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## By-Law BE

### BOARD MEETINGS

Procedures regarding the holding of regular and special meetings of the Council of Commissioners of the New Frontiers School Board are outlined in the *Education Act* and/or defined in this By-Law.

#### 1. Regular Meetings

- Regular meetings of the Council are normally held on the first Tuesday of every month. The meeting date, time, and location can be changed by motion of Council. These meetings will begin at 19:00 hours and take place at Howick Elementary School. If deemed necessary and for serious reasons (pandemic, inclement weather), there is also a provision to hold these meetings virtually, using a platform such as “Teams”.
- A meeting of Council may be adjourned to another hour of the same day or to a subsequent day, without it being necessary to give notice of the adjournment to the absent members. The Council will determine the day, time, and place where the adjourned meeting will continue.
- The meetings of the Council are public; however, the Council may order that they be held “in committee” for the purpose of examining any matter liable to be prejudicial to a person.

#### 2. Special Meetings

- The Chair or two elected members may call a special meeting of the Council.
- The meeting shall be called by a notice sent to each member by the Secretary General or their delegate, at least two days before the meeting is held. Within the same period, the Secretary General shall give a public notice of the date, place, and time of the meeting and of the matters to be discussed. However, publication in a newspaper is not required.

#### 3. Secretary

The Secretary General will be responsible for maintaining the "minutes of the proceedings". However, the Director General may designate a member of the staff to actually take notes and prepare draft minutes for the Secretary General. Council minutes will be maintained according to the stipulations of the *Education Act*. A copy of draft minutes will be sent to all Council members prior to the next regular Council meeting.

#### 4. Agenda

The agenda will be sent to Council members, normally four days prior to the meeting.

#### 5. Quorum

Quorum is determined by the presence of a majority of commissioners. At least one commissioner or the Director General must be physically present at the meeting location. Once quorum is established, the Chair calls the meeting to order, but no earlier than the time indicated by this By-Law (19:00 hours). If quorum will not be attained one hour past the official time of convening, the Secretary General may declare the meeting adjourned. If it is known in advance that quorum will not be attained, the meeting may be opened and immediately adjourned.

#### 6. Virtual Attendance

In accordance with Article 169 of the *Education Act*, the following provisions are made for commissioners to virtually attend meetings of the Council of Commissioners:

- All but one commissioner may attend virtually.
- Commissioners must make their request to the Chair at least 24 hours in advance, failing an emergency.
- The accepted technology will be by telephone conference call or Teams.
- The provision for virtual attendance will be for exceptional reasons and circumstances.
- The Governance and Ethics Committee will work with the most recent Articles, Decrees or other information to determine when appropriate for full virtual meetings to take place.

End.