

## Policy 7

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### BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order. Robert's Rules of Order shall be used as a tool to facilitate discussion and decisions and ensure meetings are orderly, not for more experienced participants to frustrate participation by others.

The Board's fundamental obligation is to govern to improve student learning and success. It is the Board's belief that these efforts are strengthened through the participation of the public. Consistent with this objective the Board encourages the general public and partner groups to contribute to the governance process, through engagement with the Board through a variety of mechanisms. Towards this end, the Board believes its affairs must be conducted, whenever appropriate, in public.

There are times when public interest is best-served by private discussion of specific issues in "in-camera" (closed) sessions.

The Board further believes public interest can be enhanced by ongoing and meaningful public engagement, including having members of the public participate at Board meetings. In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, special, or closed (in-camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

#### 1. Board Composition and Elections

Seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.

#### 2. Inaugural Meeting and Subsequent Annual Meeting

##### 2.1 Inaugural Meeting

After the general local election of school trustees, the Secretary-Treasurer must convene an inaugural meeting of the Board of Education as soon as possible and, in any event, within 30 days from the date that the newly elected Board begins its term of office. The Oath of Office and inaugural meeting shall be scheduled on the same date and done in consultation with the outgoing Board. If the Board is unable to agree on a date, the Secretary-Treasurer shall select a date. The order of business shall include:

2.1.1.1 Statement of the Returning Officer;

2.1.1.2 To make a prescribed oath of office, by oath or solemn affirmation;

2.1.1.2.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

- 2.1.1.3 Election of Chair and Vice Chair;
- 2.1.1.4 Election of BCSTA Provincial Council delegate and alternate delegate;
- 2.1.1.5 Election of BCPSEA representative and alternate.

Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.

## 2.2 Annual Meeting

- 2.2.1 Each year thereafter during the term of office, the Board of Education shall hold elections at the regular board meeting in November to elect the Chairperson, Vice Chairperson, BCSTA Provincial Representative and BCPSEA Representative and the respective alternates. The meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:
  - 2.2.1.1 Report of Current Chair;
  - 2.2.1.2 Election of Chair and Vice Chair;
    - 2.2.1.2.1 Upon election of the new Chair, the Chairperson shall preside over the remainder of the meeting and call for the election of the other remaining positions as noted above.
  - 2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;
  - 2.2.1.4 Election of BCPSEA representative and alternate.

The term of office of the Chair, Vice Chair, BCSTA representative and alternate, BCPSEA representative and alternate shall be from the date of the election until the following inaugural or annual meeting unless the trustee resigns from their assignment or a majority of the Board wishes to hold an election before the following inaugural or annual meeting date

- 2.2.2 Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote).
- 2.2.3 In the final term of office, a report will be provided by the current chair during the board meeting directly preceding the Trustee elections.

## 3. Regular (Open) Meetings

- 3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.
- 3.2 In order to facilitate the conduct of its meetings, Robert's Rules of Order (or a simplified version thereof) shall be utilized.
- 3.3 Regular meetings of the Board shall be typically held on the fourth Tuesday of each month (except for July and August) at 6:00 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place, including virtual meetings, or at some other time. Schedules for Board meetings are available on the District website.
- 3.4 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
- 3.5 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.
- 3.6 Additions made to the agenda once the meeting has been called to order shall be emergent in nature. A motion is considered emergent if failure to address its content would result in immediate reputational harm to the District or physical, psychological, or emotional harm to the individuals it serves or employs.

- 3.7 A quorum, which the *School Act* states is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

4. In-camera (Closed) Meetings

- 4.1 If in the Board's opinion the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees and senior staff as provided for in this policy and the *School Act*.
- 4.2 The following matters are considered by the board in in-camera meetings:
- 4.2.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
  - 4.2.2 Accident claims and other matters where Board liability may arise;
  - 4.2.3 Legal opinions respecting the liability or interest of the Board;
  - 4.2.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
  - 4.2.5 Medical Examiner's examinations and medical reports;
  - 4.2.6 Staff changes including appointments, transfers, resignations, promotions and demotions;
  - 4.2.7 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
  - 4.2.8 Lease, sale or exchange of real property prior to finalization thereof;
  - 4.2.9 Matters pertaining to the safety, security or protection of Board property;
  - 4.2.10 Such other matters where the Board decides that the public interest so requires, including matters of a confidential, sensitive or preliminary nature.
- 4.3 In-Camera meetings of the Board shall be held prior to Regular (open) meeting of the Board on the fourth Tuesday of each month, from 5:00 P.M. or such other time as noted in the agenda.
- 4.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in-camera.
- 4.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 4.6 Trustees must uphold the confidentiality of proceedings of closed (in-camera) meetings.
- 4.7 The Board Chair, Secretary-Treasurer and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
- 4.7.1 Adoption of the Agenda
  - 4.7.2 Minutes for Approval
  - 4.7.3 Reports from Senior Management
  - 4.7.4 Other Business
  - 4.7.5 Items to be Reported out at Open Meeting
  - 4.7.6 Notice of Meetings
  - 4.7.7 Adjournment
- 4.8 Items requested for inclusion on an in-camera agenda must follow the procedures noted in section 9.
- 4.9 The agenda and supporting material for each in-camera (closed) Board meeting will be made available to trustees on the Friday preceding the date of the in-camera Board meeting.
- 4.10 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or Officers of the Board are excluded. The record or general statement of the closed meeting shall be available to the public.

5. Special (Regular or In-camera) Meetings
  - 5.1 Meetings other than regularly scheduled open or in-camera meetings will be termed "special" meetings.
  - 5.2 A special meeting of the Board may be called by the Chair or, where the Chair is not available, by the Vice-Chair, or by the Superintendent or Secretary-Treasurer with prior consultation with the Board Chair.
  - 5.3 The business to be conducted shall be set out in the notice.
  - 5.4 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.
  - 5.5 All supporting material for Special Open and In-Camera Board emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
  
6. All Regular (open), Special Open Board meetings described in Section 3 and 5 shall adjourn no later than 9:00 P.M.
  - 6.1 Should the business of the Board remain unfinished by the time of adjournment, the Board shall make a motion to table undiscussed matters to the next Committee of the Whole Meeting where discussions will be made open to the public or to the next Regular (open) meeting scheduled.
  - 6.2 All in-camera or special in-camera board meetings described in section 4 and 5 shall adjourn no later than 9:30 P.M. which includes any reconvening of the board to an in-camera meeting subsequent to an open meeting.
  
7. Meeting Attendance by Trustees
  - 7.1 Trustees are expected to participate in regularly scheduled Board meetings via the established meeting format.
  - 7.2 Should the established format be a virtual meeting, it is expected that all trustees and District staff utilize their camera for purposes of full participation.
  - 7.3 If a Trustee cannot attend a meeting, via the established meeting format, the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting and/or facilitate remote participation, if possible.
  
8. Notice of Open Meetings and Agendas
  - 8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board unless there is unanimous agreement of trustees to waive such notice.
  - 8.2 Prior to each meeting of the Board, Administration, in consultation with the Chair and Vice-Chair shall prepare an agenda for all business to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
  - 8.3 The Board Chair, Secretary-Treasurer and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
    - 8.3.1 Adoption of Agenda
    - 8.3.2 Approval of Minutes
    - 8.3.3 District Presentations (staff and students)
    - 8.3.4 Delegations (10 minutes per presentation)

*Must be scheduled in advance through the Office of the Secretary-Treasurer.*

    - 8.3.5 Correspondence
    - 8.3.6 Board Committee Reports
      - 8.3.6.1 Committee of the Whole (open session)
      - 8.3.6.2 Coordinating Committee

- 8.3.7 Reports Senior Management
- 8.3.8 Old Business
- 8.3.9 New Business
- 8.3.10 Board highlights (written)
- 8.3.11 Notice of Meetings
- 8.3.12 Adjournment

9. Items or motions for the agenda are to be submitted to the Board Chair and Superintendent (or designate) for consideration for its inclusion at an upcoming Board meeting agenda, or other committee (see Policy 8) for discussion, by the noon on the Monday of the week preceding the date of the Board meeting. All items submitted for inclusion in the open agenda must be accompanied by a backgrounder in standard Board format and shall identify if the agenda item is for information or decision.
10. The agenda and supporting material for each regular Open Board meeting will be made available to trustees and the public on the School District web site on the Friday preceding the date of the Board meeting.
11. Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 9, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.

*Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act*

*Financial Disclosure Act*

*Income Tax Act*

*SD No. 40 (New Westminster)*

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