

AVON MAITLAND DISTRICT SCHOOL BOARD

BOARD POLICY #9

BOARD GOVERNANCE

Legal References: *Education Act: Section 55 Student Trustees; Section 191 Honorarium for Members of Boards; Section 207 Open Meetings of Boards; Section 208 Board Meetings; Section 208.1 Regulations: Electronic Meetings; Section 209 Declaration; Part VII Board Members - Qualifications, Resignations and Vacancies; Ontario Regulation 7/07 Student Trustees; Ontario Regulation 463/97 Electronic Meetings; Municipal Conflict of Interest Act; Municipal Elections Act; Municipal Freedom of Information and Protection of Privacy Act; Bill 78, the Education Statute Law Amendment Act (Student Performance); Bill 177 Stronger, Fairer Ontario Act*

Related References: *Educating Together: A Handbook for Trustees, School Boards and Communities OPSBA 2006; Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities OESC 2018; Robert's Rules of Order; Board Policy 10 Committees of the Board; AP515 Travel and Expense Claims; Form 515 Travel and Expense Claims; AP518 Hospitality; Form 518 Hospitality Expense Claims; Policy 4, 11, 12*

The *Education Act* refers to members of the board as “board members”, while the Ontario Public School Boards’ Association uses the term “board trustees”. Throughout all board policies the terms “board member” and “board trustee” are used interchangeably.

Avon Maitland District School Board is a board of education established under the *Education Act*, with power to perform all the duties conferred or imposed upon a public school board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the *Education Act*, other applicable legislation, the pertinent regulations of the Ministry of Education, and the following policy. An outline of the structure of the Avon Maitland District School Board can be found in Board Policy 10 Committees of the Board (Appendix 1).

Avon Maitland District School Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. In order to discharge its responsibilities to the electorate of the district, the board shall hold regular meetings. The board has adopted by-laws and policies so that the business of the board can be conducted in an orderly and efficient manner. Adherence to board by-laws and policies is expected from all board members.

The board believes that a fundamental obligation is to preserve, if not enhance, trust in public education generally, and in the affairs of Avon Maitland District School Board operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, board meetings will be open to the public. The board believes its affairs should be conducted in public to the greatest extent possible.

The board believes there are times when the public interest is best served by private discussion of specific issues during closed sessions. A meeting of a committee of the board, including a committee of the whole board, may be closed to the public when certain matters, as outlined in legislation, are discussed.

**BOARD GOVERNANCE BY-LAWS
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Amendments to Board Governance By-Laws

No amendments, alteration or addition to the Board Policy 9 Board Governance By-Laws or to any policy of the board shall be made unless due notice thereof in writing, setting forth the proposed amendment, alteration or addition, has been given.

Policies shall be reviewed in a minimum of one separate meeting of the board before the notice of motion for amendment can be made.

By-law and minor policy amendments (amendments that do not change the content or intent of the by-law or policy) can be made within one board meeting provided all board members have received a copy of the suggested amendment a minimum of 48 hours prior to the meeting.

Notwithstanding, amendments to a by-law or policy are not retroactive. Example: if a breach of the Code of Conduct has been identified, the process will unfold using the policies and by-laws in force at the time of the breach.

A two-thirds majority of all board members present must vote in favour to effect the change.
[Section 5.3.3 (c)]

1. Inaugural or Initial Board Meeting

First Meeting

- 1.1 The first meeting of a newly elected board shall be held not later than seven days after the day on which the term of office of the board commences. The first meeting of a newly elected board shall take place at the board's head office on the first Tuesday in December of the year of the election of the board except that, on the petition of a majority of the members of the board, the Secretary of the Board shall call the first meeting of the board at some other time and date. If any of the newly elected board members are not able to attend the Inaugural meeting due to exceptional circumstances, they shall be sworn in at the next regular board meeting they are able to attend.

Procedure

- 1.2 The procedure at the first meeting of the board in December, including the year of a newly elected board, shall be as follows:
 - 1.2.1 The Secretary of the Board shall call the roll. The Secretary of the Board shall call the board to order and, where applicable, proceed to read the return of elections and resolutions or certificates of appointment of newly elected members and call for and receive declarations of office (if all declarations have been duly executed prior to the commencement of the meeting, the Secretary will so announce). A majority of the members of the board shall form a quorum.
 - 1.2.2 Devotional exercises may be conducted immediately following the calling of the roll subject to provincial and federal regulations.
 - 1.2.3 All board members shall state and sign their attestation contained in Board Policy 5 Board Members' Code of Conduct. Absent board members shall perform this attestation at their first attended board meeting of the new year.

Election of the Chair

- 1.3 Election of the Chair of the Board shall be by secret ballot and on all occasions when the result of a ballot is disclosed, there shall be no declaration of the count. The election procedure is as follows:
 - 1.3.1 **Scrutineers:** The Secretary shall call for a motion naming two scrutineers who shall be two senior administrators of the board.
 - 1.3.2 **Secret Ballot Vote if Attending by Electronic Means:** A board member attending the meeting by electronic means shall be allowed to participate in the secret ballot for election of the Chair by privately advising each of the scrutineers of their choice of nominee or candidate for each ballot, and the scrutineers will write that choice on the appropriate ballot and place the ballot in the ballot box.
 - 1.3.3 Nominations shall be by secret ballot and each ballot shall be valid only if it contains the name of one nominee.
 - 1.3.4 The Secretary shall announce the result of the ballot by declaring the names of those nominated in alphabetical order. The members nominated shall be asked in alphabetical order to declare their willingness to stand. Those standing for election will be allowed up to two minutes to speak prior to the election.
 - 1.3.5 The member receiving a clear majority of the votes cast shall be declared elected.
 - 1.3.6 Should no member receive a clear majority of the votes cast, the name of the member receiving the smallest number of votes shall be dropped. In the event that the balloting results in a tie vote between the two members receiving the smallest number of votes, these two members shall draw lots to decide whose

name shall continue to be on the slate of nominees. The board shall proceed to vote anew and so continue until one member receives a clear majority of the votes cast and such member shall be declared elected.

- 1.3.7 In the event that the balloting results in a tie vote between two members at the election of a Chair or Vice-Chair, the candidates shall draw lots to fill the position of Chair or Vice-Chair, as the case may be (*Education Act*, Section 208, subsection 8).
- 1.3.8 The Secretary shall announce the result of the ballot by declaring the name of the member who has received a clear majority of the votes cast.
- 1.3.9 The Chair shall assume the chair.

Election of Vice-Chair

- 1.4 Election of the Vice-Chair of the Board shall be as in Section 1.3 above. The Vice-Chair of the Board shall be Chair of the committee of the whole, closed session board.

Election of Delegate to OPSBA

- 1.5 Election of a member to serve as voting delegate to and Director of the Ontario Public School Boards' Association (OPSBA) shall be as in Section 1.3 above.
 - 1.5.1 In every year except the year following a school board/municipal election, this election is to take place in the first meeting of the board in May with the position becoming effective July 15th (to avoid confusion around attendance at the OPSBA AGM).
 - 1.5.2 When there is a school board/municipal election in the fall of the year, the incumbent shall serve until November 30 in that year only. The election for the OPSBA delegate shall then be held at the Inaugural meeting of the new board in December. There will be no election in May in the year following a school board/municipal election. In this case the OPSBA delegate elected at the Inaugural Meeting will hold the position until July 15th of the following year (for a period of 16 months).

Election of Alternate Delegate to OPSBA

- 1.6 Election of a member to serve as alternate voting delegate to and alternate Director of the Ontario Public School Boards' Association (OPSBA) shall be as in Section 1.3 above.
 - 1.6.1 In every year except the year following a school board/municipal election, this election is to take place in the first meeting of the board in May with the position becoming effective July 15th.
 - 1.6.2 When there is a school board/municipal election in the fall of the year, the incumbent shall serve until November 30 in that year only. The election for the OPSBA delegate shall then be held at the Inaugural meeting of the new board in December. There will be no election in May in the year following a school board/municipal election. In this case the OPSBA delegate elected at the Inaugural Meeting will hold the position until July 15th of the following year (for a period of 16 months).
 - 1.6.3 The board's alternate delegate serves in place of the delegate when the delegate is unable to perform their duties.

Election to Fill a Vacancy at Any Other Time

- 1.7 Should any of the positions in Sections 1.3, 1.4, 1.5 or 1.6 above become vacant outside of the normal election times, an election will be held for vacant position(s) only.

Destruction of Ballots

- 1.8 Upon completion of elections for all offices as set out in Sections 1.3, 1.4, 1.5 and 1.6 above, the board, by motion, shall direct that all ballots be destroyed.

2. Meetings of the Board

Avon Maitland District School Board shall generally meet as a board in public and closed session as permitted by the *Education Act*.

2.1 Regular Meetings

The meetings of the board shall be held on the second and fourth Tuesdays of each month of the school year except there is no meeting during the December break, no regular meeting on the second Tuesday in January, unless determined otherwise by motion or poll or the incumbent board as determined by the Chair. Therefore, there will be only one regular meeting in the months of December, January, and March.

2.1.1 Summer Meetings

Summer meetings of the board (i.e., in July and August) will be held on an “as required” basis at the call of the Chair.

2.1.2 Curfew

The board shall not remain in session later than 10:30 p.m. unless determined by a majority vote of the members present, and no meeting shall be extended beyond 11:00 p.m. unless by unanimous approval of the members present every 30 minutes thereafter.

2.1.3 Closed Meetings

As set out in Section 207 (2) of the *Education Act*, a meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject under consideration involves:

- 2.1.3.1 The security of the property of the board;
- 2.1.3.2 The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or their parent or guardian;
- 2.1.3.3 The acquisition or disposal of a school site;
- 2.1.3.4 Decisions in respect of negotiations with employees of the board; or
- 2.1.3.5 Litigation affecting the board.

Decisions may be reached in a closed meeting. However, any actions evolving from the decisions must be enacted at the regular meeting of the board.

Following discussion, board members rise from the closed session and report to the board on any recommendations agreed upon. If the recommendations are to become a resolution of the board, there will be a motion in open session to adopt the recommendation from the closed session.

2.2 Notice of Board Meetings

- 2.2.1 Written notice of all regular meetings of the board shall be communicated to each member at least 48 hours before the time of the meeting. Included with the notice shall be the meeting agenda and minutes from the previous board meeting(s) not previously approved. Members not receiving the notice or the board agenda by the Monday morning prior to the board meeting will be responsible for notifying the Secretary’s office.
- 2.2.2 Copies of reports to be presented to any meeting of the board shall be delivered by email with the notice of such meeting. The consideration of reports sent at a later date and items of new business arising at the meeting may, by decision of the majority of the board, be considered at that meeting of the board.

2.3 Special Board Meetings

- 2.3.1 A special meeting of the board may be called at any time on notice by the Chair. Notice of such special meeting shall be given at least 24 hours prior to the time of such meeting. Notice of a special meeting need not be in writing, but a record of the date and time members were given notice, or of reasonable efforts made to notify individual members, shall be recorded in the minutes of the special meeting. The express purpose of such meeting shall be stated and no business shall be considered other than that stated in the notice unless all members of the board are present and unanimously consent thereto.
- 2.3.2 A special meeting of the board shall be called by the Chair within 48 hours on a written request signed by three members. The express purpose of such meeting shall be stated and no business shall be considered other than that stated in the notice unless all members of the board are present and unanimously consent thereto. Should the Chair fail to call the meeting requested by three members within 48 hours, it shall be the duty of the Secretary to do so. Notice of such special meeting shall be given at least 24 hours previous to the time of such meeting.

2.4 Polling the Board

- 2.4.1 From time to time, it may be necessary to poll the members of the board for a decision which cannot be delayed to the next regular meeting and which, on the other hand, is not considered by the Chair to be sufficiently important and/or contentious to warrant the calling of a special board meeting.
In such cases:
 - 2.4.1.1 The Chair authorizes a poll to be conducted;
 - 2.4.1.2 The Secretary of the Board (or designate) delivers the necessary background information to board members at least 24 hours in advance so that they have the opportunity to deliberate;
 - 2.4.1.3 Board members may vote by email at any time. On a day announced in the information delivered as per 2.4.1.2 above, the Secretary of the Board (or designate) telephones each board member who has not submitted their response via email to obtain a vote;
Note: Board members who will not be available are at liberty to submit their vote beforehand.
 - 2.4.1.4 In cases of extreme emergency, or where time is of the essence, steps 2.4.1.2 and 2.4.1.3 may be omitted and the reason for the poll shall be explained when the telephone call is made.
 - 2.4.1.5 Provided that a quorum has voted and that an attempt has been made to contact all board members, the Secretary of the Board carries out the wishes of the majority.
 - 2.4.1.6 Where it has not been possible to contact a quorum, the Chair, or in the Chair's absence or unavailability, the Vice-Chair shall make the decision.
 - 2.4.1.7 In the absence of both the Chair and the Vice-Chair, and when it has not been possible to contact a quorum, the Secretary of the Board shall make the decision and it shall be binding upon the board.
 - 2.4.1.8 Notice, in the form of minutes or notes of said poll, will be included with the next agenda of the board and will be approved by the board in the same fashion as the board approves minutes of a previous meeting.

3. Attendance at Meetings

- 3.1 It is the expectation of Avon Maitland District School Board that its members attend all board meetings and meetings of committees of which they are members.

3.2 **Absence from a Meeting**

Members of the board shall advise the office of the Secretary of the Board as soon as possible that they will be absent from a meeting. If a quorum is not present, the meeting may be cancelled, but presentations and delegations may be heard.

- 3.3 Definition of meeting locations for boards and requirements for members' attendance is provided in the *Education Act*, Sections 208.1 (1) and (2); Section 228 (1); Section 229(1) and (2); Ontario Regulation 463/97 and in Section 6 of Board Policy 9 Board Governance By-Laws. Provision for attendance at regular meetings of the board is by physical presence in the meeting room of the board or by participating in a meeting through electronic means. A member of Avon Maitland District School Board must be physically present in the meeting room of the board for at least three regular meetings in each 12-month period beginning in December and must not be absent, without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board.

3.4 **Prolonged Absence**

If a member of the board misses three consecutive regular meetings of the board, the member is deemed to have vacated the seat on the board unless the member's absence has been authorized by board resolution entered in the minutes. A member wishing to request such authorization should contact the office of the Secretary of the Board to arrange to have the request placed on a future board agenda for consideration by the board.

3.5 **Failing to Fulfill Obligations**

If a member of the board fails to fulfill obligations, refer to Board Policy 5 Board Members' Code of Conduct.

3.6 **Attendance Report**

A board member attendance report shall be prepared annually. This report shall summarize the attendance of each board member at the board meetings held during the previous school year.

3.7 **Quorum**

A quorum of the board shall be a majority of all members. Should there be no quorum present thirty minutes after the time appointed for the meeting, the Secretary shall cause to be recorded the names of those members present, and the Chair shall set the time and place of the next meeting. Staff presentations and delegations may be heard. In the event of quorum being lost during a meeting, no further business can legally be transacted, and it shall be the responsibility of the presiding Chair and the Secretary to note the lack of a quorum and to have the fact recorded in the minutes.

4. **Order of Business**

The order of business (agenda) of all regular and special board meetings is prepared by the Secretary of the Board. For "Notice of Board Meetings" see 2.2. For the suggested order of business for the second and fourth Tuesday of the month Board meetings of the month, see Appendices 1 and 2.

5. **Rules of Order**

5.1 **Conflict of Interest**

In conformity with the *Municipal Conflict of Interest Act*:

- a) Where a member has any significant pecuniary interest, direct or indirect, in any matter, the member must disclose the general nature of interest before any

consideration of the matter. The member must not take part in any consideration or discussion of, or vote on any question in respect to the matter, and must not attempt in any way before, during or after the meeting to influence the voting.

- b) The member must leave the meeting during the time the matter is under discussion. Note: "Meeting" is defined to include "any regular, special, committee or other meeting" of the board.

5.1.1 Disclose if Absent

If absent from a meeting, members of the board must disclose their interest at the first meeting attended after such meeting.

5.1.2 Record in Minutes

Declarations of pecuniary interest and the general nature thereof must be recorded in the minutes of the open meetings. Every declaration of interest made in private meetings, but not the general nature of the interest, must be recorded in the minutes of the next open meeting.

5.2 Delegations

5.2.1 Request in Writing

Requests of delegations to appear before the board or one of its committees must be in writing and received by the Secretary by 4:30 p.m. on the day preceding the board or committee meeting, unless by motion of a majority of the members present the board or committee determines it will hear the delegation. The Chair of the Board may direct that a delegation requesting a hearing before the board be heard instead by an appropriate committee of the board. A request must state the reason for the delegation to appear or the delegation will not be heard. Delegations shall submit their material in writing, prior to the presentation, to the Secretary.

5.2.2 Spokesperson and Time Allocation

The delegation shall name a spokesperson(s). The delegation shall be allowed up to ten minutes to address the board or the committee on its first appearance on an issue, and up to five minutes for subsequent appearances, subject to subsection 5.2.4 (c). There shall be a maximum of six delegations permitted at a regular meeting.

5.2.3 Hearing the Delegation

- a) The Secretary shall inform the delegation of the date of the meeting and the approximate time when the presentation will be heard. At the time of notification, delegations will be informed of the time available for the presentation. They will also be informed that there may be no response to the presentation at the meeting, and that there may be questions of clarification asked of them by members of the board at the end of the presentation. Delegations will also be informed that the purpose of a delegation is to allow the presentation to be heard, and not to debate the issue at the time of presentation. They will further be advised that, at the conclusion of the presentation, the concern raised will either be referred to the appropriate committee, referred to a future board meeting, or handled by letter following the board meeting, as determined by the Chair. Delegations will be offered a copy of the Delegations section of Board Policy 9 Board Governance By-Laws before the meeting at which they are to appear.
- b) Delegations appearing before the board will be introduced by the Chair who shall announce the board's policy regarding delegations.
- c) The Chair shall announce how much time is available to the delegation and shall rule on the acceptability of the presentation and adherence to the time limit. The Chair may limit or conclude a presentation that deviates materially from the announced topic of the presentation or essentially repeats a previous presentation to the incumbent board or committee. The spokesperson(s) for a delegation must refrain from the use of abusive,

profane or derogatory language at all times, and the Chair may expel or exclude from any meeting any person(s) who engages in this or any other form of improper conduct.

- d) Following the presentation, the Chair shall ask the members of the board if there is any point they wish clarified. At no time during the meeting will members of the board or staff enter into discussion with any member of the delegation except to request clarification of a point made in the presentation.
- e) As soon as the Chair is satisfied that all points have been clarified, the Chair shall inform the delegation that the board will take the presentation under consideration.
- f) The Chair shall acknowledge the presentation. The Chair shall request a written copy of the remarks if not previously submitted. If not stated, the Chair shall ask the delegation what board action is being requested.
- g) The Board shall consider next steps in New Business, and the matter may then be considered by the board in public session or in closed session as required or permitted by Board Policy 9 Board Governance By-Laws or the *Education Act*, or as otherwise directed by the Chair or by motion of the board.
- h) Within 30 days, the Secretary shall inform the delegation of the disposition of its request, and include the date, time and place of any meeting of the board or a committee of the board where the subject matter was discussed..

5.2.4 **Time Limits**

- a) In exceptional circumstances, the Chair, in consultation with the Vice-Chair and Secretary of the Board, has the right to limit the allowed time for a presentation by a delegation, or the number of delegations to be heard at a meeting of the board.
- b) However, the Chair must provide an opportunity for all delegations wishing to speak on a topic to be received at subsequent regular meetings of the board (to a maximum of six delegations in total at a regular meeting, as stated in Section 5.2.2 above) or at one or more special meetings of the board to be called for that purpose.
- c) Once the board has made a decision or has taken no action on a matter raised by a delegation or delegations, the board will not entertain a further delegation on substantially the same issue within the ensuing six-month period, unless the Chair is of the opinion that there is sufficient new information to warrant a review, or unless the board has agreed to re-open the matter.

5.3 **Rules of Order for Board Meetings**

5.3.1 **Presiding at Meetings**

- a) The Chair shall preside at all meetings, or in the Chair's absence, the Vice-Chair shall perform the duties of the Chair. In the absence of the Vice-Chair, or while the Vice-Chair is serving as Chair; the board shall choose a member to serve as Vice-Chair (see Board Policy 8 Role of the Vice-Chair).
- b) In the absence of both the Chair and the Vice-Chair, the Secretary shall call the meeting to order, and call for a motion naming a member to act as Chair temporarily. The now acting Chair will then call for a motion to name an acting Vice-Chair.

5.3.2 **Appeal of Chair's Decision**

- a) The Chair shall preserve order and decorum, and decide all questions of order, subject to an appeal to the board. A member may immediately appeal a decision of the Chair. The Chair may request the reason for the appeal and shall explain the reason for the decision.
- b) When called to decide a point of order, the Chair shall, if requested, state the reasoning applicable to the case. Appeals of the Chair's ruling shall be

decided without debate (unless the Chair invites discussion thereon) and shall be submitted in the following form: "Shall the decision of the Chair be sustained (or upheld)?"

5.3.3 Board Motions

- a) Every member, prior to speaking to any question or motion, shall address the Chair and be recognized.
- b) When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
- c) No member shall interrupt another while speaking, unless to raise a point of order. Members raising a point of order shall be recognized by the Chair and shall confine themselves to the point of order or explanation.
- d) Any member may require the motion under discussion to be read for information at any time during the debate, provided that no such request shall be made so as to interrupt the member speaking to the question.
- e) After a motion has been moved and seconded, the Chair shall allow reasonable discussion prior to calling the vote.
The member introducing the motion shall be given the opportunity to speak first, and have the privilege of replying immediately prior to calling the vote. After the motion is read by the Chair it shall be deemed to be in possession of the board, but it may be withdrawn at the request of both the mover and seconder.
- f) When the question under consideration contains two or more distinct propositions, upon request of any member, the Chair shall rule whether or not any particular proposition shall be considered and voted upon separately.
- g) No motion or amendment shall be debated unless the same be moved and seconded, except formal motions to adopt reports, to refer, to postpone, to lay on the table, to put the previous question, to file, to pay accounts or to adjourn.
- h) When a motion is under debate, the motions in order of precedence shall be:
 - i. to adjourn; (decided without debate)
 - ii. to lay on the table; (decided without debate)
 - iii. to call the question; (decided without debate)
 - iv. to postpone; (decided without debate)
 - v. to refer; (debatable only as to time and place)
 - vi. to amend.
- i) A motion to lay on the table may be reconsidered by the motion "to take from the table."
- j) A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken, or when the question has been called. A simple motion to adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. After a motion to adjourn has been defeated, a second motion to the same effect shall not be made until after some intermediate question(s) has (have) been disposed.
- k) The motion to call the question shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: "Shall the question in debate be now called?" If adopted, the Chair shall at once proceed to put the main question and any amendments pending to the vote of the board. However, if the motion to call the question is defeated, the main question may then be debated and amended.
- l) A question having been postponed indefinitely shall not be taken up again at the same meeting.
- m) A motion to refer to a standing committee shall take precedence over a motion to refer to any other committee. A motion to refer to a committee shall take precedence over a motion to refer to the Director of Education.

- n) After a resolution is moved and seconded, a motion to amend may be made, and a motion to amend the amendment, but no further motion shall be made until these have been decided.
- o) All questions shall be put in the order in which they are moved except that the amendments shall be put before the main motion, the last amendment first, and so on.

5.3.4 **Voting**

- a) After the Chair has put the questions to a vote there shall be no further debate.
- b) Every member present, when a question is put, shall vote thereon unless excused by the board. A member who does not vote will be counted in the “opposed” votes and a tied vote is deemed to be a defeat of the motion. In a close vote, the Chair shall state the number in favour and opposed and ask if anyone has been misrepresented before declaring the result of the vote.
- c) A two-thirds majority of the board members attending the meeting is required:
 - i. To close nominations;
 - ii. To rescind a previous action of the board;
 - iii. To refuse to consider a question;
 - iv. To suspend a rule of order;
 - v. To overturn a ruling of the Chair;
 - vi. To censure or expel a member of the board (Section 2.3.1 in Board Policy 5 Board Members’ Code of Conduct and Section 3.5 in Board Policy 9 Board Governance By-Laws); and
 - vii. To approve, amend, alter, add to, or rescind a by-law or policy of the board.

5.3.5 **Reconsidering a Question**

- a) A motion to re-consider must be moved by a member who voted on the prevailing side. After a vote has been taken on any question (except one of indefinite postponement) such vote may be reconsidered at any time during the same meeting. Alternatively, it may be reconsidered at any meeting held thereafter, provided the mover gives notice to that effect, in writing, to the Secretary of the Board for inclusion in the agenda.
- b) A motion to re-consider being once made and decided in the negative shall not again be entertained for three months.

5.3.6 **Rules of Parliamentary Debate**

- a) The rules of parliamentary debate as set out in these by-laws and in the attached Appendix 3 - *Parliamentary Procedure Made Easy* shall govern. In case of conflict between these two, the text of these by-laws shall govern. Where existing board governance by-laws do not apply to or remedy a specific situation, the applicable reference in *Robert’s Rules of Order* shall apply.
- b) In exceptional circumstances as determined by a unanimous vote of the board, rules of the board may be suspended.

5.4 **Recorded Vote**

- 5.4.1 The recorded vote is sometimes known as a roll call vote. A recorded vote shall be held on any questions before the board when so requested prior to the vote by any member of the board who is eligible to vote on the question. Approval of the board is not necessary.
- 5.4.2 The Chair of the Board declares the results of the vote. A listing of each board member’s vote is included in the minutes.

5.5 **Proxy Vote**

There is no provision for proxy votes in the *Education Act* or Regulations made under

the *Education Act*. Therefore, proxy votes shall not be permitted.

6. Electronic Means for the Holding of Meetings

- 6.1 Avon Maitland District School Board recognizes the value of using electronic modes of communication in conducting its business.
 - 6.1.1 Avon Maitland District School Board recognizes the need to make provision for the use of electronic means for the holding of meetings of the board and its committees.
- 6.2 Avon Maitland District School Board has, as required by *Ontario Regulation 463/97 Electronic Meetings* made under the *Education Act*, developed and implemented a policy providing for the use of electronic means for the holding of meetings of the board and meetings of a committee of the board, including a committee of the whole board.
- 6.3 Unless indicated otherwise, the use of the term “meetings of the board” throughout these by-laws refers to meetings of the board and meetings of a committee of the board, including a committee of the whole board.
 - 6.3.1 At the request of a board member or Student Trustee spokesperson, in situations where it is not possible for the member or Student Trustee spokesperson to attend a regularly scheduled or special meeting of the board, the board shall provide electronic means for participation in a meeting of the board. Except in emergency situations, such request must be made to the Chair or Secretary of the Board at least 48 hours before the commencement of said meeting.
 - 6.3.2 Where appropriate, electronic means will be provided in the regular meeting place of the board and at one other location to allow public participation and to enable the public to hear all the debate during the public session. This includes ensuring that the room is open, physically accessible and of a size to permit attendance by a reasonable number of members of the public.
 - 6.3.3 The following persons must be physically present in the board meeting room for any meeting of the board or committee of the whole:
 - a) The Chair of the Board or designate
 - b) At least one additional member of the board
 - c) The Director of Education or designate
 - 6.3.4 The following persons must be physically present in the committee meeting room for any meeting of the board’s committees (except for committee of the whole):
 - a) The Chair of the committee or designate
 - b) The Director of Education or designate
 - 6.3.5 A board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded in the attendance for the meeting.
 - 6.3.6 Given that the member must be able to be heard and hear all other participants in the meeting, audio teleconferencing or a conferencing software application will be the electronic means used.
 - 6.3.7 All provisions in the legislation with regard to closed session meetings and conflict of interest will apply for electronic meetings of the board or committees.
 - 6.3.8 Any member of the board, Student Trustee spokesperson or member of the public who participates in a meeting by electronic means in accordance with this policy shall be required to act in accordance with the Board Policy 9 Board Governance By-Laws.
 - 6.3.9 The Chair of the Board or Secretary of the Board shall have authority to refuse to provide a member with electronic means of participation in a meeting of the board where it is deemed impossible to ensure compliance with 6.3.8 above, or,

if it is not possible for the required persons (as indicated in 6.3.3 and 6.3.4 above) to be physically present at the meeting.

7. Officers of the Board

7.1 The officers of the board shall be the Chair, Vice-Chair, Secretary of the Board and Treasurer of the Board.

7.1.1 The Chair and the Vice-Chair are elected annually and shall hold office until immediately prior to the Inaugural meeting except in an election year.

7.1.2 The Director of Education is also Secretary of the Board and the senior business official is also Treasurer of the Board and they hold these offices at the pleasure of the board.

7.1.3 The signing officers of the board shall be the Chair, the Vice-Chair in the absence of the Chair, the Director of Education and the senior business official.

7.2 Responsibilities of the Chair

7.2.1 These responsibilities are set out in Board Policy 7 Role of the Board Chair.

7.3 Responsibilities of the Vice-Chair

7.3.1 These responsibilities are described in Board Policy 8 Role of the Board Vice-Chair.

7.4 Responsibilities of the OPSBA Representatives

7.4.1 These responsibilities are delineated in Board Policy 11 Board Representatives.

7.5 Responsibilities of the Secretary of the Board

7.5.1 The Secretary of the Board shall:

- a) keep a full and correct record of the proceedings of every meeting of the board;
- b) complete all board correspondence as required and directed by the board;
- c) transmit copies of reports as requested by the Ministry of Education;
- d) carry out board decisions;
- e) create an organization which will ensure that board decisions are implemented effectively;
- f) act as administrative liaison to the Chair and Vice-Chair of the Board;
- g) be a signing officer of the board; and
- h) perform such other duties as may be required by the *Education Act*, by the Regulations or by the board.

7.6 Responsibilities of the Treasurer for the Board

7.6.1 Responsibilities of the Treasurer of the Board:

- a) receive and account for all moneys of the board;
- b) be a signing officer of the board;
- c) act as administrative liaison to the Finance Committee and Audit Committee; and
- d) perform such other duties as may be required by the Education Act, by the Regulations, or by the board.

7.7 Responsibilities of the Recording Secretary for the Board

7.7.1 The Administrative Assistant to the Director of Education attends all meetings of the board in the capacity of Recording Secretary.

7.7.2 The Recording Secretary is responsible for:

- a) Maintaining an accurate record of board members' attendance at board meetings;
- b) Ensuring that each motion is properly moved and seconded and so advising

- the Secretary when such is not the case;
- c) Recording the content of each motion and the result of any vote thereon;
 - d) Preparing the minutes of each board meeting;
 - e) Obtaining the signature of the Chair on the official copy of board meeting minutes;
 - f) Amending the official copy of board meeting minutes when so directed by the board; and
 - g) Safekeeping of official minutes of board meetings.

8. Representation of Pupils on the Board and Student Senate

This policy establishes means by which students may be meaningfully involved in board governance matters in compliance with the *Education Act*, Section 55 *Student Trustees*, Section 6 of Bill 78, the *Education Statute Law Amendment Act (Student Performance)*, and Ontario Regulation 7/07 *Student Trustees*. This policy also realizes the board's desire to involve its students in understanding the issues and operation of public education in the board.

It is the policy of Avon Maitland District School Board to establish a Student Senate and a mechanism for selecting pupil representation on the board.

Student Senate Constitution:

We, the Avon Maitland District School Board Student Senators, are determined to:

- Develop unity amongst the secondary schools with the Avon Maitland District School Board;
- Ensure that Students' Councils receive support, orientation and advocacy that they may need to be successful;
- Carry with pride the fact that we are students representing students; offering relevant, responsible and timely representation; and
- Empower students and advocate for their needs, concerns and aspirations as students of the Avon Maitland District School Board.

And have resolved to accomplish these aims by:

- Representing, speaking and advocating for the students of the Avon Maitland District School Board by working with each student council;
- Continually be a strong voice within the education community as we continually identify and speak to issues that are important and relevant to the students;
- Ensuring the ability to speak without the burden of a fiscal or political agenda; and

In achieving our aims, we will help to improve our education system within the Avon Maitland District School Board which:

- Guarantees students support which stimulates continual growth, development and learning, both inside and outside the classroom;
- Provides a system of safety and equity;
- Creates a culture that values the worth and importance of student-voice;
- Prepares students for civic understanding,
- Embraces diversity.

All in the hopes of achieving, 'a student vision, a student's voice.

- Our Student Senators are committed volunteers who act from goodwill and their love for our fellow students and education, giving shape and hope to our future.

8.1 Selection of Student Senators and Student Trustees

- 8.1.1 Each secondary school shall describe in the student council's constitution a selection process for Student Senators. In each secondary school, up to two (2) students shall be elected or acclaimed each spring by their peers to represent the school on the Student Senate and to liaise with students in the feeder schools. The school's selection process shall also describe a replacement process should a student member resign from the committee or fail to maintain regular attendance.
- 8.1.2 The term of office for Student Senator starts on August 1 of the year in which they are elected and ends on July 31. Students may serve a second term.
- 8.1.3 Student Senators shall be fulltime (minimum of six credits) senior students (Grade 11 or 12) in the year that they serve on the Student Senate. Student Senators must commit a significant amount of time and effort to the position. Student Senators, whenever possible, are expected to attend all meetings of the senate and assigned committees.
- 8.1.4 The Student Senators will hold an election before April 30 of each year to determine the two Student Trustees. The election will be by secret ballot.
- 8.1.5 Student Trustees are, whenever possible, expected to attend all evening meetings of the board and assigned committees.
- 8.1.6 A person is not qualified to be elected or act as a Student Trustee if they are serving a sentence of imprisonment in a penal or correctional institution.
- 8.1.7 If a vacancy for the position of Student Trustee occurs during the year, it shall be filled by a by-election.
- 8.1.8 The board shall provide the Ministry with the names of the Student Trustees not later than 30 days after the date of the election or by-election.

8.2 Avon Maitland District School Board Student Senate

8.2.1 Mandate, Terms of Reference and Structure:

a) Mandate:

- i. The purpose of the Student Senate is to advise the board on matters relating to public education within Avon Maitland District School Board.
- ii. The committee may propose refinements to this mandate for board approval.
- iii. The committee will review this policy in the spring of each year.

b) Membership and Terms of Reference:

- i. There shall be an advisory committee to the board entitled Avon Maitland District School Board Student Senate with the following membership:
 - Up to two (2) students from each secondary school, excluding AMDEC, to be known as Student Senators;
 - Two (2) board members will be assigned, one to serve as a member and one as an alternate;
 - One (1) school administrator (principal or vice-principal); and
 - Director of Education or designate
- ii. A quorum exists if six Student Senators, 50% of the secondary schools who have senate representation in a given year, and one board member or administrator are present.
- iii. All student members are encouraged to participate on other board committees.
- iv. If a Student Senator misses three meetings, the principal advisor or administrative liaison may contact the Student Senator's school and recommend to the school officials that a replacement be considered in compliance with the respective school's constitution.
- v. A budget for the operation of this committee shall be established annually in the approved expenditure budget for the district.

- vi. Section 10 (Board Member Expenses) of Board Policy 9 Board Governance By-Laws will apply for travel and out-of-pocket expenses for Student Senators to fulfil their functions at board and committee meetings.
- c) **Structure:**
- i. The newly elected group shall meet prior to the end of the school year for in-service training and to define its own internal structure.
 - ii. The Student Senate shall define its own internal structure which shall include:
 - Establishing a process for selecting a Chair and other officers if required;
 - Establishing annually a meeting schedule which shall include all regular board meetings; and
 - Establishing criteria for communicating information to their student councils and to the students at their schools and, where appropriate, feeder schools, on topics discussed by the committee.
 - iii. Meetings with Trustees and Attending Board Meetings:
 - Student Senators and Student Trustees of the board will usually meet monthly to discuss relevant issues.
 - Upon request, on a meeting-to-meeting basis, a table will be designated for Student Senators who are not the Student Trustees on the board and who wish to attend the public board meetings to observe the process.

8.3 Role of the Student Senator

- 8.3.1 The role of a Student Senator is to represent the interests of the students of their family of schools at Student Senate meetings.
- 8.3.2 Student Senators shall communicate information to their student councils and to the students at their schools and, as appropriate, to feeder schools, on topics pertaining to students and their school, which have been discussed at Student Senate meetings.
- 8.3.3 The Student Senator shall, upon receipt of complaints, questions or suggestions regarding a school or service, direct the person or persons to the appropriate principal or supervisor of the service. Student Senators shall not involve themselves with complaints about individual employees of the board. Should the complaint continue, the Student Senator may discuss the matter with the Director of Education or designate.

8.4 Role of Student Trustees

- 8.4.1 The role of a Student Trustee is to represent the interest of all students at meetings of the board.
- 8.4.2 The Student Trustees shall sit at the table at board meetings and at meetings of committee of the whole, public session, and may speak to any matter before the board or committee according to Board Policy 9 Board Governance Bylaws, representing the views of the majority of Student Senators. The Student Trustees may, at their own discretion, participate in closed sessions of the board, except on issues related to the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or their parent or guardian.

- 8.4.3 A Student Trustee cannot move a motion but can suggest a motion. A Student Trustee is not entitled to a binding vote but is entitled to request a recorded vote at any board or committee meeting so that the Student Trustee's voice can be reported. When such a request is made, two votes must take place, the first including the Student Trustee(s)' vote(s) and the second without the Student Trustee(s)' vote(s).
- 8.5 Conflict of Interest**
- 8.5.1 A Student Trustee must declare a conflict of interest if they have a direct or indirect pecuniary interest in a matter under consideration. The Student Trustee must also declare a conflict if they have some other, non-pecuniary type of interest that places the person in a conflict position (e.g., bias). This could include any benefit obtained by relations, close friends, or associates of the Student Trustee.
- 8.5.2 When a Student Trustee declares a conflict of interest on any matter before the board they:
- shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - shall not take part in the discussion and shall absent themselves from the room while the matter is being discussed; and
 - shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 8.6 Mentor Program for Student Senators**
- 8.6.1 Student Senators may be supported by a board member. The board member will discuss any issues upon which they want a student voice with their Student Trustee.
- 8.6.2 As part of the reciprocal relationship, the Student Senators and board members may contact one another to share perspectives.
- 8.7 Disqualification of a Student Senator**
- 8.7.1 If necessary, the Director of Education or designate, in consultation with the Student Senator's principal, will bring a recommendation for disqualification to the board during a closed session.
- 8.7.2 Disqualification may occur for one of the following reasons:
- the Student Senator fails to maintain the required attendance at Student Senate meetings;
 - the Student Senator ceases to be enrolled as a full-time student in the board
 - the Student Senator commits a serious breach of their school's code of conduct; or
 - the Student Senator's behaviour is deemed to be incompatible with the roles and responsibilities of the position.
- 8.7.3. The Student Senator has the right to present to the board prior to the board making its decision.
- 8.8 Recognition of Student Senators and Student Trustees**
- 8.8.1 Upon completion of the Student Senator's term of office, the Student Senator will be suitably recognized by the board. Types of recognition include, but are not limited to, confirmation of the accumulation of community service hours and a letter of service signed by the Chair of the Board.
- 8.8.2 Upon completion of their term of office, each Student Trustee is entitled to an honorarium. If a Student Trustee holds office for less than a full term, a prorated amount of the honorarium will be paid.

9. Filling Vacancies on the Board

9.1 Objective

This policy establishes the process by which the board shall fill a vacancy on the board when a board member resigns, becomes ineligible or otherwise creates a vacancy on the board during the term of the board. It also establishes the process by which the board fills a vacancy when no qualified candidate runs in an election.

9.2 Background

9.2.1 The *Education Act*, Section 221 allows a board to fill a board member vacancy in one of two ways:

- (a) Require the municipality to hold a by-election; or
- (b) Appoint a qualified person to the position.

9.2.2 A by-election may not be held after March 31 in a municipal election year (i.e., within the last eight months of a board's four-year mandate). All costs of a by-election are borne by the board, in accordance with the *Municipal Elections Act* Section 7(3).

9.2.3 The method of appointment is not specified in the *Education Act*.

9.3 Board Decisions

9.3.1 By-Election

If the board chooses to fill a board member vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the board information regarding the implications of holding a by-election, including previous election results and estimated costs.

9.3.2 Appointment Process

- a) If the board chooses to appoint a board member, the *Education Act* Section 221 (1)(a) requires that the vacancy be filled within 90 days after the office becomes vacant.
- b) The *Education Act* Section 219 (1) specifies the qualifications necessary to be a member of a board. The person must be:
 - i. Qualified to vote for members of the board; and
 - ii. A resident in the area of jurisdiction of the board.Disqualifications are outlined in Sections 219(4), (5) and (7).
- c) The board may choose to appoint one of the unsuccessful board member candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.
- d) If the board chooses to offer the position to a broader range of electors, the following actions will occur:
 - i. The vacancy shall be advertised in the local media.
 - ii. Persons interested in the position shall be required to submit an application in writing to the Secretary of the Board.
 - iii. Applicants will be required to provide the following information:
 - Why they are interested in the position;
 - Their background, qualifications, interests, experience, and concerns regarding the position; and
 - Other information they think is pertinent
- e) Any person expressing interest in applying for the position shall be offered a package of information to be picked up from the Secretary of the Board containing:
 - i. Avon Maitland District School Board facts folder;
 - ii. Policy 5 Board Members' Code of Conduct;
 - iii. Schedule of board and committee meetings;
 - iv. Committee membership lists; and

- v. The OPSBA learning centre
- f) If filling the position by appointment, the board shall conduct an interview process.

9.4 Interview Process

- 9.4.1 Only candidates who have submitted written applications as set out in Section 9.3.2 (d) by the deadline date shall be considered for an interview.
- 9.4.2 Interviews shall be conducted on board premises, which may include a school or the Education Centre.
- 9.4.3 The Secretary of the Board shall ask board members to indicate their intention about their attendance and participation in the interviews.
- 9.4.4 Board members participating shall constitute an *ad hoc* selection committee. Committee membership shall be a minimum of three board members. The selection committee shall select its Chair from among its members. Only board members who have participated in all interviews shall vote on the committee recommendation. The committee shall make its recommendation to the board at the next meeting of the board.
- 9.4.5 The Secretary of the Board shall be the administrative liaison to the selection committee.
- 9.4.6 The selection committee shall establish its operating practices, but these shall include a common set of questions for all applicants.
- 9.4.7 The appointed candidate shall be advised promptly of the board's decision and shall be sworn in at the next opportunity following their appointment.

10. Board Member Expenses

- 10.1 Avon Maitland District School Board shall reimburse board members for legitimate expenses incurred in carrying out their responsibilities while representing the interests of students, the community and the board.
- 10.2 Avon Maitland District School Board assumes no obligation to reimburse expenses that are not in compliance with this policy.
- 10.3 Avon Maitland District School Board recognizes the benefit to the board of board members participating in professional development, including area, regional or provincial conferences and conventions related to current and ongoing matters of importance and interest to the board.

10.4 Implementation

Claim for Reimbursement of Expenses – See Administrative Procedure 515 re Travel and Expense Claims

On a monthly basis, board members should submit an expense claim form to the Director's office, using *Form 515 Travel and Expense Claims*. Blank forms may be obtained from the office of the Director or the Superintendent of Financial Services. Claims for expenses must include detailed invoices or receipts.

When submitting a statement of expense, board members will state the purpose of the trip in the space provided and, if known, the specific budget code to which it is to be charged, as well as sufficient details to explain the expenses. Claims will be approved by the Director of Education and processed for payment. Reimbursement will be by electronic funds transfer.

Claims should be made under the following categories:

- a) **Transportation**

This includes kilometrage from residence to board meetings, committee meetings, board activities, conferences and conventions. It will be paid at the current board determined kilometre rate. Travel expense is defined as the most practical mode of transportation to suit the occasion.

The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.

b) Other Expenses

Actual out-of-pocket expenses incurred which are incremental to the normal operation of a board member's home or business will be reimbursed.

These claims will include, but are not limited to:

- Long distance business telephone and fax calls
- Basic internet access plan if not previously existing
- Computer/fax equipment and adequate technical support to access the board's intranet system (any equipment provided under this policy remains the property of the board, to be returned at the end of the member's term or terms of office)

The following will not be reimbursed:

- Monthly residential telephone charges

10.5 Hospitality (see Administrative Procedure 518 re Hospitality)

Hospitality is the provision of food, beverages, accommodation, transportation, or other amenities at board expense. Hospitality expenses should be necessary, reasonable and eligible under Ministry regulations.

Where specified, prior approval of the board is required before the expense is incurred if it is to be eligible for reimbursement.

10.6 Professional Development for Board Members

Notification of conferences or conventions that may be of interest to members of the board will be distributed or communicated from the office of the Director, as the information is available.

- a) Funding for professional development (including conferences and conventions and required travel) will be determined on an annual basis during the deliberations of the board's budget process. This will include amounts designated for Chair, Vice-Chair, OPSBA delegate and board members.
- b) Professional development includes, but is not limited to, attendance at conferences and conventions, courses related to the role of the board member, and the purchase of professional print materials such as books or relevant magazine subscriptions.
- c) The budget allotment for members is distributed on an as-used basis. The board and the treasurer shall monitor the fund on an on-going basis and if concerns arise, board members shall decide by consensus how to ensure it is not over-spent.
- d) Board approval is required for an expenditure, which would cause the total fund in 10.6 (a) to be exceeded.

It is recognized that the board's Ontario Public School Boards' Association Director and any member of OPSBA's executive may have higher-than-average expenses in order to attend OPSBA conferences within Ontario.

10.6.1 Student Trustee Expenses

The approved allotment shall be determined as part of the annual budget process and allocated by the Director of Education or designate. (See reference in Section 8.4.1 [b] vi under Avon Maitland District School Board Student Senate.)

10.6.2 **Annual Report**

Annually, at the completion of the fiscal year, the amount expended by each board member in each category specified by this policy shall be reported to the board.

11. **Indemnification of Board Members**

As permitted under Section 176 of the *Education Act*, Avon Maitland District School Board provides group accident insurance to indemnify a member of a board or their estate against loss in case they are accidentally injured or killed. The board also provides group public liability and property damage insurance to indemnify a member of a board or their estate in respect of loss or damage for which he or she has become liable by reason of injury to persons or property or in respect of loss or damage suffered by him or her by reason of injury to his or her own property, while traveling on the business of the board or in the performance of duties as a member of the board within or outside the area over which the board has jurisdiction.

12. **Tributes: Illness and Funerals**

12.1 Avon Maitland District School Board has made provision for:

- a) Flowers or other small memento for the illness of a board member.
- b) Flowers or an appropriate donation to a charity or church of the family's choice upon the death of a board member or immediate family member.

12.2 If a board member's illness is extensive, additional purchases can be made at the discretion of the Chair or the Director of Education.

12.3 In the case of death in the family, "immediate family" is defined as spouse, parents, and children. Discretionary power is vested in the Chair or the Director of Education as to whether other persons can be recognized.

12.4 The Director's office will be responsible for deciding upon and making whatever purchase is appropriate and will also be responsible for notifying other members of the board.

13. Board Review/Self-Evaluation (see Appendix 4)

- 13.1 The board's review/self-evaluation process will complement the Director of Education evaluation process.
- 13.2 The purpose of the board review/self-evaluation is to answer such questions as the following:
- a) How well have we fulfilled each of our defined roles in relation to our district mission and vision as a board this year?
 - b) How do we perceive our interpersonal working relationships?
 - c) How well do we receive input and how well do we communicate?
 - d) How well have we adhered to our annual work plan?
 - e) How would we rate our board/Director relations?
 - f) How well have we adhered to our governance policies?
 - g) What have we accomplished this past year? How do we know?
- 13.3 The principles upon which the board review/self-evaluation is based are as follows:
- a) A learning organization is focused on the improvement of practice.
 - b) A pre-determined process for evaluation strengthens the governance function and builds credibility for the board.
 - c) An evidence-based approach provides objectivity.
- 13.4 The components of the board review/self-evaluation are:
- a) Review of board role performance;
 - b) Monitoring interpersonal working relationships;
 - c) Monitoring board representation/communication;
 - d) Review of the annual work plan completion;
 - e) Monitoring board/Director relations;
 - f) Review of board motions;
 - g) Review of board governance policies; and
 - h) Creating a positive path forward.

Order of Business, 2nd Tuesday of the Month

The suggested order of business for the 2nd Tuesday of the months in which there are two board meetings is:

1. Call to Order
“We acknowledge that we are on the traditional land of the Anishnaabe Peoples. We wish to recognize the long history of Indigenous Peoples of Canada and show our respect to them today. We recognize their stewardship of the land; may we all live with respect on this land and live in peace and friendship.”
2. Committee of the Whole, Open Session
3. Routine Matters
 - 3.1 Approval of Agenda
Resolved that *the agenda for the Committee of the Whole, Open Session, be approved as presented/amended.*
 - 3.2 Approval of Minutes – Committee of the Whole, Open Session
Resolved that *the Minutes for the Committee of the Whole, Open Session, be approved as presented/amended.*
 - 3.3 Reports/Items for Discussion
 - a)
 - b)
4. Announcements
 - 4.1 Future Board Meetings
 - 4.2 Future Meetings/Events with Trustee Participation
5. Adjournment
Resolved that *this meeting be adjourned at _____ p.m.*

Order of Business, 4th Tuesday of the Month

The suggested order of business for the 4th Tuesday of the months in which there are two Board meetings, or for months in which there is one Board meeting is:

1. Call to Order

“We acknowledge that we are on the traditional land of the Anishnaabe Peoples. We wish to recognize the long history of Indigenous Peoples of Canada and show our respect to them today. We recognize their stewardship of the land; may we all live with respect on this land and live in peace and friendship.”
2. Committee of the Whole, Closed Session, if required
3. Routine Matters
 - 3.1 Approval of Agenda
 - 3.2 Declaration of Pecuniary Interest
 - 3.3 Approval of Minutes
 - 3.4 Business Arising From the Minutes
 - 3.5 Committee of the Whole, Closed Session, report to Regular Board Meeting
 - 3.6 Good News
 - 3.7 Student Trustee Update
 - 3.8 Public Delegations
 - 3.9 Student and/or Staff Presentations
 - 3.10 Consent Items
4. Recommendations for Immediate Action:
 - 4.1 Committee Reports
 - 4.2 Chair’s Reports
 - 4.3 Director’s Reports
5. Information and Progress Reports:
 - 5.1 Committee Reports
 - 5.2 Director’s Reports
 - 5.3 Chair’s Report
 - 5.3 OPSBA Update
 - 5.4 Minutes from Board Committees
 - 5.5 Chair’s Report (verbal)
 - 5.6 Senior Staff Update (verbal)
 - 5.7 Correspondence
6. Notice(s) of Motion (if required)
7. New Business
8. Announcements:
 - 8.1 Future Board Meetings
 - 8.2 Future Meetings/Events with Trustee Participation
9. Committee of the Whole, Closed Session, continues if not concluded before the scheduled time of the Regular Meeting
10. Committee of the Whole, Closed Session, report to Board Meeting, if applicable
11. Adjournment

Avon Maitland District School Board

Communication & Advocacy Plan 2019/2020

MPs, MPPs and Municipal Representatives

When trustees meet with the MPs, MPPs and the elected municipal representatives, they will discuss items of mutual interest, highlighting good news messages, and discussing capital funding review. The respective meetings for MPPs will attempt to be held at least once each school year. The Board highlights and board agenda will be sent to municipalities, MPs and MPPs, for information, by the Communications Manager.

Principals and Vice-Principals

Trustees will attend principals' and vice principals' conferences as time permits. The emphasis will be on building a relationship of mutual trust.

Schools Councils

Trustees are encouraged to stay in contact with their school councils. The Communications Manager will send the Board meeting dates directly to school council chairs for information as well as the Board meeting highlights after each Board meeting.

Community Presentations

In the broader community, trustees and staff from the board will make themselves available, schedules permitting, to communicate to communities about educational initiatives and board goals. Staff will help prepare any presentations that are requested.

OPSBA

OPSBA advocates on behalf of member Boards such as AMDSB, and Trustees provide input to OPSBA on its priorities through our Director, and attendance at regional meetings whenever possible and individual trustee input. AMDSB will continue to use OPSBA as one avenue for advocacy, especially for issues of common concern among public school Boards in the province.

Board Meetings in Communities

Trustees will consider holding a board meeting in one or two communities in the district each year.

Newspaper Articles

All trustees are welcomed to submit articles to local newspapers.

Social Media

Trustees are encouraged to be effective communicators and engage in social media, and are free to publish or comment via social media in accordance with the Trustee Code of Conduct Policy. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

Letters/Emails

The Board occasionally writes letters/emails as the situation arises to advocate or communicate the position of the Board pertaining to certain aspects of student achievement. At these times the Board will consider copying the letter/email to various newspapers, either for use as a letter to the editor or background material, and copying OPSBA, Ontario Boards and the Ministry of Education.

Letters to Staff

The chair will occasionally write letters to be distributed by email to the board's staff. Target dates are Education Week, International Teacher's Day, and the first day back after Christmas holidays. The chair will also send season greeting messages to staff.

Federations

The director, chair and vice chair will be encouraged, and will endeavor, to meet at least once a year with the federations as a step towards maintaining relationships between the federations and the board of trustees.

Attendance at Events

Trustees will attend various events throughout the district. Staff will be reminded that trustees need notice ahead of time, and it would be helpful, where possible, that schools do not schedule events that could conflict with Board meetings.

Pupil Accommodation Review (PAR) Process

Once an accommodation review is complete, trustees will invite members of the Accommodation Review Committees (ARCs) and the Transition Committees to a meeting to thank them and get feedback on the process. This feedback will then be discussed in Committee of the Whole, Open Session following the completion of the process, so that we can refine/improve the process.

Key Messages

Key messages will be developed in relation to current and/or controversial issues. The chair, vice chair, director and manager of communications will develop such messages in a timely manner (following relevant board meetings or when certain issues arise), so that trustees can articulate a consistent message. We will create 'key messages' for senior administration and trustees to consult for such time-sensitive messages.

Generic key messages will also be developed (and provided to trustees) to address other issues that are anticipated arising in the coming year, such as capital construction and the transition process for communities whose school configurations are changing. For the latter, staff will create a one-page guide describing the generic process, which may include a list of possible committees to look at student issues, staff issues, community issues (based on the Stratford experience/binder). In each area where transition will occur, the superintendent with primary responsibility for that area will run the process.

**Review of Accomplishments, Regrets, Opportunities and Barriers
(School Year)**

<p>Accomplishments</p>	<p>Regrets</p>
<p>Opportunities</p>	<p>Barriers</p>

Review of Board of Trustees Role Performance (School Year)

Board Policy 2 lays out the responsibilities of the Board of Trustees. These responsibilities serve as a template for the following assessment grids.

1. Accountability for Student Achievement in the District		
<i>Does the board of trustees:</i>	Y/N/NA	Evidence/Next Steps
Promote a culture that supports student success.		
Ensure that an effective educational program is available for all students in AMDSB		
Make decisions that reflect AMDSBs philosophy and belief statements that all students can learn.		
Promote clear, consistent expectations that focus on a successful outcome for all students.		
2. Accountability to the Provincial Government		
<i>Does the board of trustees:</i>	Y/N/NA	Evidence/Next Steps
Act in accordance with the <i>Education Act</i> , Regulations, and other statutory requirements.		
Perform AMDSB board of trustees' functions required by provincial legislation and board policy.		
Provide advice to the Ministry of Education and the provincial trustee association regarding regional and local implications of new policy recommendations.		
3. Accountability to the Community		
<i>Does the board of trustees:</i>	Y/N/NA	Evidence/Next Steps
Make decisions that reflect AMDSBs mission, system goals and annual plan.		
Establish processes that provide the community with opportunities for input.		
Provide two-way communications between AMDSB and among school councils.		
Develop AMDSB procedures to hear appeals in accordance with appropriate statutes and Avon Maitland District School Board policies.		
Model a culture that reflects the trustees' Code of Conduct.		
4. Policy Development, Implementation and Review		
<i>Does the board of trustees:</i>	Y/N/NA	Evidence/Next Steps
Develop policies that outline how AMDSB will successfully function.		
Approve policy statements that meet the criteria identified by the board of trustees.		
Review policies to ensure that they reflect the desired impact and/or purpose		
5. Board/Director Relations		
<i>Does the board of trustees:</i>	Y/N/NA	Evidence/Next Steps
Select the director of education.		
Provide the director with a clear job description and corporate direction.		
Through policy, delegate administrative authority and responsibility, subject to the provisions and restrictions of the <i>Education Act</i> and Regulations.		

Evaluate the director in the first year of service and annually or biannually thereafter. Use the director's job description and the system goals as the basis for the evaluation.		
At least once a year at the director's request, provide the director with an opportunity to meet alone with the board in closed session.		
Periodically review the compensation of the director and senior staff.		
Promote a positive working relationship with the director of education.		
From Dalhousie Evaluation:		
There is a clear understanding of where the board's role ends and the Director's begins		
There is good two-way communication between the board and the Director		
6. Board of Trustees' Development		
Does the board of trustees:	Y/N/NA	Evidence/Next Steps
Annually review AMDSB board of trustees' effectiveness and performance.		
Develop an annual plan for trustee development (both collectively and individually) by increasing knowledge of a) Role, b) Processes, c) Issues.		
Use the expertise of the director of education, and other organizations e.g. (OPSBA, CODE, OPSOA) to help develop and support the trustees' development plan.		
7. Planning		
Does the board of trustees:	Y/N/NA	Evidence/Next Steps
Provide overall direction for AMDSB		
Establish the mission and system goals.		
Annually approve the system goals in public session for district distribution.		
Annually use the system goals to drive the budget process.		
Annually evaluate the effectiveness of AMDSB in relation to the system goals.		
Monitor progress toward the improvement of student achievement.		
8. Fiscal Responsibility		
Does the board of trustees:	Y/N/NA	Evidence/Next Steps
Develop a budget review process that uses the system goals and other provincial and local directions to help determine annual resource allocations.		
Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.		
Approve as per legislation all capital plans and other planning documents that will drive budget decisions.		
Have in place an Audit Committee to ensure that the district is compliant with the provincial audit		

regulations and that the district has in place appropriate accountability processes.		
Ratify Collective Agreements with all bargaining units and non-union groups.		
9. Political Advocacy and Communication		
Does the board of trustees:	Y/N/NA	Evidence/Next Steps
Annually develop a plan for AMDSB advocacy. Consider in the plan the focus, key messages and advocacy mechanisms.		
Ensure that advocacy includes communication with all governments to identify, discuss, and find solutions to policy and financial issues, including advocacy through established channels and mechanisms (e.g., OPSBA).		
Ensure that AMDSB is communicating with the community and beyond.		
Use advertising for the purposes of informing and educating the public, and to create awareness of education programs, services, issues, events and community activities of specific interest or benefit to students and families.		
10. Recognition		
Does the board of trustees:	Y/N/NA	Evidence/Next Steps
Ensure that AMDSB develops mechanisms to recognize students and student achievement.		
Ensure that Avon Maitland District School Board develops mechanisms to recognize staff and staff achievements.		
Ensure that Avon Maitland District School Board develops mechanisms to recognize community members and volunteers.		
11. Other Responsibilities		
Does the board of trustees:	Y/N/NA	Evidence/Next Steps
Approve school year calendars		
Name educational facilities		
Approve tender selection for major building construction and modernization		
Approve disposition of land and buildings		
Approve education development charges		
Approve the issuance of debentures		
Designate the "head" for Freedom of Information and Protection of Privacy		
Take part in the selection of superintendents		
Approve of the appointment of superintendents		
Recognize students and student achievement		

PARLIAMENTARY PROCEDURE MADE EASY

Class of Motion	Kinds of Motion	Must be Seconded	Debatable	Vote Required	Amendable	When Used
Main Motion - introduces subjects for action	Main Motion	Yes	Yes	Majority	Yes	when floor clear
Subsidiary Motions - seek to properly dispose of main motion	Amend	Yes	Yes	Majority	Yes	to modify a motion
	Amend the amendment	Yes	Yes	Majority	No	to modify amendment
	Postpone indefinitely (or others)	Yes	Yes	Majority	No	to kill main motion
	Refer to a committee or to administration	Yes	Yes	Majority	Yes	to study and/or modify
	Postpone to certain time	Yes	Yes	Majority	Yes	to defer action
	Limit or extend debate	Yes	No	2/3	Yes	to control speaker
	To call for a vote	Yes	No	2/3	No	to close debate
Table a motion	Yes	No	Majority	No	to defer action	
Incidental Motions - handled before action is taken on subject to which it relates	Withdraw a motion	No	No	Majority	No	to prevent wasting time
	Object to consideration of question	No	No	2/3	No	before debate open
	Suspension of the rules	Yes	No	Unanimous	No	to conduct special business
	Appeal ruling of Chair re protocol	Yes	No	2/3	No	to correct Chair
	Close nominations	Yes	No	2/3	Yes	to correct Chair
	Re-open nominations	Yes	No	Majority	Yes	limit nominations expand nomination
Unclassified Motions - these will bring a question before the group again	Take from table	Yes	No	Majority	No	to consider second time
	Motion to reconsider (Mover must have voted on the prevailing side.)	Yes	Yes	Majority	Yes	to consider second time
	Motion to rescind or repeal	Yes	Yes	2/3	Yes	to cancel previous motion
Privileged Motions - interrupts the proceedings	Point of order	No	Chair & mover	Chair rules	No	to keep on order of business
	Question of privilege	No	No	Majority	No	for comfort of members
	Motion to recess	Yes	Only to Length	Majority	Yes	to recess
	Adjourn	Yes	No	Majority	No	to close meeting