



Adopted: 1997-09-25  
Revised: 2000-09-05, 2002-07-09, 2009-05-05, 2012-02-07

## Policy BEDD

### RULES OF ORDER & PROCEDURE FOR MEETINGS OF THE COUNCIL OF COMMISSIONERS

The following rules of order and procedure will be used to administer the meetings of the Council of Commissioners of the New Frontiers School Board.

These procedures are designed to facilitate good decision-making and the achievement of consensus within a reasonable amount of time. The Chair will have recourse to Robert's Rules of Order for any rule or regulation not covered in this policy.

#### 1. Preparation of Agenda

- 1.1. The agenda is prepared by the Director General and the Secretary General and reviewed with the Chair.
- 1.2. To have an item placed on the agenda, Council members should address their request to the Secretary General, or his/her delegate, seven days prior to the meeting.
- 1.3. For an item to be added to the agenda for deliberation, a majority vote of Council is required, and this without debate.
- 1.4. Whenever possible, documentation relative to an item on the agenda of a meeting should be sent at the same time as the agenda in order to facilitate decision-making. It is therefore important that an individual who adds an item to the agenda ensure that the document is forwarded to the Secretary General, or his/her delegate, before the kits are distributed. In exceptional circumstances when no document is immediately available, an individual who wishes to place an item on the agenda will provide the Secretary General, or his/her delegate, with a brief one-paragraph description of the point to be discussed.
- 1.5. The Council agenda will be structured as follows:
  - o Call to Order & Opening Remarks
  - o Additions to, Changes, and Adoption of Agenda.
  - o Waiver - reading of minutes (by law, a resolution must be passed agreeing to the waiver of the reading of the minutes).
  - o Adoption of minutes (see item 2,3).
  - o Chair's Comments
  - o Public question period (reference: Policy BEDH).
  - o Director General (under this item the Director General will deal with items of new business or with business arising from the previous meetings which fall under his/her jurisdiction).
  - o Recommendations of Executive and Standing Committees Requiring a Council Decision (done by each Chair of the Executive and Standing Committees)
  - o Executive Committee (this item will include items of new business, or business arising from previous meetings which fall under the jurisdiction of the Executive Committee).
  - o Standing Committees (this item will include items of new business or business arising from previous meetings which fall under the jurisdiction of Standing Committees).
  - o Other Reports (Parents' Committee, QESBA, Advisory, or Ad Hoc)
  - o New business (items placed on the agenda by individual members, current events and attendance by commissioners).
  - o List of Disbursements
  - o Correspondence (the Director General or the Chair will review correspondence with Council members).
  - o Unfinished business/business arising (items raised at previous Council meetings which have not yet been dealt with by the Director General, by the Executive Committee or by Standing Committees will be listed under this item for information purposes. In addition, individual members may raise other items relating to business arising from the previous meeting).

- Public question period (reference: Policy BEDH) This time is intended to provide another opportunity for members of the public to pose questions to the Council of Commissioners prior to the Council adjourning or moving into committee to discuss personnel matters.
- Adjournment.

#### 1.6. Orders of the Day

After the draft agenda has been prepared, the Chair or the Secretary General will determine the "Orders of the Day". The "Orders of the Day" will determine the amount of time which will be allocated to each agenda item. Discussion on a given section of the agenda may be terminated if a member calls the "orders of the day". The orders of the day may be extended by majority vote of the Council.

#### 1.7. Duration of Meetings

The normal duration of a Council meeting will be two (2) hours.

#### 1.8. Labelling of Kit Items

In order to facilitate good decision-making, documents, reports and other written material will be assembled in kits and labelled as follows:

- i. Information (materials which are for the information of Council members).
- ii. Motion (resolutions and recommendations which emanate from Standing Committees, the Executive Committee, individual members or from the administration along with supporting documents).
- iii. Adoption (agenda and minutes).
- iv. Confidential (material pertinent to an agenda item which is not of a public nature and which may be subject to the protective provisions of the Access to Information Law).

### 2. **Minutes of Council Meetings**

#### 2.1. Recording of Minutes

The minutes of the meetings of the Council constitute a record of what is "done" by the assembly and not what is said by the members.

#### 2.2. The Minutes will consist of:

- i. the date of the meeting
- ii. time of the meeting
- iii. presence and absence of members
- iv. whether the meeting is regular or special
- v. chair and secretary of the meeting
- vi. approval of minutes
- vii. mention of loss of quorum during the meeting
- viii. indication of late arrivals and/or early departures or those who have left temporarily
- ix. items of correspondence
- x. all motions voted upon
- xi. all resolutions voted upon
- xii. the results of the vote
- xiii. names of members, if requested, who voted in a minority, or abstained from a vote
- xiv. brief description of reports and/or information items
- xv. time of adjournment
- xvi. brief description of presentations made during the public question period.

#### 2.3. Adoption of Minutes

Draft minutes of the previous meeting are submitted to the Council for adoption. Acceptable modifications are those which serve to better reflect the information listed in item 2.1 above.

### 3. **Rights and Duties of Members**

- 3.1. Only Council members, the Director General and persons authorized by the Chair may participate in deliberations of the Council.

- 3.2. Every member has a right to be convoked to and to be present at all meetings. Members may vote in favour or against a proposal and may, in rare instances, abstain from voting; however, members are reminded that an abstention has the effect of voting with the majority. Each member may submit, support, defend or debate any proposal deemed appropriate by the Chair. Each member also has the right to ask pertinent questions, to intervene in a debate and to be a candidate for posts which the Council intends to fill.
- 3.3. Every Council member is entitled to raise a question of privilege if he/she deems that his/her rights are not being respected. He / She may make a point of order if he deems that a rule has not been observed or if order or decorum has not been ensured.
- 3.4. Council members have authority only when acting as members of the Council legally in session. The Council shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of specific instructions by the Council.
- 3.5. The speaker must address the Chair; he may not address another Council member nor answer a question by another member without first being acknowledged by the Chair.
- 3.6. The speaker must speak on the matter in question and within the time allotted, and he/she must respect the rules of order.
- 3.7. The speaker may only be interrupted by the Chair or another Council member on a question of privilege or on a point of order, which calls for the decision of the Chair or for the matter to be discussed in committee.
- 3.8. The speaker may only speak a second time on a given proposal after all members who wish have had an opportunity to speak. However, the mover of a motion has the right to make a summary statement when all other speakers have had the opportunity to speak.
- 3.9. Every member has a duty to respect the order and silence required for the proper functioning of the meeting.
- 3.10. Every member must avoid private conversations, unnecessary departures, noise, disorder and distractions.
- 3.11. As per our code of Ethics for Commissioners, an attack against a person is never acceptable.
- 3.12. A member may speak only after being acknowledged by the Chair.
- 3.13. Speech is granted by order of those who have requested to speak.
- 3.14. The Chair may interrupt or terminate an individual's speaking privilege if the speaker's comments are disruptive, obscene, or cause unnecessary delay.
- 3.15. Discussion of a topic which has already been disposed of by the Council is not permissible at the same meeting.

#### **4. Rights and Duties of the Chair**

The Chair enjoys the rights and exercises the duties provided for in the Education Act and as described in "Robert's Rules of Order". Specifically, the Chair shall:

- 4.1. ensure that proceedings are conducted in an orderly fashion, with an appropriate degree of decorum, and conduct the meeting in an impartial manner.
- 4.2. determine whether proposals and questions can be entertained.
- 4.3. interrupt a person asking a question if he/she deems that the subject is not of general interest or if an answer has been given to the question or if the question is out of order.
- 4.4. give a warning for inappropriate behaviour, ask for an apology and propose sanctions to the Council, if required.
- 4.5. call for a brief break at his/her discretion.
- 4.6. submit an appeal by an individual member regarding one of his/her decisions to the Council.
- 4.7. be a de facto member of all committees or sub committees of the Council.
- 4.8. have the right to intervene in his/her capacity as a Council member, therefore, temporarily abandoning his/her position of Chair and be replaced by the Vice-Chair or any other member of the Council.
- 4.9. have the right to require a member to temporarily leave the meeting, it being a general rule that no member should be present at a meeting when a matter relating to him/her is under debate.

#### **5. Abuse of Rules of Order**

- 5.1. When a participant seriously contravenes the rules, especially those relating to order, the Chair may impose, or may ask the Council to impose, a sanction or several sanctions if required.
- 5.2. A serious sanction will normally be preceded by a warning.

- 5.3. Possible sanctions include:
- 5.3.1. request to withdraw certain comments,
  - 5.3.2. request for an apology,
  - 5.3.3. motion of censure,
  - 5.3.4. request to leave the meeting,
  - 5.3.5. suspension.

**6. Acknowledgement Statement**

Commissioners will sign, on an annual basis, a statement acknowledging their receipt and understanding of this Policy (Annex II/Form).



**Policy BEDD**  
**Annex I / Definitions**

**RULES OF ORDER & PROCEDURE FOR MEETINGS OF THE COUNCIL OF COMMISSIONERS**

Question of Privilege

A question of privilege may be raised when a member believes that his/her reputation or that of another member of the organization is endangered or to complain about physical conditions or other similar circumstances.

Point of Order

A point of order may be raised if a member considers that an inexact expression has been used, that an argument already dispensed with has been reintroduced or if a rule of procedure has been violated.

Calling the Question

Calling the question is a motion asking the assembly to vote on the motion being debated. If it is accepted by a majority vote, then the motion being debated is voted upon immediately. If it is rejected, the debate continues.

Amendments

An amendment may be proposed at any time during the discussion of a main motion. It must not change the intent of the motion and may take one of the following forms:

Remove certain words

Add certain words

Strike certain words and replace them with others.

An amendment can itself be amended, in which case the amendment to the amendment takes precedence over the amendment.

Resolution

A formal expression of opinion will or intent voted upon by an official body or assembled group.

Motion

A proposal for action, in particular, a formal proposal made in the deliberative assembly (e.g. "I move (motion) the adoption of the following resolution").

A list of motions include the following: "I move to amend, refer, postpone, table, withdraw, call the question, call the orders of the day, adjourn, etc."



**RULES OF ORDER & PROCEDURE FOR MEETINGS OF THE COUNCIL OF COMMISSIONERS**

**Acknowledgement Statement  
2017-2018 School Year**

**Name of Commissioner:**

In accordance with Section 6 of Policy BEDD “Rules of Order & Procedure for Meetings of the Council of Commissioners”, each commissioner is required on an annual basis to complete an “Acknowledgement Statement” indicating that they have received and understand Policy BEDD.

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Signature

\_\_\_\_\_  
Date