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| <b>BY-LAW NAME</b>            | <b>BOARD MEETINGS (BE)</b>   |
| <b>Original approval date</b> | 1998-09-01   |
| <b>Last review date(s)</b>    | 2012-06-05; 2017-11-07, 2022-09-06, 2026-04-07   |
| <b>Next review date</b>       | 2030-2031  |
| <b>Related documents</b>      | By-Law BCAA: Code of Ethics & Professional Conduct for Commissioners<br>Policy BEDD: Rules of Order & Procedure for Meetings of the Council of Commissioners<br>Policy BEDH: Public Question Periods |

**1. PURPOSE & SCOPE**

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

**2. DEFINITIONS**

2.1 For the purposes of this By-Law, the following terms will have the following meanings:

|       |                        |   |
|-------|------------------------|---|
| 2.1.1 | Chair                  | presides over the sittings of the Council of Commissioners.   |
| 2.1.2 | Closed Session         | a part of a meeting that is held without the presence of members of the public, for the purpose of examining any matter liable to be prejudicial to a person. Council members are bound to respect confidentiality of proceedings of Closed Session meetings, in accordance with By-Law BCAA. |
| 2.1.3 | Minutes of Proceedings | an official record of the decisions of the Council of Commissioners maintained by the Secretary General in accordance with the Education Act and sent to Council prior to the next Regular Meeting for approval at the following meeting.   |
| 2.1.4 | Regular Meeting        | public meeting of the Council of Commissioners normally held on the first Tuesday of every month.   |
| 2.1.5 | Secretary General      | responsible for maintaining Minutes of Proceedings.   |
| 2.1.6 | Special Meeting        | public meeting of the Council of Commissioners that is not already scheduled.   |
| 2.1.7 | Quorum                 | the majority of commissioners in office, including the Chair.   |

**3. CONTENT**

3.1 Regular Meetings

- 3.1.1 The Regular Meeting date, time, and location can be changed by motion of Council. A Regular Meeting will begin at 19:00 hours and take place at Howard S. Billings Regional High School.
- 3.1.2 A Regular 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.
- 3.1.3 The meetings of the Council are public; however, the Council may order that they be held in Closed Session.
- 3.1.4 Council must hold at least four Regular Meetings each school year.

3.2 Special Meetings

- 3.2.1 The Chair or two elected members may call a Special Meeting of the Council.
- 3.2.2 The Special Meeting shall be called by a notice sent to each member by the Secretary General or their delegate, at least two days before the Special 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.

3.3 Agenda

- 3.3.1 The agenda will be sent to Council members, minimally four days prior to the meeting.

### 3.4 Quorum

3.4.1 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.

### 3.5 Virtual Attendance

3.5.1 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:

- Commissioners must make their request to the Chair or the Secretary General at least 24 hours in advance, failing an emergency;
- The accepted technology will be by a platform such as Teams or by telephone conference call;
- The provision for virtual attendance will be for exceptional reasons and circumstances.

## 4. AUTHORITY

4.1 This by-law is administered under the authority of the Secretary General.

## 5. REVIEW

5.1 The Secretary General will review this by-law at least once every five (5) years.

End.