made under the *Education Act.*

**Secretary** means the recording secretary who provides secretarial support to the Board or committees.

**Secretary to the Board** is the appointed secretary under the provisions of the *Education Act* and for the purposes of these Bylaws shall always be referred to as the secretary to the Board or director.

**Special Committee (Ad hoc)** means a committee that performs a specified task and dissolves upon completion of the task. A special committee reports to the striking body.

**Special Board Meeting** means a separate session of the Board held at a time different from that of any regular meeting and convened to consider only the items specified in the call of the meeting.

**Standing Committee** means a committee constituted to perform a continuing function and remain in existence. Lakehead District School Board has statutory and non-statutory standing committees.

**Statutory Committee** means a standing committee specifically required under the Education Act.

**Student Trustee** means student trustee as referred to in the current Ontario Regulation and Section 55 of the Education Act.

**Trustee** means publicly elected or appointed member of the Board according to the *Education Act* and *Municipal Elections Act*.

**Vice Chair** means vice chair of the Board except where otherwise indicated as meaning vice chair of a committee of the Board.

**Written Notice of Meetings** also referred to as the call of the meeting means advance written or electronic notice informing members of the specific date, time, and place of a meeting.

**Legislative Supremacy and Compliance** means that these Bylaws shall be interpreted and applied in a manner consistent with the Education Act, the Regulations, any other applicable legislation, and any binding Ministry of Education policy, directive, guideline, or requirement. In the event of any conflict or inconsistency, the applicable legislation, regulation, or binding Ministry requirement shall prevail.

## *Article II – Name*

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

## *Article III – Purpose*

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

## *Article IV – Board of Trustees*

### 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. The chair's duties shall be carried out in accordance with the *Education Act*, Regulations, these Bylaws, Board policies, and any binding *Ministry of Education* policy, directive, guideline, or requirement, including any applicable requirements related to public communications. 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;
c. represent the majority opinion of the Board when communicating and acting in the capacity of the chair;
d. act as ex-officio member of all committees involving trustees;
e. liaise on behalf of the Board with local municipalities, organizations, Members of Provincial Parliament, and other institutions and officials where appropriate;
f. have signing authority of Board approved contracts, subject to compliance with the *Education Act*, *Regulations*, Board policies, approved administrative processes, and any required prior approval, consent, confirmation, or direction of the *Minister of Education*, including with respect to capital projects, land acquisitions or dispositions, alterations, additions, improvements, repairs, borrowing, financing, or other matters for which Ministerial approval or statutory authorization is required;
g. make available to all trustees, copies of all correspondence received and sent;
h. chair the Coordinating Committee;
i. meet regularly with the director and vice chair; and
j. in consultation with the Coordinating Committee, schedule any information meetings, informal discussions or workshops considered to be of interest to trustees.

### 5.3.2 Duties of the Vice-Chair

The vice-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. The vice-chair's duties shall be carried out in accordance with the *Education Act, Regulations*, these Bylaws, Board policies, and any binding *Ministry of Education* policy, directive, guideline, or requirement, including any applicable requirements related to trustee expenses, honoraria, professional development, memberships, and use of Board resources. In addition to the duties under the *Education Act* or *Regulations*, the following shall be the duties of the vice-chair:

a. preside in the absence of the chair;
b. preside at the Board Advisory Committee meetings;
c. ensure the efficient organization of Board Advisory Committee agenda packages for trustees;
d. meet regularly with the chair and director;
e. serve as a member of the Coordinating Committee;
f. endeavour to assist the chair in the performance of the chair's duties;
g. have signing authority in the absence of the chair, subject to compliance with the *Education Act, Regulations*, Board policies, approved administrative processes, and any required prior approval, consent, confirmation, or direction of the *Minister of Education*, including with respect to capital projects, land acquisitions or dispositions, alterations, additions, improvements, repairs, borrowing, financing, or other matters for which Ministerial approval or statutory authorization is required;
h. review trustee budget matters in accordance with Board policy, applicable Ministry requirements, and Board-approved processes, and make recommendations to the Board where required;
i. review trustee expenditures only in accordance with the approved trustee budget, Board policy, applicable Ministry requirements, and established administrative processes. The vice-chair shall notify the chair and director immediately if any discrepancies or irregularities are noticed. The chair, in consultation with the director, shall address any discrepancies or irregularities and follow up with the trustee(s), as appropriate.

### 5.3.3 Absence of Chair and Vice-Chair

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

## *Article VI – Trustee Requests for Information*

### *6.1 Requests Through the Director*

Trustees may request information required to fulfill their governance role through the Director. Trustees shall not direct staff work or seek to assign operational tasks to staff except through Board direction or an established Board process.

### *6.2 Significant Requests*

Where a trustee request would require significant staff time, the creation of a new report, system-wide analysis, legal or financial review, or information beyond what is reasonably available in the ordinary course, the request shall be brought forward for Board consideration and direction.

### *6.3 Sharing of Information*

Information provided in response to a trustee request that relates to the governance work of the Board shall, where appropriate, be shared with all trustees to support informed, transparent, and consistent decision-making.

## *Article VII – Trustee Resources and Election/Campaign Use*

### *7.1 Use of Board Resources*

Board resources provided or made available to trustees are for the purpose of carrying out trustee duties and Board business in accordance with the Education Act, Regulations, Board policies, and any applicable Ministry of Education policy, directive, guideline, or requirement. Board resources shall not be used for personal, private, partisan, campaign, or election-related purposes.

### *7.2 Staff Resources*

Trustees shall not request or use staff time, staff expertise, student information, parent or community contact information, Board records, Board communication channels, or Board materials for partisan, campaign, election-related, personal, or private purposes. Staff may not be asked to prepare or distribute campaign materials, campaign-related correspondence, partisan communications, social media content, speeches, greetings, brochures, photographs, videos, or other materials unrelated to Board business.

### *7.3 Board Branding, Technology, and Communication Tools*

Trustees shall not use the Board name, logo, branding, email system, telephone system, voicemail, website, social media accounts, meeting platforms, office space, equipment, or other Board-issued resources for campaign, partisan, personal, or private purposes. Any trustee communication using Board resources shall relate to Board business and shall comply with Board policy and any applicable Ministry requirements.

### *7.4 Campaign Periods and Election-Related Activities*

During any municipal, provincial, federal, or by-election campaign period, trustees who are candidates may continue to perform their trustee duties but shall not use Board resources, Board events, school-related events, staff support, students, parents, or Board communication channels to promote or oppose any candidate, party, campaign, or election position. Trustees shall ensure that campaign activities are separated from their trustee role and are conducted using personal resources.

### *7.5 School and Board Events During Campaign Periods*

Trustees may attend school or Board events in their official capacity where appropriate and in accordance with Board policy. Trustees shall not campaign, distribute campaign materials, solicit support, display campaign materials, or conduct themselves in a manner that could reasonably be perceived as campaigning at school, Board, or school-related events.

### *7.6 Compliance*

Trustees are responsible for ensuring that their use of Board resources and their conduct during campaign periods comply with the *Education Act*, the *Municipal Elections Act, 1996*, other applicable legislation, Board policies, and any applicable *Ministry of Education* policy, directive, guideline, or requirement.

## *Article VIII – Communications*

### *8.1 Spokesperson for the Board*

The chair shall act as the official spokesperson for the Board unless otherwise determined by the Board. Where the position of the Board is unclear, the chair shall seek Board direction before speaking publicly on behalf of the Board.

### *8.2 Individual Trustee Communications*

Trustees may express individual views but shall not state or imply that they speak on behalf of the Board unless expressly authorized by the Board or by the chair in accordance with the *Education Act, Regulations*, these Bylaws, Board policies, and any applicable *Ministry of Education* policy, directive, guideline, or requirement. When expressing individual views, trustees shall make clear that they are not speaking on behalf of the Board. Once a majority vote has occurred, trustees are expected to support the position of the Board.

### *8.3 Correspondence on Behalf of the Board*

Correspondence issued by or on behalf of the Board, or by the chair in their capacity as spokesperson for the Board, shall be consistent with Board direction and shall be shared with all members of the Board, including the Director in their capacity as chief executive officer and secretary to the Board. Correspondence that establishes or communicates a Board position shall be authorized by Board motion, Board direction, or another approved Board process.

### *8.4 Public Communications and Ministry Requirements*

All public communications made by trustees, officers, employees, or representatives of the Board in an official capacity shall comply with the Education Act, Regulations, these Bylaws, Board policies, and any applicable Ministry of Education policy, directive, guideline, or requirement. The Board shall review and update related communication practices or policies as required to comply with any binding Ministry direction.

### *8.5 Social Media and Public Statements*

Trustee social media use and public statements shall respect confidentiality, the Trustee Code of Conduct, Board decisions, the role of the chair as spokesperson, and the operational role of the Director and staff. Trustees shall not use social media or public statements to undermine the implementation of Board decisions, disclose confidential information, direct staff, or create the impression that they are speaking on behalf of the Board without authorization.

## *Article IX – Public Concerns and Delegations*

### *9.1 Role of Trustees in Public Concerns*

Trustees may assist parents, caregivers, students, staff, and members of the public by explaining the Board's established processes for bringing forward concerns and by referring individuals to the appropriate process, policy, procedure, or staff contact. Trustees shall act in a facilitative role and shall not investigate, adjudicate, direct staff, intervene in operational matters, or act as an appeal body except where expressly authorized by legislation, Board policy, or Board direction.

### *9.2 Referral Through Established Processes*

Concerns related to schools, programs, transportation, student matters, staffing, operations, or other administrative matters shall be directed through the appropriate Board process and through the Director in their capacity as chief executive officer and secretary to the Board. Trustees shall not direct individual staff members to take action on a concern outside an approved Board process.

### *9.3 Delegations*

Delegations to the Board shall be received and considered in accordance with these Bylaws, Appendix F, Board policy, and any applicable legislation or Ministry requirement. Delegations are intended to provide information or perspective to the Board and do not replace established complaint, review, appeal or administrative processes.

### *9.4 Confidential, Personal, or Operational Matters*

Matters involving confidential information, identifiable students, personnel issues, legal matters, labour relations, procurement, individual staff performance, or operational decision-making shall be addressed only through the appropriate confidential, administrative, statutory, or legal process and shall not be determined through individual trustee intervention or public delegation.

## *Article X – Trustee Code of Conduct*

### *10.1 Compliance with Trustee Code of Conduct*

Trustees shall comply with the *Education Act, Regulations*, these Bylaws, Board policies, the LDSB Trustee Code of Conduct, and any applicable *Ministry of Education* policy, directive, guideline, or requirement. The *Trustee Code of Conduct* is maintained as a separate Board document and shall be read together with these Bylaws.

### *10.2 Consistency with Code of Conduct Requirements*

In the event that a provision of these Bylaws relates to trustee conduct, confidentiality, conflicts of interest, use of Board resources, public communications, relationships with staff, or other matters addressed in the *Trustee Code of Conduct*, the provision shall be interpreted in a manner consistent with the *Trustee Code of Conduct* and applicable legislation.

## *Article XI – Meetings of the Board*

### 11.1 Regular Meetings

Regular meetings of the Board shall be held on the fourth Tuesday five times per year 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.

### 11.2 Inaugural Meetings

#### 11.2.1 First Meeting

The Inaugural Meeting shall be held in an election year not later than seven days after the day on which the term of office of the board commences, 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.

#### 11.2.2 End of Term Decisions

In the year of a municipal election, from October first until the municipal election 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.

**11.3 Annual Meetings**

The Annual Meeting shall be held in non-election years on the first Tuesday in *November* 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 Annual Meeting shall be held for the purpose of:

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

**11.4 Special Meetings**

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

**11.5 Notice to Trustees**

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

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

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

**11.6 Notice to the public, media, and stakeholder groups**

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

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

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

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

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

## 11.7 Member Attendance

### 11.7.1 Board and Committee of the Whole, Member Attendance

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

### 11.7.2 Committee Meeting, Member Attendance

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

## 11.8 Electronic Meetings

### 11.8.1 Board and Committee of the Whole, Electronic Attendance by Members

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

### 11.8.2 Committee Meeting, Electronic Attendance by Members

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

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

## 11.9 Digital Voting

**11.9.1** Voting shall normally be by show of hands, voice vote, or using one of the available features of the digital meeting platform.

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

## 11.10 Electronic Recording of Meetings

**11.10.1** The secretary may electronically record the Public Session of the Board, and Board Advisory Committee, meetings.

**11.10.2** Committee of the Whole - Closed Sessions of the Board and Closed Sessions of the Board Advisory Committee meetings shall not be electronically recorded.

## 11.11 Adjournment

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

## 11.12 Quorum

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

**11.12.2 Lack of Quorum**

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.

**11.12.3 Loss of Quorum**

The Board or Board Advisory Committee meeting 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.

## *Article XII – Committees*

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

**12.2 Statutory Standing Committees**

The following are legislated Statutory Standing Committees of the Board:

- 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.

**12.3 Non-Statutory Standing Committees**

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

- Board Advisory Committee;
- Board Development Committee;
- Coordinating Committee (Internal);
- Equity and Inclusive Education Committee;
- Finance Committee;
- Miiniwewinan: Indigenous Education Advisory Committee (IEAC); and
- OPSBA Director Liaison Committee.

**12.4 External Board or Agency Representation**

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

***Article XIII - Parliamentary Authority***

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

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

***Article XIV – Amending Bylaws***

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

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

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

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

***14.5*** These bylaws may be reviewed at any time where legislation changes, regulations are filed, *Ministry of Education* directives or guidelines are issued, legal counsel recommends amendments, or the chair and director, in their capacity as chief executive officer and secretary to the Board, identify a governance risk.

## *Article XV – Amending or Suspending Appendices to the Bylaws*

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

### 15.1 Amending Appendices

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

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

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

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

### 15.2 Suspending Appendices

Items in the appendices under the control of the Board of Trustees, including the Special Rules of Order, may be suspended by a two-thirds vote with such suspension in effect only for the intended purpose specified and only for that meeting.

**ENACTED AND MADE AS OF THE 22nd DAY OF September, 2026.**

| | |
|---|---|
| **Chair of the Board** | **Director/Secretary to the Board** |

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

**22nd day of September, 2026.**

# 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).

## 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

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

## Detailed Procedures at the Regular Meeting

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

**1 Call to Order –** The 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 Board Meeting is called.

**1.2** The Regular Board meeting or Board Advisory Committee meeting 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 Committee of the Whole - 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 prior to final approval, by a majority vote at a meeting of the Board at which there is a quorum. Once approved, the agenda may be changed without objection or by two-thirds vote.

**4 Resolve into Committee of the Whole – 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 Committee of the Whole – Closed Session (as required)**

**5.1 Approval of Committee of the Whole – 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 -** Committee of the Whole - 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. Items raised shall respect the confidentiality of individuals and other matters pursuant to Section 207(2) of the *Education Act*. Trustees should notify the 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 Rise and Report Progress –** At the conclusion of a meeting of the Committee of the Whole - Closed Session preceding a Regular or Special Board meeting, the Board will rise and report in Public Session.

**6 Report of Committee of the Whole – Closed Session**

**6.1** Decisions concerning matters considered in the Committee of the Whole - Closed Session shall be presented in public by the Committee of the Whole chair without amendment or debate, except as cited in 6.2.

**6.2** Decisions which must be kept confidential for a longer period may be reported only in the Committee of the Whole – Closed Session Minutes provided that a resolution in Closed Session so orders by a majority vote. Such a resolution shall specify that the decision be kept confidential for a specified period of time, or until a certain action is completed.

**6.3** It shall be the responsibility of the secretary to bring forward decisions kept in the Committee of the Whole – Closed Session Minutes on public agendas of the Board in accordance with the resolution as detailed in Section 6.2.

**6.4** The secretary shall make available to any member of the public who requests it, copies of any Public Session agenda with supporting reports and information of any public meeting of the Regular Board or Board Advisory Committee.

**6.5** Under exceptional circumstances the chair and the director may withhold a report until the meeting.

**7 Land Acknowledgement** – If no Closed Session the Land Acknowledgement is placed prior to approval of agenda.

**8 Consent Agenda –** Normally includes minutes, or reports containing recommendations which would not elicit any controversy or debate. **Note:** It should be clearly understood that when approving a consent agenda that contains reports, the Board is normally not approving the report, but rather approving any motions contained in the report.

**9 Delegations/Presentation** – See Appendix F Delegation/Presentation Process

**9.1** Members of the public desiring to appear before the Board as a delegation may be permitted to do so in accordance with Appendix F.

**9.2** Presentations to the Board may be requested by the Coordinating Committee from various individuals or organizations on matters of interest around public education. Coordinating Committee may also approve presentation of awards to students and staff of Lakehead Public Schools.

**10 Reports** of director/administrative, chair, student trustee, Indigenous student trustee, standing committees and external boards and agency representation.

**11 Reports of Special (Ad Hoc) Committees** – The chair or designate of an ad hoc or special committee shall present its report to the striking body.

**12 Special Orders** – Items that are made a special order. These can be made a timed item at any time within the agenda.

**13 Unfinished Business and General Orders** – 1) Questions that were pending when the previous meeting adjourned. 2) Unfinished business not reached when the previous meeting adjourned. 3) General orders that were not reached when the previous meeting adjourned.

**General orders** are questions that were postponed from the previous meeting. Unfinished Business and General Orders remain from meeting to meeting until they are disposed of or after a municipal election a new Board is in place the items under this category “fall to the ground” meaning they no longer exist and would need to be reintroduced as desired.

**14 Notices of Motion**

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

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

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

**16 Adjournment**

## Inaugural Meeting Order of Business

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

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

**10** Director's Annual Report
**11** Adjournment

## Detailed Procedures at the Inaugural meeting

**1 Call to Order** – The director or their designate shall assume the chair until the election of the chair calling the meeting to order.
**2 Land Acknowledgement** – The director shall read the Land Acknowledgement.
**3 Notation of Municipal Clerk's Certificates of Election or Acclamation** – The director shall read the returns of the clerks of the municipalities certifying to the election of the members.
**4 Declarations of Office and Oath of Allegiance**
- **4.1** The director shall administer the Declaration of Office and Oath of Allegiance according to Section 209 of the *Education Act*; and
- **4.2** Declare the Board to be legally constituted when all members present have taken the Declaration and Oath and constitute a majority of all the members of the Board.

**5 Election of Chair –** The director shall conduct the election of the chair as follows:
- **5.1** Have ballots prepared on which the names of candidates for each office are written.
- **5.2** Designate one staff member to count the ballots, and a second staff member to act as scrutineer.
- **5.3** The director shall then conduct the annual election for the office of chair by calling for nominations and each nominee shall indicate whether the nomination is accepted. If a nominee is absent, they must have declared in writing to the director or designate, their willingness to accept the nomination and stand for the position if elected, by noon on the day of the election.
- **5.4** If only one trustee accepts a nomination, that trustee shall be declared elected by acclamation.
- **5.5** Where more than one nominee stands for election, a vote shall be taken by secret ballot and the nominee receiving a majority of the votes cast shall be declared elected.
- **5.6** If a member attends electronically in accordance with the *Education Act* and *Regulations* and 3094 Electronic Meetings Policy, that member may vote in accordance with subsection 6.9.2 of the Governing Bylaws.

**5.7** If there is more than one trustee nominated, they will be given the opportunity to speak for up to two minutes. No debate shall take place after the nominees have spoken.

**5.8** Where more than two nominees stand for election and a majority of votes cast is not reached on the first ballot, the nominee receiving the fewest votes cast shall be removed from the ballot. Voting shall continue in a second or subsequent ballot until a nominee receives a majority of votes cast.

**5.9** The presiding officer shall announce the results of the ballot but shall not declare the count.

**5.10** In the case of an equality of votes with respect to the election of two or more nominees, the presiding officer shall provide for drawing lots to determine which of the candidates is elected.

**5.11 Process for Drawing Lots**

**5.11.1** Ballots shall be prepared.

**5.11.2** The number of ballots shall equal the number of nominees being considered.

**5.11.3** One ballot shall have written on it the name of the position to be filled; the other(s) shall be blank. The ballots shall be identical pieces of paper. The ballots shall be folded once in half and then in half once again.

**5.11.4** The presiding officer shall ask each nominee to pick one ballot from the container.

**5.11.5** If a nominee is absent or attending electronically, the presiding officer shall ask a member who is not a nominee to pick a ballot on the nominee's behalf.

**5.11.6** The presiding officer shall instruct the nominees to open and show their ballot.

**5.11.7** The successful nominee shall be the one who picked the ballot with the position written on it.

**5.11.8** The presiding officer shall officially announce the result.

**5.12** Upon the election, the chair shall assume the chair.

**6. Election of Vice Chair –** The chair shall conduct the election for vice-chair in the same manner as for the election of chair.

**7. Election of a Trustee and one Alternate to the Coordinating Committee –** The chair shall conduct the election of a trustee and one Alternate to the Coordinating Committee.

**8. Trustee Appointments to Board Committees**

**9. Committee Reports**

**10. Director's Annual Report**

**11. Adjournment**

## Annual Meeting Order of Business

The order of Business for the Annual Meeting

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

**8** Director's Annual Report
**9** Adjournment

## Detailed Procedures at the Annual meeting

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

**3.10** In the case of an equality of votes with respect to the election of two or more nominees, the presiding officer shall provide for drawing lots to determine which of the candidates is elected.

**3.11 Process for Drawing Lots**

**3.11.1** Ballots shall be prepared.

**3.11.2** The number of ballots shall equal the number of nominees being considered.

**3.11.3** One ballot shall have written on it the name of the position to be filled; the other(s) shall be blank. The ballots shall be identical pieces of paper. The ballots shall be folded once in half and then in half once again.

**3.11.4** The presiding officer shall ask each nominee to pick one ballot from the container.

**3.11.5** If a nominee is absent or attending electronically, the presiding officer shall ask a member who is not a nominee to pick a ballot on the nominee's behalf.

**3.11.6** The presiding officer shall instruct the nominees to open and show their ballot.

**3.11.7** The successful nominee shall be the one who picked the ballot with the position written on it.

**3.11.8** The presiding officer shall officially announce the result.

**3.12** Upon election, the chair shall assume the chair.

**4 Election of Vice Chair –** The chair shall conduct the election for vice-chair in the same manner as for the election of chair.

**5 Election of a Member and one Alternate to the Coordinating Committee –** The chair shall conduct the election of a trustee and one alternate to the Coordinating Committee.

**6 Trustee Appointments to Board Committees**

**7 Committee Reports**

**8 Director's Annual Report**

**9 Adjournment**

# 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** Chair's Reports
  - **9.2.1**
  - **9.2.2**
  - **9.2.3**
- **9.3** Standing Committee Reports
  - **9.3.1**
  - **9.3.2**
  - **9.3.3**
- **9.4**. 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

## Detailed Procedures at the Board Advisory Committee Meeting

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.

**7 Delegations/Presentation** – See Appendix F Delegation/Presentation Process

**7.1** Members of the public desiring to appear before the Board as a delegation may be permitted to do so in accordance with Appendix F.

**7.2** Presentations to the Board may be requested by the Coordinating Committee from various individuals or organizations on matters of interest around public education. Coordinating Committee may also approve presentation of awards to students and staff of Lakehead Public Schools.

**8 Confirmation of Minutes – Public Session**

**8.1** These minutes shall be considered by trustees only with reference to the accuracy of the minutes as recorded.

**9 Reports –** Director/Administrative, Standing committees, Other Reports (including member reports, student/Indigenous student trustees, or trustee representatives of external Board or agency representatives reports). Each report shall clearly indicate if it is for information only or if a recommendation is included.

**10 Reports of Special (Ad Hoc) Committees**

**11 Special Orders** – Items that are made a special order. These can be made a timed item at any time within the agenda.

**12 Unfinished Business and General Orders** – 1) Questions that were pending when the previous meeting adjourned. 2) Unfinished business not reached when the previous meeting adjourned. 3) General orders that were not reached when the previous meeting adjourned. **General orders** are questions that were postponed from the previous meeting. Unfinished Business and General Orders remain from meeting to meeting until they are disposed of. The Board Advisory Committee is a Standing Committee of the Board and therefore unfinished business, and general orders continue to exist after a municipal election with the committee determining if any motions are to be sent to the newly elected Board for consideration.

**13 Notices of Motion**

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

**13.2** Notices of Motion shall be considered at the next Regular meeting of the Board as a General Order. The motion to be considered shall be printed on the agenda.

**14 Announcements**

**15 Adjournment**

# Delegations to the Board

**1** The Coordinating Committee may grant requests by members of the public desiring to appear before the Board provided:

**1.1** A written request is received by the chair or secretary.

**1.2** The request must:

- be in the jurisdiction of the Board and must not involve a personnel matter;
- include the nature of the topic to be addressed; and
- include the name of the spokesperson or presenter for the group.

**1.3** The presenters shall provide written materials for the presentation to the secretary to the Board.

**2** The request for a delegation and the written materials provided will:

**2.1** Be presented to the next scheduled Coordinating Committee.

**2.2** Be copied by the Director's Office to be included with the agenda for the Coordinating Committee (up to five pages).

**2.3** Be assigned a meeting date at which the delegation will be received, and the requester will be advised accordingly.

**3** Presentations shall not appear on the same agenda as a similar item to be discussed by trustees at the same meeting.

**4** Requests for delegations by Board employees shall require Coordinating Committee approval.

**5** The chair or the secretary, in consultation with the Coordinating Committee, will assign a requested delegation to an appropriate meeting (e.g., Regular Board, Special Board, Board Advisory Committee, Coordinating Committee, Informal Session).

**6** When there are requests for more than two delegations of a similar nature, each delegation shall submit written material for the presentation in accordance with the following:

**6.1** The chair or the secretary may, in consultation with the Coordinating Committee:

a) Schedule a Special Board Meeting to receive more than two delegations of a similar nature; or

b) Require that the delegations appoint one spokesperson to present a ten-minute executive summary of all the delegation material. A representative from each delegation shall sit at the delegation table.

**6.2** Trustees may ask questions of clarifications of the delegates based on the executive summary or the previously provided written presentation material.

**7** The secretary shall acknowledge in writing all requests for delegations to the Board, such requests to be copied to all trustees. In cases where a request for delegation is denied, reasons shall be stated.

**8** There shall be a maximum of two delegations allowed at anyone meeting. (see #6 for delegations of a similar nature).

**9** The delegation will be limited to ten minutes for its verbal presentation.

**10** Questions of clarification of the delegation may be asked by trustees following the presentation.

**11** No decisions or debate relative to the presentation will be made by the Board at the meeting at which the presentation is made.

**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? | 2ND?[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? | 2ND? | 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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9/2020

Side 2