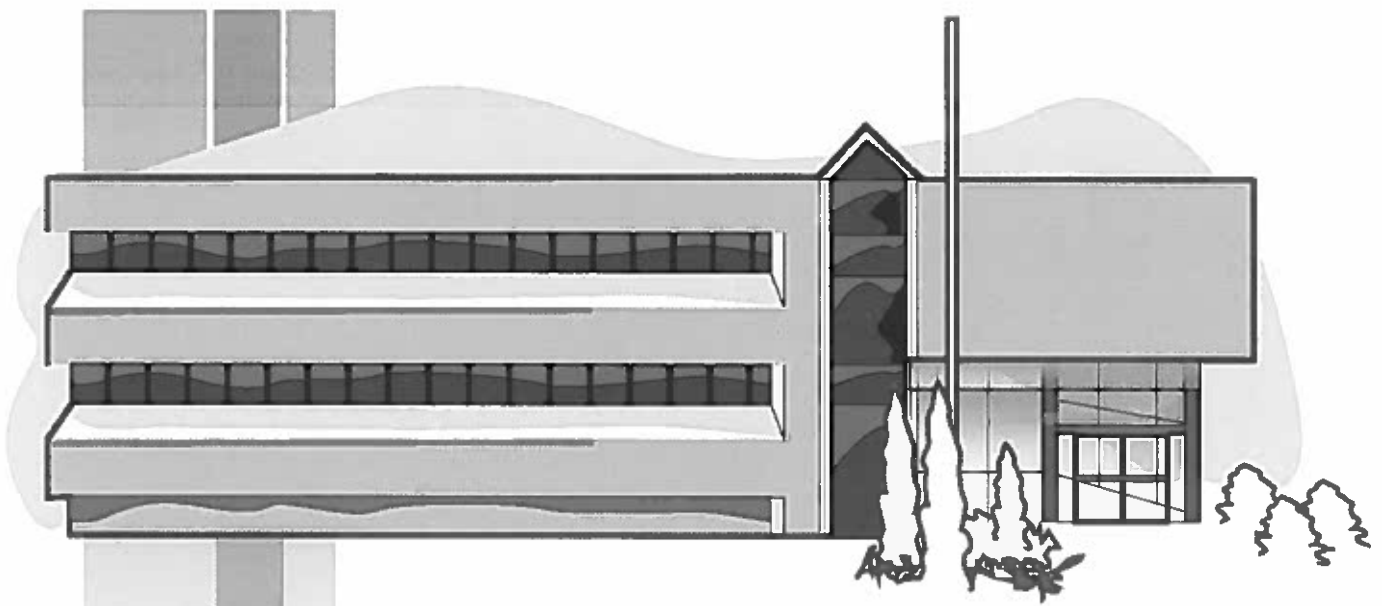


Greater Essex County District School Board



Board Governance By-Laws

Revised March 19, 2019



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Board Governance Bylaws

ARTICLE 1:00 – DEFINITIONS

Definitions	1:00	
Board		➤ "Board" refers to the Board of Trustees which is the governing body of the Greater Essex County District School Board.
Board Office		➤ "Board Office" is located at 451 Park Street West, Windsor, Ontario.
Director		➤ "Director" means Director of Education, Chief Executive Officer and Secretary of the Board.
Ex-Officio		➤ "Ex-Officio" means membership by virtue of office or position.
Notice		➤ "Notice" means advance notification of a meeting. Unless otherwise provided in the bylaws, includes all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent.
Regular Meeting		➤ "Regular Meeting" means any meeting of the Board scheduled in accordance with these Bylaws
School Board		➤ "School Board" is the corporate entity named the Greater Essex County District School Board.
Special Meeting		➤ "Special Meeting" means any meeting of the Board scheduled in accordance with Article 9 of these Bylaws.
Special Rules		➤ "Special rules" supplement or modify rules contained in the adopted parliamentary authority.
Standing Rules		➤ "Standing rules" are those which are related to the details of the administration of an organization rather than to parliamentary procedures.
Student Trustee		➤ "Student Trustees" are full time students of the Greater Essex County District School Board and are appointed annually in accordance with the Education Act and Board policy.
Trustee		➤ "Trustee" means a person elected or acclaimed or appointed as a member of the School Board pursuant to the provision of the Municipal Elections Act and Education Act.

ARTICLE 2:00 – NAME

Name	2:00	
		The name of this organization shall be the Greater Essex County District School Board, which may hereinafter referred to as GECDSB.

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Governing Body	2:01	The Board is the governing body of the GECDSB. All actions of the Board of the GECDSB shall be in accordance with these Bylaws, Appendices, as well as the Education Act of Ontario and any other applicable statutes.
Corporate Name	2:02	The School Board is the corporate entity named the Greater Essex County District School Board.
ARTICLE 3:00 – PARLIAMENTARY AUTHORITY – SPECIAL AND STANDING RULES		
Parliamentary Authority	3:00	The rules contained in the most current edition of <i>Robert's Rules of Order Newly Revised</i> shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that the Board may adopt, and any statutes applicable to this Board.
Special and Standing Rules	3:05	Special and Standing rules of the Board are set out in the Appendices and attached to the Bylaws.
Interpretation of Bylaws	3:10	It is the role of the Chairperson to interpret and apply the Bylaws, special rules, and standing rules of the Board, subject to appeal.
Amendments to the Bylaws and Special Rules of Order	3:15	These Bylaws and any special rules of order the Board may adopt may be amended at any Regular or Special Meeting of the Board by a two-thirds vote providing that such amendment has been presented as a Notice of Motion at the previous Regular Meeting of the Board of Trustees.
Suspension of the Bylaws and Special Rules of Order	3:20	Provisions contained in these Bylaws cannot be suspended unless the particular rule specifically provides for its own suspension.
	3:21	Rules, in the nature of a rule of order, contained within the Bylaws and any special rules of order may be suspended by a two-thirds vote.
Review of the Bylaws	3:25	The Board shall appoint a Committee at least every five years to review the Bylaws, special rules, and standing rules and recommend revisions for Board approval.
Amendments to items in Appendices	3:30	Any provision contained in the Appendices, excluding special rules, may be amended at any regular or special meeting of the Board by a majority vote provided notice and the specific proposed amendment has been presented as a Notice of Motion at the previous Regular Meeting of the Board of Trustees.

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Suspension of the items in Appendices	3:35	Any provision contained in the Appendices, excluding special rules, may be suspended by a majority vote with such suspension in effect only for that meeting.
ARTICLE 4:00 – DUTIES AND POWERS OF THE BOARD		
Duties and Powers of the Board	4:00	<p>Duties and powers of the Board are defined by the Education Act, Ministry regulations and relevant legislation. These duties include but are not limited to:</p> <ul style="list-style-type: none"> a) Promoting student achievement and well-being; b) Ensuring effective stewardship of the Board’s resources; c) Developing and maintaining policies and organizational structures as necessary to meet the goals established by the Board; d) Monitoring and evaluating the effectiveness of Board policies; e) Developing and reviewing a multi-year plan to achieve Board goals; f) Monitoring and evaluating the performance of the Board’s director; g) Maintaining and enforcing a Code of Conduct for Board members.
Board Member Attendance	4:05	Trustee attendance is defined by the Education Act, Ministry regulations and relevant legislation. In the case of an unauthorized absence beyond two consecutive regular meetings of the board a resolution must be passed by the board to authorize the absence, if prevention of an automatic seat vacancy is to be effected.
	4:06	The specific reasons for an authorized absence will not be made public unless the affected trustee has, in writing, in advance of the meeting at which the resolution will be presented, indicated that such reasons may be made public. If such advance notice is not provided, the public motion will only read that the absence is authorized and no debate will occur in public session.

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<p>Authorized Absence</p>	<p>4:07</p>	<p>An authorized absence is when a majority of trustees have indicated by vote that they are satisfied that the reason given justifies the absent trustee from not being able to attend in person or electronically.</p>
<p>Vacancy of a Board Member due to Resignation, Qualifications, Conviction or Absence</p>	<p>4:10</p>	<p>A vacancy can occur under the following circumstances:</p> <ul style="list-style-type: none"> a) When the resignation of a Trustee is accepted by a majority of Trustees at a Board meeting at which the resignation is presented except that a Trustee may not resign if such resignation will reduce the number of Trustees to less than a quorum; b) When a Trustee ceases to hold the qualifications pursuant to the provisions of the Education Act, or c) A Trustee’s seat is vacated by conviction or absence as per Section 228 and 229 of the Education Act.
<p>Filling the Vacancy</p>	<p>4:11</p>	<p>A vacancy for the position of Trustee will be resolved by the Board in accordance with the Education Act.</p>

ARTICLE 5:00 – DUTIES OF EXECUTIVE OFFICERS

<p>Chairperson</p>	<p>5:00</p>	<p>In addition to any other duties under the Education Act, the Chairperson of the Board shall:</p> <ul style="list-style-type: none"> a) Preside and conduct board meetings in accordance with the board’s Policies and Bylaws; b) Establish agendas for board meetings in consultation with the Director; c) Ensure that members of the board have the information needed for informed discussion of the agenda items; d) Act as spokesperson to the public on behalf of the Board unless otherwise determined by the Board; e) Be deemed an ex-officio member of all committees, having the right, and not the obligation to participate in the proceedings of the committee, excluding the right to vote, and not counted in determining the number required for a quorum or whether a quorum is present at a meeting;
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		<ul style="list-style-type: none"> f) Convey the decisions of the Board to the Director of Education; g) Provide leadership in maintaining focus on the board’s mission, vision and approved multiyear plan; h) Assume such other responsibilities as may be specified by the Board, and i) Monitor the attendance and expenses of trustees and address any potential, perceived or actual violations of the Bylaws, board policies or the Education Act. The Chairperson should discuss the concern with the affected trustee when it arises and then if necessary report the matter to the Board of Trustees for appropriate action.
Vice-Chairperson	5:05	<p>Duties of the Vice-Chairperson shall include:</p> <ul style="list-style-type: none"> a) Fulfilling the duties of the Chairperson when the Chairperson is temporarily absent or otherwise unable to perform the duties of office; b) Presiding at meetings of the Board in private session, and c) Monitor the attendance and expenses of the Board Chairperson and address any potential, perceived or actual violations of the Bylaws, board policies or the Education Act. The Vice-Chairperson should discuss the concern with the Chairperson when it arises and then if necessary report the matter to the Board of Trustees for appropriate action.
Signing Officers	5:10	Signing Officers for the Board shall be determined in accordance with the terms as specified in Appendix 1.
ARTICLE 6:00 – DUTIES OF ADMINISTRATIVE OFFICERS		
Secretary	6:00	<p>The Director of Education shall be assigned the duties of Secretary in accordance with the Education Act which shall include but not be limited to:</p> <ul style="list-style-type: none"> a) Ensuring that accurate minutes are prepared of all Board meetings, and

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		<ul style="list-style-type: none"> b) Ensuring that approved minutes are signed by the Chairperson and are safe-guarded as appropriate for critical corporate documents.
Treasurer	6:05	<p>The Superintendent of Business shall be assigned the responsibilities of Treasurer in accordance with the Education Act which include but are not limited to:</p> <ul style="list-style-type: none"> a) Receiving and dispersing all money in accordance with the approved budget plan or subsequent direction, and b) Reporting to the Board from time to time, or as specifically requested by the Board, on all financial matters.
Director of Education	6:10	<p>The Responsibilities of the Director are defined in the Education Act and include, but are not limited to:</p> <ul style="list-style-type: none"> a) Developing and maintaining an effective organization within policies established by the board and the programs required to implement such policies; b) Implementation, annual review and reporting to the Board on the multiyear plan which establishes measures that will enhance student achievement; c) Bringing to the attention of the Board any act or omission by the Board that may result in a contravention of the Education Act, and d) Advising the Ministry if the Board fails to respond appropriately to notification by the Director of acts or omissions in contravention of the Education Act.
Signing Officers	6:15	<p>Signing Officers for the Board shall be determined in accordance with the terms as specified in Appendix 1.</p>

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ARTICLE 7:00 – ROLE OF INDIVIDUAL TRUSTEE

<p>Role of Individual Trustee</p>	<p>7:00</p>	<p>The responsibilities of Members of the Board are defined in the Education Act and include but are not limited to:</p> <ul style="list-style-type: none"> ➤ Declaration of an oath or affirmation of allegiance, before the Secretary of the Board, prior to entering a new term of service. ➤ Assisting the Board with carrying out its duties as assigned by the Education Act. ➤ Attending and participating in meetings of the Board including assigned committee meetings ➤ Maintaining confidentiality of all matters discussed in Private Session. ➤ Confirming regrets with reason to the Director’s office at least three hours prior, if possible to any Board or committee meeting. ➤ Consulting with parents, students, rate-payers and community partners on the Board’s multiyear plan. ➤ Bringing concerns of parents, students and the public to the attention of the Board. ➤ Upholding the implementation of any Board resolution after it is passed by the Board. ➤ Entrusting the day to day management of the Board to its staff through the Director. ➤ Maintaining focus on student achievement and well-being. ➤ Complying with the Board’s Code of Conduct.
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ARTICLE 8:00 – THE ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

<p>Annual Organizational Meeting</p>	<p>8:00</p>	<p>The Annual Organizational Meeting of the Board shall be held the first week of December on such date and at such time as agreed by a majority of Board members, or as may be prescribed in legislation or by regulation.</p>
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Continuity of Executive Officers and Committee Appointments	8:05	The Chairperson and Vice-Chairperson of the Board and committee appointments shall remain until their successors are elected and the new Board is organized. In an election year the Board may be required to select by resolution an Interim Chairperson and Vice-Chairperson of the Board at the last meeting, in the event that the incumbents are not holding office December 1 st .
Presiding Officer	8:10	The Director, or designate as appointed by the Director, shall preside at the Organizational Meeting until the election of the Chairperson.
Official Returns	8:15	At the Annual Organizational Meeting immediately following a municipal election, the Director shall announce the official returns for the election of each Trustee as supplied by the appropriate municipal Clerk. The Director shall also confirm that the Declarations of Office and the Oaths of Allegiance pursuant to the provisions of the Education Act have been completed.
Scrutineers	8:20	Two Supervisory Officers will be appointed by the Director to serve as Scrutineers.
Elections	8:25	The Director shall conduct an election for Chairperson. Trustees shall be invited to make nominations which do not require a seconder and self-nomination is permitted. The nominator and candidate shall be permitted one minute each to speak to the nomination. In the event a Trustee nominated for office is not present at the meeting, the nominator shall satisfy the presiding officer that the Trustee's consent to the nomination has been obtained in writing. In the case of a single nomination the candidate shall be declared Chairperson by acclamation.
Voting	8:30 8:31 8:32	After a resolution to close nominations, a vote by secret ballot will be conducted by the Director and Scrutineers. In the event of no candidate receiving a majority of votes, balloting will continue. In each subsequent round of voting the candidate receiving the fewest number of votes shall be eliminated from further consideration. If voting results in a tie between the remaining candidates a subsequent vote will occur. If this also results in a tie, the election shall be determined by lot. The Director will draw a name and announce the successful candidate.

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	8:33	The Director shall announce the successful candidate for Chairperson without revealing the vote count. Where a vote is necessary for other positions, the Chairperson shall announce the successful candidate without revealing the vote count.
Immediate Chairing	8:35	Upon election, the Chairperson shall preside over the remainder of the Annual Organizational Meeting.
Election of Vice-Chairperson	8:40	An election for Vice-Chairperson shall be conducted in the same manner as that of the Chairperson.
Additional Elections	8:45	Any further elections required by the agenda shall be conducted in the same manner as outlined above.
Destroy Ballots	8:50	By Board motion, the ballots shall be destroyed at the conclusion of the elections required during the Annual Organizational Meeting.
Order of Business	8:55	The order of business for the Annual Organizational Meeting shall be as set out in Appendix 2 “Order of Business and Definitions”.
	8:56	The Annual Organizational Meeting shall not be used to transact regular or routine business of the Board unless such matter is put on the agenda by unanimous consent.
ARTICLE 9:00 – MEETINGS OF THE BOARD		
Regular Meeting	9:00	Regular public meetings of the Board will be held the first and third Tuesday of each month, except July and August, unless otherwise determined by resolution of the Board. However, in March the regular public meeting of the Board will take place the Tuesday following March break. The December regular public meeting of the Board will take place on the second Tuesday of the month. The September and January regular meetings of the Board will take place on the third Tuesday of the month. Agenda templates are provided in Appendix 2 for all board and committee meetings.
Notice of Regular Meeting	9:05	Notice and agenda for all regular Public and Private Session meetings of the Board shall be provided to each Trustee at least 72 hours in advance.
Special Meetings	9:10	A Special Meeting of the Board may be called by the Chairperson or at the request of a majority of Trustees.

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<p>Notice of Special Meetings</p>	<p>9:15</p>	<p>Notice and agenda for all special meetings of the Board shall be provided to each Trustee at least 48 hours in advance. Under extenuating circumstances notice may be waved so long as every effort is made to contact all trustees and a quorum is achieved.</p>
<p>Electronic Meeting</p> <p>Voting</p>	<p>9:20</p> <p>9:21</p> <p>9:22</p>	<p>Trustees may participate electronically at any meeting of the Board or Standing Committee in accordance with Ontario Regulation 463/97 and Board policy. Use of electronic meetings should be the exception at Regular Board Meetings. In accordance with the Education Act, a Trustee must be physically present in the meeting room of the board for at least three regular meetings of the Board in each twelve-month period beginning December 1.</p> <p>A trustee may vote when attending a meeting held through electronic means.</p> <p>A trustee may choose to wave total secrecy when a ballot vote is required. Such a vote will be cast by phone calling directly to the scrutineers at a number provided. The scrutineer will cast the ballot on behalf of the trustee(s) attending electronically.</p>
<p>Private Session</p>	<p>9:25</p>	<p>Meetings of any Committee of the Board may hold entire meetings, or portions thereof, closed to the public in accordance with the Education Act which states that a meeting of a committee of a Board, including a committee of the whole Board, may be closed to the public when the subject matter under consideration involves:</p> <ul style="list-style-type: none"> a) The security of the property of the Board; b) 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 his or her parent or guardian; c) The acquisition or disposal of a school site; d) Decisions in respect to negotiations with employees of the Board; e) Litigation affecting the Board, or

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	<p>9:26</p> <p>9:27</p>	<p>f) A matter in which the Board appointed legal counsel has advised a strong indication of probable litigation or an investigation by the Ontario Ombudsman, which may affect the Board;</p> <p>g) An ongoing investigation by the Ontario Ombudsman affecting the Board.</p> <p>Regular Private Session meetings when required are scheduled on those dates that regular meetings of the board and Standing Committees are held.</p> <p>Actions decided in Private Session will be reported according to the agenda item and subject matter during the Public Session of the Board and voted upon without debate.</p>
Quorum	<p>9:30</p> <p>9:31</p>	<p>The presence of a majority of all Trustees is necessary to form a quorum for all Board meetings and must be maintained throughout the meeting. Should a quorum at any meeting not be present at the time appointed for the start of the meeting, or the meeting becomes inquorate, those in attendance may adjourn, or recess and take measures to acquire a quorum. A motion to recess will stipulate a time limit for the recess and if quorum is not achieved within that time period, the meeting will be adjourned with the names of those present and absent and the time of adjournment recorded in the minutes.</p> <p>Where any member declares a conflict of interest pursuant to the <i>Municipal Conflict of Interest Act R.S.O., 1990</i> the presence of the majority of those entitled to vote shall then constitute a quorum.</p>
Order of Business	9:35	The Order of Business for all regular Board meetings and Standing Committees shall be as determined by the Board and provided in Appendix 2.
Presentations	9:40	Any person or group employed by the GECDSB must contact the Director's Office for approval to make a presentation to Trustees at a regular Board meeting or Standing Committee meeting. Each presentation is limited to 15 minutes and should relate to matters regarding the GECDSB.

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	9:41	Presentations are limited to 3 per meeting. Additional presentations may be added at the discretion of the Chairperson in consultation with the Director prior to agenda approval.
Delegations	9:45	In order to meet the published or posted agenda deadline, a delegation to a Board or Standing Committee meeting is any person or group wishing to address the Board with regard to a specific agenda item.
	9:46	Delegations must notify the Director's Office by noon on Monday prior to the meeting and provide specific information with regard to the nature of the presentation and the related agenda item. When the Monday prior to the meeting is a holiday, delegations must notify the Director's Office by 4:00 p.m. on the Friday prior to the meeting. Approved delegations will be limited to 10 minutes each on the agenda and must provide a written summation of their remarks no later than the time of the meeting. Time limits will be strictly adhered to.
	9:47	Delegations are limited to 3 per agenda item. Additional delegations may be added at the discretion of the Chairperson and the Director prior to agenda approval or referred to the Speaker's List.
Speaker's List	9:50	A speaker on the speaker's list is any person or group wishing to address the Board or Standing Committee under any of these conditions: <ul style="list-style-type: none"> ➤ an item is not on the agenda of the meeting; ➤ a person or group has not met the timeline to be placed on the published agenda as a Delegation, or ➤ the maximum number of delegations has been reached for that meeting.
	9:51	Any person or group wishing to address the Board will be required to sign up on the Speaker's List no later than 6:45 p.m. on the day of the meeting. The speaker is limited to 5 minutes.
	9:52	The number of individual speakers or groups is limited to 6 per meeting unless an additional number are approved by a majority of Trustees.

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Trustee Questions	9:55	During Presentations, Delegations or Speakers, Trustees may not put forward motions or enter into debate or discussion. Trustees may ask questions for clarification and the total question period will be limited to fifteen minutes for each presentation, delegation or speaker. Once all questions have been put or the time limit has been reached, the Chairperson shall thank the speaker on behalf of the Trustees.
Restriction	9:60	The Chairperson may decline to place a delegation or speaker on the agenda if they have addressed the Board on the same matter within the previous five months or the subject is not within the jurisdiction of the Board. In the case of a PARC it will be at the discretion of the Board. However, a written submission may be accepted and distributed to Trustees.
Chairperson – Debate	9:65	As GECDSD is a small board, the Chairperson may vote and take part in debate without leaving the Chair. In order to remain impartial, the Chairperson should limit their debate and while the Education Act states the Chairperson may vote, the Chairperson should not vote unless their vote will make a difference in the outcome of the vote. Notwithstanding the prior sentence, the Chairperson may vote on any motion and other members may not question the Chairperson’s decision to vote.
Conduct	9:70	All Regular Meetings of the Board and Standing Committees are open to the public. A person whose behaviour disrupts a meeting or whose remarks are felt by the Chairperson to be offensive or inappropriate will be called to order and given an immediate opportunity by the Chairperson to withdraw the remarks. Refusal may result in eviction from the meeting.
Application of Bylaws	9:75	All applicable governance Bylaws, special rules, and standing rules shall apply to Special Meetings and Private Session Meetings.

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ARTICLE 10:00 – COMMITTEES		
Committees	10:00	The Board may establish and dissolve committees as necessary as well as determine the mandate and terms of reference. The committees covered by the Bylaws and Standing Rules will fall into the following classifications: Standing Committees, Permanent Committees, Statutory Committees, Special Purpose Committees and Ad Hoc Committees. A list of approved Board committees shall be included with these Bylaws in Appendix 3.
Authority to Act	10:05	Unless a Committee is specifically given the authority to act on behalf of the Board through Board motion or the Education Act, Committee recommendations must be presented to the Board for approval.
Staff Resources	10:10	The Director shall assign appropriate staff and other resources as required to support the work of Board committees.
Standing Committees	10:15	Standing Committees are committees of the Board composed of all Trustees and meet at regular and specified times, as approved by the Board.
	10:16	All rules and procedures contained in Appendix 4 shall apply to Standing Committee Meetings.
Statutory Committees	10:20	The terms of reference for Statutory Committees are governed by the Education Act and Regulations. Trustee membership shall be by election at the Annual Organizational Meeting of the Board.
Special Purpose Committees	10:25	The Board may establish Special Purpose Committees and membership appointments will be determined by the Striking Committee.
Ad Hoc Committees	10:30	The Board may require the formation of an Ad Hoc Committee to deal with a specific matter. In such cases, the Board will define the mandate and determine Trustee representation on the committee.
	10:31	Ad Hoc Committees shall report their findings to the Board and the final report shall include a recommendation to dissolve the committee.

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Administrative Committees	10:35	From time to time Administrative Committees may require Trustee representation and these appointments will be made by the Director in consultation with the Chairperson.
Striking Committee	10:40	Unless otherwise mandated, Board appointments to Special Purpose Committees are the responsibility of the Striking Committee which is comprised of the Immediate Past Chairperson of the Board, the current Chairperson, Vice-Chairperson and Director of Education.
	10:41	Appointments are done annually by the Striking Committee following the Annual Organizational Meeting with input on individual Trustee preferences.
	10:42	The Chairperson of the Board shall serve as Chairperson of the Striking Committee and will present the report of the Striking Committee at the first regular meeting of the Board following the Annual Organizational Meeting.
	10:43	All committee appointments subject to Board approval shall be vetted through the Striking Committee for recommendation to the Board.
Provincial Association Representation	10:45	At the Annual Organizational Meeting, the Board shall elect trustees to fulfil the role of Director and alternate to the Ontario Public School Boards Association. Subsequently the Board shall also elect its voting delegate and alternate to the annual general membership meeting of the Association. The role of both the voting delegate and the OPSBA Director include attendance at both the OPSBA AGM and the Public Education Symposium.

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Appendix 1

SIGNING OFFICERS OF THE BOARD

- (a) Deeds, transfers, assignments, contracts, obligations, certificates, and other instruments be signed on behalf of the Greater Essex County District School Board by two persons, one of whom holds the office of Chairperson of the Board or Vice-Chairperson of the Board and the other of whom holds the office of Secretary of the Board or Treasurer of the Board. In addition, the Board may from time to time direct by resolution the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing officer may affix the corporate seal thereto. If there is an urgent item to be signed and both the Chairperson of the Board and the Vice-Chairperson of the Board are unavailable then the Chairperson of the Operations and Finance Committee or the Chairperson of the Education Committee shall be authorized to sign on behalf of the Board.
- (b) Resolutions respecting banking and signing officers in the form required by Chartered Banks in Canada and Trust Companies and the same are hereby approved and the Secretary of the Board or Treasurer of the Board be and is hereby authorized and directed to send a certified copy of such resolution to the branch of the Chartered Bank or Trust Company where the Board will maintain its account.
- (c) The Superintendent of Business or Manager of Financial Services or Supervisor of Purchasing and Supply or Purchasing Agent or Buyer be authorized and empowered to sign purchase orders and any two of the Superintendent of Business, Manager of Financial Services, Supervisor of Purchasing and Supply, Purchasing Agent or Buyer be authorized and empowered to sign the accompanying contracts on behalf of the Greater Essex County District School Board in accordance with Board purchasing policies.
- (d) The Superintendent of Business or Manager of Financial Services or Manager of Facility Services be authorized and empowered to sign rental and lease agreements, and licences and agreements related to Board wide licences and consortiums, on behalf of the Greater Essex County District School Board in accordance with Board policies.
- (e) The Director of Education or Superintendent of Business or Manager of Financial Services be authorized and empowered to sign agreements/contracts with Federal Government agencies (e.g. HRSDC) and the Provincial Government on behalf of the Greater Essex County District School Board in accordance with Board policies.
- (f) The Superintendent of Business or Manager of Financial Services or Manager of Facility Services be authorized and empowered to sign site plan control and building permit agreements with municipalities, vehicle ownership transfers, vehicle licence renewals; easements and encroachments.
- (g) The Superintendent of Business or Manager of Financial Services be authorized and empowered to sign bingo trust agreements, contracts for credit or purchasing cards, and contracts with a value of \$50,000 or less (excluding taxes).



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Appendix 2

ORDER OF BUSINESS AND DEFINITIONS

BOARD MEETINGS PUBLIC SESSION First Tuesday of the Month Start Time 5:00 p.m.	BOARD MEETINGS PUBLIC SESSION Third Tuesday of the Month Start Time 5:00 p.m.
<p>A. CALL TO ORDER</p> <p>B. ATTENDANCE</p> <p>C. APPROVAL OF AGENDA</p> <p>D. CONVENE TO PRIVATE SESSION</p> <p style="text-align: center;">RECESS</p> <p>STANDING COMMITTEE MEETINGS WILL CONVENE AT 7:00 P.M.</p> <ul style="list-style-type: none"> ➤ Education Committee ➤ Operations and Finance Committee <p>PUBLIC SESSION WILL RECONVENE UPON ADJOURNMENT OF OPERATIONS AND FINANCE COMMITTEE</p> <p>E. DECLARATION OF CONFLICT OF INTEREST</p> <p>F. ACTION OF BOARD MEETING PRIVATE SESSION</p> <p>G. APPROVAL OF MINUTES</p> <p>H. BUSINESS ARISING FROM THE MINUTES</p> <p>I. <u>RECOMMENDATIONS FROM STANDING COMMITTEES:</u></p> <ol style="list-style-type: none"> 1. Education Committee 2. Operations and Finance Committee <p>J. NOTICES OF MOTION (9:50 p.m. to 9:55 p.m.)</p> <p>K. ADJOURNMENT</p>	<p>A. CALL TO ORDER</p> <p>B. ATTENDANCE</p> <p>C. APPROVAL OF AGENDA</p> <p>D. CONVENE TO PRIVATE SESSION</p> <p style="text-align: center;">RECESS</p> <p>PUBLIC SESSION WILL RECONVENE AT 7:00 P.M.</p> <p>E. DECLARATION OF CONFLICT OF INTEREST</p> <p>F. ACTION OF BOARD MEETING PRIVATE SESSION</p> <p style="text-align: center;">SPECIAL ORDER OF THE DAY (IF APPLICABLE)</p> <p>G. APPROVAL OF MINUTES</p> <p>H. BUSINESS ARISING FROM THE MINUTES</p> <p>I. PRESENTATIONS</p> <ol style="list-style-type: none"> 1.1 Student Trustee Presentation <p>J. DELEGATIONS</p> <p>K. SPEAKER'S LIST</p> <p>L. NEW BUSINESS</p> <p>M. REPORTS</p> <p>N. TRUSTEE QUESTION PERIOD (9:10 p.m. to 9:50 p.m.)</p> <p>O. NOTICES OF MOTION (9:50 p.m. to 9:55 p.m.)</p> <p>P. ANNOUNCEMENTS (9:55 p.m. to 10:00 p.m.)</p> <p>Q. ADJOURNMENT</p>



Greater Essex County District School Board

Appendix 2

REGULAR BOARD MEETING PRIVATE SESSION Start Time 5:00 p.m.

Meetings of a Committee of the Board may hold entire meetings, or portions thereof, closed to the public in accordance with the Education Act which states that a meeting of a committee of a Board, including a committee of the whole Board, may be closed to the public when the subject matter under consideration involves:

- a) the security of the property of the Board;
- b) 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 his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect to negotiations with employees of the Board;
- e) litigation affecting the Board;
- f) a matter in which the Board appointed legal counsel has advised a strong indication of probable litigation or an investigation by the Ontario Ombudsman, which may affect the Board;
- g) an ongoing investigation by the Ontario Ombudsman affecting the Board.

A. APPROVAL OF AGENDA

B. DECLARATION OF CONFLICT OF INTEREST

C. APPROVAL OF MINUTES

D. BUSINESS ARISING FROM THE MINUTES

E. DELEGATIONS

F. NEW BUSINESS

G. REPORTS

H. TRUSTEE QUESTION PERIOD
(5:40 p.m. to 5:50 p.m.)

I. NOTICES OF MOTION
(5:50 p.m. to 5:55 p.m.)

J. ANNOUNCEMENTS
(5:55 p.m. to 6:00 p.m.)

K. RISE AND REPORT

"Building Tomorrow Together!"



Greater Essex County District School Board

Appendix 2

EDUCATION COMMITTEE Start Time 7:00 p.m.	OPERATIONS AND FINANCE COMMITTEE Upon Adjournment of Education Committee
A. CALL TO ORDER	A. CALL TO ORDER
B. ATTENDANCE	B. ATTENDANCE
C. APPROVAL OF AGENDA	C. APPROVAL OF AGENDA
D. DECLARATION OF CONFLICT OF INTEREST	D. DECLARATION OF CONFLICT OF INTEREST
E. APPROVAL OF MINUTES	E. APPROVAL OF MINUTES
F. BUSINESS ARISING FROM THE MINUTES	F. BUSINESS ARISING FROM THE MINUTES
G. PRESENTATIONS	G. PRESENTATIONS
H. DELEGATIONS	H. DELEGATIONS
I. SPEAKER'S LIST	I. SPEAKER'S LIST
J. NEW BUSINESS	J. NEW BUSINESS
K. REPORTS	K. REPORTS
L. TRUSTEE QUESTION PERIOD	L. TRUSTEE QUESTION PERIOD
M. NOTICES OF MOTION	M. NOTICES OF MOTION
N. ANNOUNCEMENTS	N. ANNOUNCEMENTS
O. ADJOURNMENT	O. ADJOURNMENT
P. CONVENE INTO OPERATIONS AND FINANCE COMMITTEE	P. CONVENE INTO PUBLIC BOARD MEETING



Greater Essex County District School Board

Appendix 2

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

Start Time 7:00 p.m.

- A. CALL TO ORDER
- B. INVOCATION
- C. ANNOUNCEMENT OF SCRUTINEERS
- D. NOMINATION AND ELECTION OF CHAIRPERSON
- E. NOMINATION AND ELECTION OF VICE-CHAIRPERSON
- F. NOMINATION AND ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON OF STANDING COMMITTEE
 - F.1 Election of Chairperson of the Education Committee
 - F.2 Election of Vice-Chairperson of the Education Committee
 - F.3 Election of Chairperson of the Operations and Finance Committee
 - F.4 Election of Vice-Chairperson of the Operations and Finance Committee
- G. Other Nominations and Elections
 - G.1 OPSBA Director and Alternate
 - G.2 OPSBA Voting Delegate and Alternate for the Annual General Meeting
 - G.3 Special Education Advisory Council
 - G.4 Supervised Alternative Learning for Excused Pupils
 - G.5 Greater Essex County Parent Involvement Committee
 - G.6 Audit Committee
- H. MOTION TO DESTROY THE BALLOTS
- I. PAST CHAIRPERSON'S REMARKS
- J. CHAIRPERSON'S REMARKS
- K. ADJOURNMENT



Greater Essex County District School Board

Appendix 2

Agenda Items – Board Meetings Public Session

The following definitions and descriptions of agenda items apply to all meetings with a standardized agenda as contained in Appendix 2 of the Board Governance Bylaws.

A. **Call to Order**

The Chairperson brings the room to order and opens the meeting with the Call to Order.

A.1. **Special Order of the Day**

The Chairperson or Director may have special announcements which are not related to the business of the meeting or governance in general. A special order of the day is usually a timely and sensitive item of importance to our school system and community.

B. **Attendance**

A record of those who are present and not present will be kept in the minutes. The chair will recognize those trustees that are on teleconference as well as those members who are unable to attend. A member who is not in attendance but has given proper notification will be recorded under the category of “Regrets”. Giving regrets does not constitute an authorized absence. A member who is not in attendance and has not given proper notification will be recorded as “Absent”. Article 7 of the Bylaws also explains that trustees should confirm regrets to the Director’s office at least three hours prior, if possible to any Board or committee meeting.

C. **Approval of Agenda**

This requires a motion and majority vote to approve the items on the agenda and the order of business for the meeting.

D. **Convene to Private Session**

Private Session meetings are closed to all but the trustees and their invitees to speak to matters compliant with the Education Act.

E. **Declaration of Conflict of Interest**

This item on the agenda provides Trustees with an opportunity to publicly declare a conflict of interest on any item on the agenda, or one that arises from discussion during a meeting, according to the current provincial legislation regarding the Municipal Conflict of Interest Act, R.S.O. 1990. In public session, a Trustee who declares a conflict of interest should not take part in the discussion and should not vote on any motions concerning the subject of declaration. In private session meetings, any trustee who has declared a conflict should also leave the room during the discussion of the agenda item on which a conflict was declared. Trustees are required to provide a written, signed and dated statement of the



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interest (for public and private session) and its general nature (in public session) with the secretary of the committee or board. A registry of such filed declarations will be kept by the office of the Director of Education and made available for public inspection.

- F. **Actions of Private Session**
Actions taken by the Board in Private Session are reported during the public board meeting in accordance with the Board Governance Bylaw 9:27.
- G. **Approval of Minutes**
A motion and majority vote is required to approve the minutes as an accurate record of the actions taken and decisions made at the previous meeting.
- H. **Business Arising from the Minutes**
This item on the agenda provides Trustees with an opportunity to address action items that were not completed or are pending from the minutes of the previous meeting. It is not for revisiting previous decisions.
- I. **Recommendations from Standing Committees**
This item on the public board meeting agenda allows for recommendations from the Education as well as Operations and Finance standing committees to be referred to the regular board meeting for approval.
- J. **Presentations**
Presentations are in accordance with the Board Governance Bylaws 9:40 and 9:41.
- K. **Delegations**
Delegations are in accordance with the Board Governance Bylaws 9:45, 9:46 and 9:47.
- L. **Speaker's List**
Speaker's List is in accordance with the Board Governance Bylaws 9:50, 9:51, and 9:52.
- M. **New Business**
Items on the agenda under new business are action items to be addressed for resolution during the meeting.
- N. **Reports**
This item on the agenda provides an opportunity for the Director, Superintendents and Student Trustees to give reports that are routine and informational. A Trustee may also give a report regarding important information that they feel needs to be shared with the Board from a committee or organization where they represent the school board. Non-routine reports should be brought to the attention of the



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Director's office for consideration to be placed on the agenda. No motion is required to receive reports.

O. **Trustee Question Period**

This is a timed item on the agenda to establish priority prior to adjournment if other items take considerable time during the course of the meeting. This question period provides Trustees with an opportunity to seek information from administration on matters dealing with policy or general practice relating to the system as a whole or matters of public concern regarding the overall operation and/or education of the students of the Greater Essex County District School Board. Both questions and answers should be concise and no debate is permitted. It is strongly suggested that the Director and/or the Supervisory Officer to whom the question will be directed, be given some advance notice in order to prepare an informative response. Questions of personal interest which do not relate to the work of the Board should not be put forward during this time.

During Trustee Question Period each Trustee shall be permitted to ask one question of Administration, and two supplementary questions. No debate, motion or vote is permitted during the question period. Supplementary questions must be a direct continuation of the original question for the purpose of clarification and are not to be used to introduce new questions. The Chairperson may permit further questions if, in the Chair's opinion, the additional time does not interfere with the outstanding agenda items.

P. **Notices of Motion**

This is a timed item on the agenda to establish priority prior to adjournment if other items take considerable time during the course of the meeting. Trustees give notice of a motion that will be introduced at the next meeting as an item of new business. The notice will include the actual motion and is merely a statement of intention which requires no seconder and is not debated at this time. Whenever possible the motion shall be worded in affirmative terms and should express fully and unambiguously the intent of the mover. It should not be preceded by a preamble ("Whereas ..." or "In order to ...") since these represent opinions which are arguable or make statements which may or may not be factual.

Q. **Announcements**

This is a timed item on the agenda to establish priority prior to adjournment if other items take considerable time during the course of the meeting. Trustees are given an opportunity to highlight the good work of the staff, students and parents of the Greater Essex County District School Board by publicly announcing special initiatives and events of the school board and its partners. This item is generally not used to announce routine activities of individual trustees in fulfilling their responsibilities to their school communities.

R. **Adjournment**

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Greater Essex County District School Board

Appendix 3

APPROVED BOARD COMMITTEES

STANDING COMMITTEES	
<p>EDUCATION COMMITTEE <i>The Education Committee meets at 7:00 p.m. on the first Tuesday of each month except January, March, July, August, September and December.</i></p>	<p>The purpose of the Education Committee is to provide transparent communication and celebrate programming opportunities and supports available to students in the GECDSB.</p> <p>The Education Committee shall receive, consider and make recommendations to reports regarding:</p> <ol style="list-style-type: none"> a) Program related issues and Program outcomes from staff; b) Building broader public awareness of the curriculum and programs provided and available in the Greater Essex County District School Board schools; and c) Other matters as deemed appropriate by the Director with notification to the committee Chairperson, when possible.
<p>OPERATIONS AND FINANCE COMMITTEE <i>The Operations and Finance Committee meets upon adjournment of the Education Committee on the first Tuesday of each month except January, March, July, August, September and December.</i></p>	<p>The Operations and Finance Committee shall consider and make recommendations to the Board on finance and operations matters, including:</p> <ol style="list-style-type: none"> a) operational and capital budgets b) stewardship of Board resources c) other matters as deemed appropriate by the Director with notification to the committee Chairperson, when possible.
PERMANENT COMMITTEES	
<p>STRIKING COMMITTEE <i>Immediate Past Chairperson, current Chairperson, Vice-Chairperson of the Board and Director of Education</i></p>	<p>The Striking Committee appoints Trustees to Special Purpose Committees and determines the Trustee of the Month schedule.</p>
STATUTORY COMMITTEES	
<p>AUDIT COMMITTEE <i>(3 Trustees) same Trustees for four year term.</i></p>	<p>The Audit Committee assists the Board in fulfilling its financial compliance and accountability.</p>
<p>GECPIC <i>(1 Trustee + 1 Trustee Alternate)</i></p>	<p>This position assists the school board in communication with parents/guardians and school councils.</p>
<p>SPECIAL EDUCATION ADVISORY COMMITTEE <i>(2 Trustees + 1 Trustee Alternate) same Trustees for four year term.</i></p>	<p>SEAC is a school board committee with Trustee and local association representation established under Regulation 464/97.</p>
<p>SUPERVISED ALTERNATIVE LEARNING COMMITTEE <i>(1 Trustee (county), 1 Trustee (city) + 1 Trustee Alternate)</i></p>	<p>SAL is a school board committee with Trustee and administrative representation established under Regulation 308/90.</p>

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Greater Essex County District School Board

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SPECIAL PURPOSE COMMITTEES	
<p>CITY/SCHOOL BOARD LIAISON <i>(Chair and Vice-Chair of the Board + 1 Trustee (City) Alternate)</i></p>	<p>The City/School Board Liaison Committee is a forum for City Councillors and Administration to meet with Board Chairs/Vice-Chairs (English Public, English Separate, French Public, French Catholic) and Administration on issues of mutual concern.</p>
<p>COUNTY/SCHOOL BOARD LIAISON <i>(Chair and Vice-Chair of the Board + 1 Trustee (County) Alternate)</i></p>	<p>The County/School Board Liaison Committee is a forum for County Councillors and Administration to meet with Board Chairs/Vice-Chairs (English Public, English Separate, French Public, French Catholic) and Administration on issues of mutual concern.</p>
<p>INDIGENOUS EDUCATION ADVISORY COMMITTEE <i>(2 Trustees)</i></p>	<p>The IEAC's mandate is to support Indigenous education for both Indigenous and non-Indigenous students and to support and guide the aspirations of the Indigenous Education Protocol, as it becomes a reality in the GECDSB.</p>
<p>KINGSVILLE DHS MIGRATION HALL <i>(1 Trustees + 1 Trustee Alternate)</i></p>	<p>The GECDSB owns Migration Hall located on the property of Kingsville District High School. The Migration Hall Committee meets regularly to review community and school usages of the hall.</p>
<p>SCHOLARSHIPS/AWARDS <i>(2 Trustees)</i></p>	<p>The Scholarship/Awards Committee meets annually to review and award bursaries and scholarships.</p>
<p>JOINT EMPLOYEE ASSISTANCE PROGRAM COMMITTEE <i>(2 Trustees)</i></p>	<p>This committee participates in planning and monitoring effectiveness of the various services offered through the program to our staff.</p>
<p>DIRECTOR'S PERFORMANCE APPRAISAL COMMITTEE <i>Chairperson, Vice-Chairperson of the Board, Chairperson Education Committee Chairperson Operations and Finance Committee</i></p>	<p>The Director's Performance Appraisal Committee meets annually to establish the process and evaluation tool with respect to the Director's Performance Appraisal.</p>
<p>POLICY COMMITTEE <i>(4 Trustees) 2 year rotating term, with the only exception being if two new trustees do not volunteer to sit on the committee in any given year.</i></p>	<p>The Policy Committee would ensure that all governance policies of the Greater Essex County District School Board are kept current and effective, to develop new governance policies, and when necessary review and provide input to draft policies in other areas of the Board before coming to the Trustees.</p>
<p>STUDENT DISCIPLINE AND APPEALS COMMITTEE <i>(3 Trustees + 2 Alternates)</i></p>	<p>The Student Discipline and Appeals Committee's purpose is to make decisions on suspension appeals and expulsions after hearing the administrators and parents/guardians sides of the issue.</p>



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<p>STUDENT TRUSTEE INTERVIEW COMMITTEE <i>(2 Trustees)</i></p>	<p>The Student Trustee Interview Committee meets annually to interview and make recommendations to the Board on the appointment of Student Trustees for the subsequent school year, in accordance with Board Policy.</p>
<p>SAFETY PATROL COMMITTEE <i>(1 Trustee + 1 Trustee Alternate)</i></p>	<p>The Windsor-Essex Schools' Safety Patrol Association provides educational safety programs and services for elementary school children (foot patrols, bus patrols, and safety patrol supervision on street corners) jointly used by the Catholic, Public and French school boards in Windsor and Essex County.</p>
<p>AD-HOC COMMITTEES</p>	
<p>AD HOC COMMITTEE TO REVIEW ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) <i>(3 Trustees)</i></p>	<p>Membership on Ad Hoc Committees remains in effect for the duration of the committee unless there is a vacancy.</p> <p>This Ad Hoc Committee was established by Board Motion on November 21, 2007 to provide input on the Information and Communication Standards Development Committee's draft report. The next step in the process is to create policies and procedures for the customer service standards and the final step is to review all Board policies and procedures in order to remove and prevent barriers for persons with disabilities.</p>



Greater Essex County District School Board Appendix 4

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority



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Appendix 4

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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Special Rules of Order:

Speaking on the Motion:

Each member may speak twice for up to three minutes on each debatable motion. The maker of the motion has the right to speak first to the motion. Those members who have not spoken and wish to do so have the right to speak prior to another member speaking a second time. This rule is subject to the motion limit or extend limits of debate, requiring a 2/3 vote.

Extend Meeting:

If a Board meeting is still in progress at 11 p.m., the Chairperson shall interrupt any item under discussion for Trustees to vote on whether or not to continue the meeting past 11 p.m.

In this regard, any of the following motions may be put forward:

- (1) continue the meeting to conclude the item under discussion only
- (2) specify the agenda items to be completed prior to adjournment
- (3) specify an exact time for adjournment

A motion to continue must receive 2/3 vote from those present otherwise the meeting will be adjourned by the Chairperson.