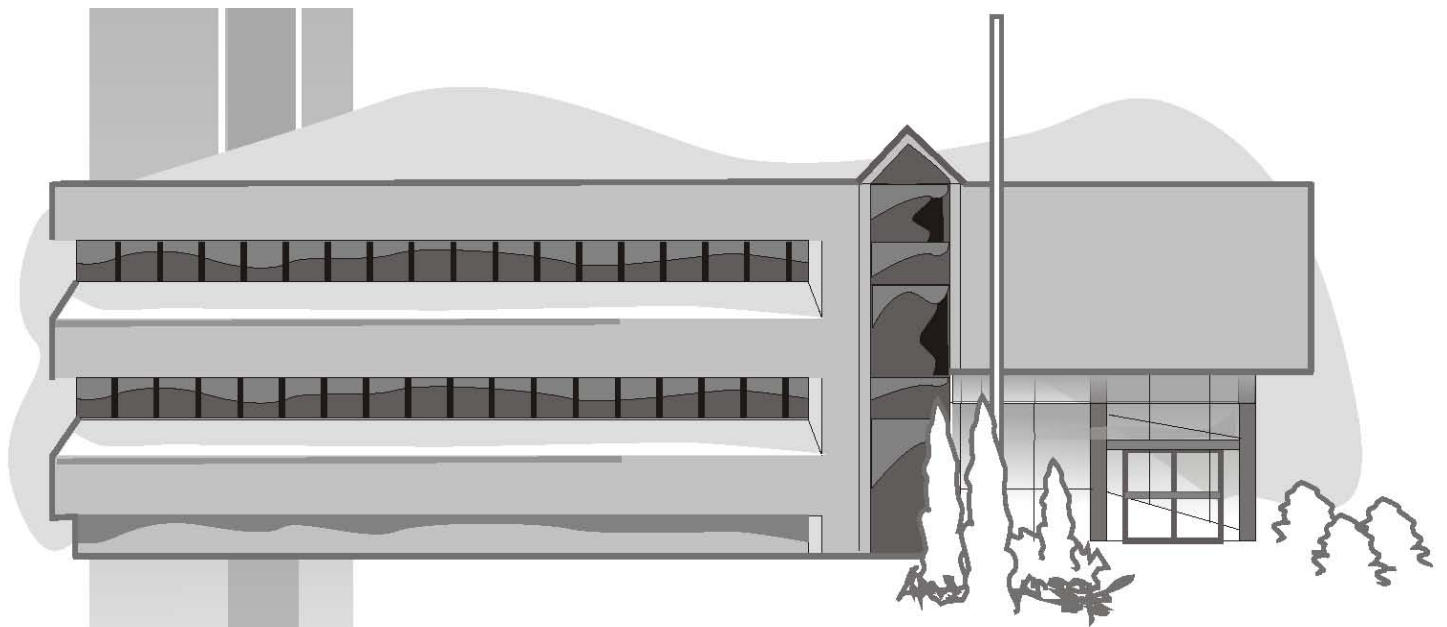


# Greater Essex County District School Board



## Board Governance By-Laws

Revised September 20, 2016



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## ARTICLE 1:00 – AUTHORITY AND DEFINITIONS

<b>Education Act</b>	<b>1:00</b>	All actions of the Board of the Greater Essex County District School Board shall be in accordance with these By-Laws and Appendices as well as the Education Act of Ontario.
	<b>1:01</b>	The standing rules and procedures of the Board are set out in the Appendices of the By-Laws. Where discrepancies occur between these By-Laws and the Education Act, the Act and Ministry Regulations will have precedence.
<b>Robert’s Rules of Order Newly Revised (11<sup>th</sup> Edition)</b>	<b>1:05</b>	The Board has adopted as its parliamentary authority the latest edition of <i>Robert’s Rules of Order Newly Revised (11<sup>th</sup> Edition)</i>
<b>Board Authority</b>	<b>1:10</b>	In matters where these By-Laws and Robert’s may differ, the By-Laws and standing rules shall prevail.
<b>Interpretation of By-Laws</b>	<b>1:15</b>	It is the role of the Chair to interpret and apply the By-Laws and Standing Rules of the Board
<b>Amendments to the By-Laws or Standing Rules</b>	<b>1:20</b>	These By-Laws and/or standing rules may be amended at any Regular Meeting of the Board by a two-thirds vote of the membership present and entitled to vote, providing that such amendment has been presented as a Notice of Motion at a previous Regular Meeting of the Board of Trustees.
<b>Review of the By-Laws</b>	<b>1:25</b>	The Board shall appoint a Committee at least every five years to review the By-Laws and standing rules and recommend revisions for Board approval.
<b>Suspension of the By-Laws</b>	<b>1:30</b>	Any provision contained in these By-Laws and standing rules and procedures may be suspended at any Board meeting or any Standing Committee meeting by unanimous consent of the members present and entitled to vote.
<b>Definitions</b> Board  School Board  Board Office  Regular Meeting  Special Meeting  Director  Ex-Officio	<b>1:35</b>	<ul style="list-style-type: none"> <li>➤ "Board" refers to the Board of Trustees which is the governing body of the Greater Essex County District School Board.</li> <li>➤ "School Board" is the corporate entity named the Greater Essex County District School Board.</li> <li>➤ "Board Office" is located at 451 Park Street West, Windsor, Ontario.</li> <li>➤ "Regular Meeting" means any meeting of the Board scheduled in accordance with these By-Laws.</li> <li>➤ "Special Meeting" means any meeting of the Board scheduled in accordance with article 6 with these By-Laws.</li> <li>➤ "Director" means Director of Education, Chief Executive Officer and Secretary of the Board.</li> <li>➤ "Ex-Officio" means membership by virtue of office or position. The Chair shall be deemed an ex-officio member of all committees, has the right to vote, and can be counted to make a quorum.</li> </ul>



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Trustee		<ul style="list-style-type: none"> <li>➤ “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.</li> </ul>
Student Trustee		<ul style="list-style-type: none"> <li>➤ “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.</li> </ul>

## ARTICLE 2:00 – DUTIES AND POWERS OF THE BOARD

<b>Duties and Powers of the Board</b>	<b>2:00</b>	<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> <ol style="list-style-type: none"> <li>a) Promoting student achievement and well-being;</li> <li>b) Ensuring effective stewardship of the Board’s resources;</li> <li>c) Developing and maintain policies and organizational structures as necessary to meet the goals established by the Board;</li> <li>d) Monitoring and evaluate the effectiveness of Board policies;</li> <li>e) Developing and review a multi-year plan to achieve Board goals;</li> <li>f) Monitoring and evaluate the performance of the Board’s director;</li> <li>g) Maintaining and enforce a Code of Conduct for Board members.</li> </ol>
<b>Board Member Attendance</b>	<b>2:01</b>	<p>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.</p>
<b>Vacancy of a Board Member due to Resignation, Qualifications, Conviction or Absence</b>	<b>2:05</b>	<p>A vacancy can occur under the following circumstances:</p> <ol style="list-style-type: none"> <li>a) When the resignation of a Trustee is accepted by a majority of Trustees present 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; or</li> <li>b) When a Trustee ceases to hold the qualifications pursuant to the provisions of the Education Act.</li> <li>c) A Trustee’s seat is vacated by conviction or absence as per Section 228 and 229 of the Education Act.</li> </ol>
<b>Authorized Absence</b>	<b>2:06</b>	<p>An authorized absence is when a majority of trustees have indicated by vote that they are satisfied that the reason given justifies the trustee from not being able to attend in person or electronically.</p>



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<b>Filling the Vacancy</b>	<b>2:07</b>	A vacancy for the position of Trustee will be resolved by the Board in accordance with the Education Act.
<b>ARTICLE 3:00 – DUTIES OF OFFICERS</b>		
<b>Chair</b>	<b>3:00</b>	<p>In addition to any other duties under the Education Act, the Chair of the Board shall:</p> <ul style="list-style-type: none"> <li>a) Preside and conduct board meetings in accordance with the board’s Policies and By-Laws;</li> <li>b) Establish agendas for board meetings in consultation with the Director;</li> <li>c) Ensure that members of the board have the information needed for informed discussion of the agenda items;</li> <li>d) Act as spokesperson to the public on behalf of the Board unless otherwise determined by the Board;</li> <li>e) Convey the decisions of the Board to the Director of Education;</li> <li>f) Provide leadership in maintaining focus on the board’s mission, vision and approved multiyear plan;</li> <li>g) Assume such other responsibilities as may be specified by the Board, and</li> <li>h) Monitor the attendance and expenses of trustees and address any potential, perceived or actual violations of the by-laws, board policies or the Education Act. The Chair 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.</li> </ul>
<b>Vice-Chairperson</b>	<b>3:05</b>	<p>Duties of the Vice-Chair shall include:</p> <ul style="list-style-type: none"> <li>a) Fulfilling the duties of the Chair when the Chair is temporarily absent or otherwise unable to perform the duties of office;</li> <li>b) Presiding at meetings of the Board in private session, and</li> <li>c) Monitor the attendance and expenses of the Board Chair and address any potential, perceived or actual violations of the by-laws, board policies or the Education Act. The Vice-Chair should discuss the concern with the Chair when it arises and then if necessary report the matter to the Board of Trustees for appropriate action.</li> </ul>
<b>Secretary</b>	<b>3:10</b>	<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"> <li>a) Ensuring that accurate minutes are prepared of all Board meetings, and</li> <li>b) Ensuring that approved minutes are signed by the Chair and are safe-guarded as appropriate for critical corporate documents.</li> </ul>



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<b>Treasurer</b>	<b>3:15</b>	<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"> <li>a) Receiving and dispersing all money in accordance with the approved budget plan or subsequent direction, and</li> <li>b) Reporting to the Board from time to time, or as specifically requested by the Board, on all financial matters.</li> </ul>
<b>Director of Education</b>	<b>3:20</b>	<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"> <li>a) Developing and maintaining an effective organization within policies established by the board and the programs required to implement such policies;</li> <li>b) Implementation, annual review and reporting to the board on the multiyear plan which establishes measures that will enhance student achievement;</li> <li>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</li> <li>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.</li> </ul>
<b>Signing Officers</b>	<b>3:25</b>	<p>Signing Officers for the Board shall be determined in accordance with the terms as specified in Appendix 1.</p>

## ARTICLE 4:00 – ROLE OF INDIVIDUAL TRUSTEE

<b>Role of Individual Trustee</b>	<b>4:00</b>	<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"> <li>➤ Declaration of an oath or affirmation of allegiance, before the Secretary of the Board, prior to entering a new term of service</li> <li>➤ Assisting the Board with carrying out its duties as assigned by the Education Act</li> <li>➤ Attending and participating in meetings of the Board including assigned committee meetings</li> <li>➤ Maintaining confidentiality of all matters discussed in Private Session</li> <li>➤ Confirming regrets with reason to the Director’s office at least three hours prior, if possible to any Board or committee meeting.</li> <li>➤ Consulting with parents, students, rate-payers and community partners on the Board’s multiyear plan;</li> <li>➤ Bringing concerns of parents, students and the public to the attention of the Board</li> <li>➤ Uphold the implementation of any Board resolution after it is passed by the Board</li> <li>➤ Entrust the day to day management of the Board to its staff through the Director</li> </ul>
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- Maintain focus on student achievement and well being
- Comply with the Board’s Code of Conduct.

## ARTICLE 5:00 – THE ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

<b>Annual Organizational Meeting</b>	<b>5:00</b>	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.
<b>Continuity of Officers</b>	<b>5:05</b>	The Chair 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 Chair and Vice-Chairperson of the Board at the last meeting, in the event that the incumbents are not holding office December 1 <sup>st</sup> .
<b>Presiding Officer</b>	<b>5:10</b>	The Director, or designate as appointed by the Director, shall preside at the Organizational Meeting until the election of the Chairperson.
<b>Official Returns</b>	<b>5:15</b>	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.
<b>Scrutineers</b>	<b>5:20</b>	Two Supervisory Officers will be appointed by the Director to serve as Scrutineers.
<b>Elections</b>	<b>5:25</b>	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.
<b>Voting</b>	<b>5:30</b>	After a resolution to close nominations, a vote by secret ballot will be conducted by the Director and Scrutineers.
	<b>5:31</b>	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.
	<b>5:32</b>	If after two subsequent votes result in a tie between the same candidates then the election shall be determined by lot. The



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		Director will draw a name and announce the successful candidate.
	<b>5:33</b>	The Director shall announce the successful candidate for Chair without revealing the vote count.
	<b>5:34</b>	Where a vote is necessary for other positions, the Chairperson shall announce the successful candidate without revealing the vote count.
<b>Immediate Chairing</b>	<b>5:35</b>	Upon election, the Chairperson shall preside over the remainder of the Annual Organizational Meeting.
<b>Election of Vice-Chairperson</b>	<b>5:40</b>	An election for Vice-Chairperson shall be conducted in the same manner as that of the Chairperson.
<b>Additional Elections</b>	<b>5:45</b>	Any further elections required by the agenda shall be conducted in the same manner as outlined above.
<b>Destroy Ballots</b>	<b>5:50</b>	By Board motion, the ballots shall be destroyed at the conclusion of the elections required during the Annual Organizational Meeting.
<b>Order of Business</b>	<b>5:55</b>	The order of business for the Annual Organizational Meeting shall be as set out in Appendix 2 “Order of Business and Definitions”.
	<b>5:56</b>	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 of the Trustees present.
<b>ARTICLE 6:00 – MEETINGS OF THE BOARD</b>		
<b>Regular Meeting</b>	<b>6:00</b>	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. Agenda templates are provided in Appendix 2 for all board meetings and standing committees.
<b>Notice of Meeting</b>	<b>6:05</b>	Notice and agenda for all regular Public and Private Session meetings of the Board shall be provided to each Trustee at least 48 hours in advance.
<b>Special Meetings</b>	<b>6:10</b>	A Special Meeting of the Board may be called by the Chairperson or at the request of a majority of Trustees.
<b>Notice – Special Meetings</b>	<b>6:15</b>	Notice and agenda for all special meetings of the Board shall be provided to each Trustee at least 3 hours in advance.
<b>Electronic Meeting</b>	<b>6:20</b>	Trustees may participate electronically at any meeting of the Board or Standing Committee in accordance with Ontario





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		Regulation 463/97 and Board policy. Use of electronic meetings should be the exception. 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.
<b>Private Session</b>	<b>6:25</b>	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: <ul style="list-style-type: none"> <li>a) The security of the property of the Board;</li> <li>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;</li> <li>c) The acquisition or disposal of a school site;</li> <li>d) Decisions in respect to negotiations with employees of the Board;</li> <li>e) Litigation affecting the Board; or</li> <li>f) A matter in which the Board appointed legal counsel has advised a strong indication of probable litigation.</li> </ul>
	<b>6:26</b>	Regular Private Session meetings are scheduled for 5:00 p.m. on those dates that regular meetings of the board and standing committees are held.
	<b>6:27</b>	Actions decided in Private Session will be reported according to the agenda item during the Public Session of the Board and voted upon without debate.
<b>Quorum</b>	<b>6:35</b>	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 thirty minutes after the time appointed for the start of the meeting, the Secretary of the Board shall record the names of those present and absent. The meeting shall then stand adjourned and the time recorded.
	<b>6:36</b>	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.
	<b>6:37</b>	Any meeting adjourned for lack of quorum will be rescheduled at the call of the Chair.
<b>Order of Business</b>	<b>6:40</b>	The Order of Business for all regular Board meetings and Standing Committees shall be as determined by the Board and provided in Appendix 2.



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<b>Presentations</b>	<b>6:45</b>	Any person or group employed by the Board 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 our School Board.
	<b>6:46</b>	Presentations are limited to 3 per meeting. Additional presentations may be added at the discretion of the Chair in consultation with the Director prior to agenda approval.
<b>Delegations</b>	<b>6:50</b>	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.
	<b>6:51</b>	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.
	<b>6:52</b>	Delegations are limited to 3 per agenda item. Additional delegations may be added at the discretion of the Chair and the Director prior to agenda approval or referred to the Speaker’s List.
<b>Speaker’s List</b>	<b>6:55</b>	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"> <li>• an item is not on the agenda of the meeting; or</li> <li>• a person or group has not met the timeline to be placed on the published agenda as a Delegation; or</li> <li>• the maximum number of delegations has been reached for that meeting.</li> </ul>
	<b>6:56</b>	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.
	<b>6:57</b>	The number of individual speakers or groups is limited to 6 per meeting unless an additional number are approved by a majority of Trustees.
<b>Trustee Questions</b>	<b>6:65</b>	During Presentations, Delegations or Speakers, Trustees may not put forward motions or enter into debate or discussion. However Trustees may ask questions for clarification and the total question period will be limited to



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		fifteen minutes for each presentation, delegation or speaker. Once all questions have been put or the time limit has been reached, the Chair shall thank the speaker on behalf of the Trustees.
<b>Restriction</b>	<b>6:70</b>	The Chair 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.
<b>Chair - Debate</b>	<b>6:75</b>	The Chairperson may not put forward a motion or take part in the debate of a motion without leaving the Chair and appointing a temporary Chairperson until a motion has been resolved.
<b>Conduct</b>	<b>6:80</b>	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 Chair to be offensive or inappropriate will be called to order and given an immediate opportunity by the Chair to withdraw the remarks. Refusal may result in eviction from the meeting.
<b>Application of By-Laws</b>	<b>6:85</b>	All applicable governance By-Laws and standing rules shall apply to Special Meetings and Private Session Meetings.

### ARTICLE 7:00 - COMMITTEES

<b>Committees</b>	<b>7:00</b>	The Board may establish and dissolve committees as necessary as well as determine the mandate and terms of reference. The committees covered by the By-Laws 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 By-Laws in Appendix 3.
<b>Authority to Act</b>	<b>7:05</b>	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.
<b>Staff Resources</b>	<b>7:10</b>	The Director shall assign appropriate staff and other resources as required to support the work of Board committees.
<b>Standing Committees</b>	<b>7:15</b>	Standing Committees are committees of the Board composed of all Trustees and meets at regular and specified times, as approved by the Board.
	<b>7:16</b>	All standing rules and procedures contained in Appendix 4 shall apply to Standing Committee Meetings.
<b>Statutory Committees</b>	<b>7:25</b>	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.



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<b>Special Purpose Committees</b>	<b>7:30</b>	The Board may establish Special Purpose Committees and membership appointments will be determined by the Striking Committee.
<b>Ad Hoc Committees</b>	<b>7:35</b>	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.
	<b>7:36</b>	Ad Hoc Committees shall report their findings to the Board and the final report shall include a recommendation to dissolve the committee.
<b>Administrative Committees</b>	<b>7:40</b>	From time to time Administrative Committees may require Trustee representation and these appointments will be made by the Director in consultation with the Chair.
<b>Striking Committee</b>	<b>7:45</b>	Unless otherwise mandated, Board appointments to Special Purpose Committees are the responsibility of the Striking Committee which is comprised of the Immediate Past Chair of the Board, the current Chairperson, Vice-Chairperson and Director of Education.
	<b>7:46</b>	Appointments are done annually by the Striking Committee following the Annual Organizational Meeting with input on individual Trustee preferences.
	<b>7:47</b>	The Chair of the Board shall serve as Chair 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.
	<b>7:48</b>	All committee appointments subject to Board approval shall be vetted through the Striking Committee for recommendation to the Board.
<b>Provincial Association Representation</b>	<b>7:50</b>	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 one 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.



# Greater Essex County District School Board

## Appendix 1

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### 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).



# Greater Essex County District School Board

## Appendix 2

### ORDER OF BUSINESS AND DEFINITIONS

<b>BOARD MEETINGS PUBLIC SESSION First Tuesday of the Month Start Time 5:00 p.m.</b>	<b>BOARD MEETINGS PUBLIC SESSION Third Tuesday of the Month Start Time 5:00 p.m.</b>
<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><b>STANDING COMMITTEE MEETINGS WILL CONVENE AT 7:00 P.M.</b></p> <p style="margin-left: 20px;">➤ <b>Education Committee</b></p> <p style="margin-left: 20px;">➤ <b>Operations and Finance Committee</b></p> <p><b>PUBLIC SESSION WILL RECONVENE UPON ADJOURNMENT OF OPERATIONS AND FINANCE COMMITTEE</b></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. <b><u>RECOMMENDATIONS FROM STANDING COMMITTEES:</u></b></p> <p style="margin-left: 20px;"><b>1. Education Committee</b></p> <p style="margin-left: 20px;"><b>2. Operations and Finance Committee</b></p> <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 style="text-align: center;"><b>PUBLIC SESSION WILL RECONVENE AT 7:00 P.M.</b></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> <p style="margin-left: 20px;">I.1 Student Trustee Presentation</p> <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.

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



# Greater Essex County District School Board

## Appendix 2

<b>EDUCATION COMMITTEE</b> Start Time 7:00 p.m.	<b>OPERATIONS AND FINANCE COMMITTEE</b> 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 By-laws.

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 4 of the By-laws 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 declare a conflict of interest on any item on the agenda, 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.



# Greater Essex County District School Board

## Appendix 2

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- 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 By-law 6:27.
- 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 By-laws 6:45 and 6:46.
- K. **Delegations**  
Delegations are in accordance with the Board Governance By-laws 6:50, 6:51 and 6:52.
- L. **Speaker's List**  
Speaker's List is in accordance with the Board Governance By-laws 6:55, 6:56, and 6:57.
- 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 Director's office for consideration to be placed on the agenda. No motion is required to receive reports.



# Greater Essex County District School Board

## Appendix 2

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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. Also refer to Appendix 4 of the Board Governance By-Laws for additional information regarding “Trustee Question Period”.

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. Also see Appendix 4 “Notice of Motion”.

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 works 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**

This item is detailed in Appendix 4 of the Board Governance By-Laws.



# Greater Essex County District School Board

## Appendix 3

### APPROVED BOARD COMMITTEES

STANDING COMMITTEES	
<p><b>EDUCATION COMMITTEE</b>  <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> <ul style="list-style-type: none"> <li>a) Program related issues and Program outcomes from staff;</li> <li>b) Building broader public awareness of the curriculum and programs provided and available in the Greater Essex County District School Board schools; and</li> <li>c) Other matters as deemed appropriate by the Director with notification to the committee Chair, when possible.</li> </ul>
<p><b>OPERATIONS AND FINANCE COMMITTEE</b>  <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> <ul style="list-style-type: none"> <li>a) operational and capital budgets</li> <li>b) stewardship of Board resources</li> <li>c) other matters as deemed appropriate by the Director with notification to the committee Chair, when possible.</li> </ul>
PERMANENT COMMITTEES	
<p><b>STRIKING COMMITTEE</b>  <i>Immediate Past Chairperson, current Chair, 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><b>AUDIT COMMITTEE</b>  <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><b>GEPIC</b>  <i>(1 Trustee + 1 Trustee Alternate)</i></p>	<p>This position assists the school board in communication with parents and school councils.</p>
<p><b>SPECIAL EDUCATION ADVISORY COMMITTEE</b>  <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><b>SUPERVISED ALTERNATIVE LEARNING COMMITTEE</b>  <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>



# Greater Essex County District School Board

## Appendix 3

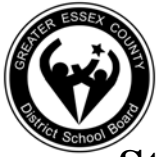
SPECIAL PURPOSE COMMITTEES	
<p><b>CITY/SCHOOL BOARD LIAISON</b>  <i>(Chair and Vice-Chair of the Board + 1 Trustee (City) Alternate)</i></p>	<p>The City/School Board Liaison Committee is a forum for City Councillors and Administration to meet with Board Chairs/Vice-Chairs (English Public, English Separate, French Public, French Catholic) and Administration on issues of mutual concern.</p>
<p><b>COUNTY/SCHOOL BOARD LIAISON</b>  <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><b>ESSEX COUNTY CIVIC AND EDUCATION CENTRE MANAGEMENT COMMITTEE</b>  <i>(2 Trustees + 1 Trustee Alternate)</i></p>	<p>The GECDSB is part owner in the Essex County Civic and Education Centre located in the Town of Essex and this committee reviews and makes decisions with respect to building management.</p>
<p><b>KINGSVILLE DHS MIGRATION HALL</b>  <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><b>SCHOLARSHIPS/AWARDS</b>  <i>(2 Trustees)</i></p>	<p>The Scholarship/Awards Committee meets annually to review and award bursaries and scholarships.</p>
<p><b>JOINT EMPLOYEE ASSISTANCE PROGRAM COMMITTEE</b>  <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><b>DIRECTOR'S PERFORMANCE APPRAISAL COMMITTEE</b>  <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><b>POLICY COMMITTEE</b>  <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><b>STUDENT TRUSTEE INTERVIEW COMMITTEE</b>  <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><b>SAFETY PATROL COMMITTEE</b>  <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</p>



# Greater Essex County District School Board

## Appendix 3

	on street corners) jointly used by the Catholic, Public and French school boards in Windsor and Essex County.
<b>AD-HOC COMMITTEES</b>	
<p><b>AD HOC COMMITTEE TO REVIEW ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)</b>  <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

## Standing Rules and Procedures for All Meetings of the Board and Standing Committees

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# Greater Essex County District School Board

## Appendix 4

### Standing Rules and Procedures for All Meetings of the Board and Standing Committees

#### **Agenda:**

The Agenda provides the order of business for a meeting of the Board and Standing Committees. Appendix 2 provides the standard format approved by the Board. Any item on the agenda may be moved out of sequence with majority consent.

No new items or motions may be added to the agenda of a regular Board meeting or Standing Committee meeting unless approved by a two-thirds majority of the members present and entitled to vote.

#### **Special Meetings:**

After the Chairperson has called the special meeting to order, the matter for which the special meeting has been called will be presented for discussion. The regular rules of debate will govern and any action decided by the Board will be binding.

#### **Questions Requiring Unanimous Consent:**

The following matters require unanimous consent of all members present and eligible to vote:

1. placing business matters on the agenda of the Annual Organizational Meeting
2. additions to the agenda of a Special Meeting of the Board
3. to suspend the By-Laws or standing rules.
4. to reconsider or rescind a matter less than 12 months after a motion to reconsider or rescind was decided in the negative.
5. to extend a Board meeting or Standing Committee meeting beyond 11 p.m.

#### **Questions Requiring 2/3 Majority Vote:**

The following matters require 2/3 majority vote of the members present and eligible to vote:

1. amendment to the By-Laws
2. adding items to the agenda of a Regular Board Meeting or Standing Committee
3. calling the question
4. motion to reconsider or rescind when the motion to do so was made by a Trustee who originally voted on the prevailing side
5. to change the approved date of regular board meeting

#### **Questions Requiring a Majority Vote:**

A majority vote requires more than 50% of those present and eligible to vote. Unless otherwise stated in the Governance By-Laws or standing rules, motions are decided by a majority.

#### **Debate:**

All members have the right to be heard without interruption but the Chair may use discretion to judge the relevancy of an argument as well as any undue consumption of time, and act accordingly. When a member desires to speak on any matter, the member shall address the Chairperson and in the event that several members wish to speak, the Chair will establish an order giving priority to those who have not already addressed the question. When all members wishing and entitled to speak have had an opportunity to do so, the Chairperson shall close debate and put the pending question to a vote.



# Greater Essex County District School Board

## Appendix 4

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### **Notice of Motion:**

Notice of motion must be given at a previous meeting for Trustees to place items of new business on the agenda of a subsequent Board meeting or Standing Committee meeting. The notice is used to make a statement of intention and is not debatable at the time it is given.

### **Wording of a Motion:**

A motion should be concise and include the necessary information for Trustees to make a decision such as what is to be done, by whom, when it should be done, and how much it might cost. The motion should also be phrased in such a way that enables Trustees to vote in favour of or against the proposal.

### **Motions:**

Motions are put before the Board for the purpose of taking certain action. All motions require a mover and a seconder and after a motion has been duly moved it shall be deemed to be in the possession of the Board.

The mover of a motion is allowed to speak first on the motion and may speak again prior to the vote. The mover may also withdraw the motion with the consent of the seconder and majority consent of the Board.

### **Amendments:**

A motion to amend a main motion must be moved and seconded. The purpose of an amendment must be to delete and/or insert certain words in the main motion without creating substantial change to the intent of the main motion. An amendment then takes precedence over the main motion and becomes the subject of debate. The amendment requires a majority vote to either accept or reject the change before voting on the main motion. If accepted, the main motion as amended is then debated.

### **Speaking on the Motion:**

No Trustee shall speak for more than ten minutes on the same question and no Trustee shall speak more than once on the same question without the consent of the Chair. Such consent shall take into consideration the number of trustees wishing to speak on an issue, the amount of time given to debate and the unfinished business remaining on the agenda.

### **Read the Question:**

At any time but without interrupting a speaker, a Trustee may request a reading of the motion or matter under debate.

### **Call the Question:**

At any time during debate of a motion, a Trustee may put forward a request to call the question provided that no member is interrupted for this purpose. Before the vote to call the question, the mover of the motion may speak to the issue. The Chair will then put the question without debate and a two-thirds majority of those present shall be required to end debate and proceed forthwith to vote on the motion.



# Greater Essex County District School Board

## Appendix 4

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### **Split the Motion:**

When a motion contains several propositions, a Trustee may request that a separate vote be taken on each proposition.

### **General Assent:**

In matters which present as uncontroversial, the Chairperson may dispense with a formal motion and vote. The Chair would declare the matter settled by consensus and if there is an objection, a motion and vote would be necessary.

### **Motion to Defer:**

A motion to defer an issue must be seconded and debate is restricted to the merits of postponement. The deferral may be indefinite or for a specified time. If the motion to defer carries, the main motion may not then be reintroduced until the time specified or until it is revived on a specific motion to do so.

### **Motion to Table:**

A motion to table is usually used to temporarily set aside a main motion so that more urgent business can be attended to. If a motion to table is carried, the main motion to which it is applied is laid aside, together with any amendments to it, but its consideration must be resumed as soon as possible during the meeting or at the very next meeting. The motion to table must be decided immediately without amendment or debate.

### **Reconsider or Rescind:**

A motion to reconsider or rescind a decision of the Board at a subsequent meeting may be made by any Trustee who voted on the prevailing side of the question when the decision was originally made. Notice of motion must be given at a previous meeting and a two-thirds majority vote of those present shall be required to carry the motion. When a motion to reconsider or rescind is decided in the negative, no further motion to reconsider or rescind shall be considered during the next 12 months without the unanimous consent of all Trustees present.

### **Voting:**

Voting on motions at Board meetings (except the Annual Organizational Meeting) and Standing Committee meetings will take place by a show of hands and the Chair will determine and announce if the motion has been carried or lost.

If a Trustee is temporarily absent for the portion of the meeting at which a vote is held, the Trustee will be deemed to have voted on the prevailing side. Such a vote will be recorded as absent from the room at the time the vote was taken but counted as a vote on the prevailing side.

Any question on which there is an equality of votes shall be deemed to be defeated.

### **Abstention:**

Abstention during a vote is considered as a refusal to vote for or against a motion. A Trustee who abstains on a motion shall be deemed to have voted against the motion. The vote will be recorded as an abstention but counted as a vote against the motion.



# Greater Essex County District School Board

## Appendix 4

### **Extend Meeting:**

~~If a Standing Committee meeting extends beyond the hour and fifteen minute time limit, the Chair shall interrupt any item under discussion for Trustees to vote on whether or not to continue the meeting.~~

~~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 unanimous consent from those present otherwise the meeting will be adjourned by the Chair.~~

If a Board meeting is still in progress at 11 p.m., the Chair 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 unanimous consent from those present otherwise the meeting will be adjourned by the Chair.

### **Adjournment:**

The Chairperson shall declare a Board meeting or a Standing Committee meeting adjourned when:

- (a) there is no other business on the agenda
- (b) the Chair determines that there is a lack of quorum
- (c) a motion to adjourn has been adopted by the members.
- (d) a motion to continue past the eleventh hour fails to receive unanimous support.

### **Point of Order and Challenging the Chair:**

At any time during debate, a Trustee may raise a point of order if it is believed that the meeting is proceeding contrary to the Board's rules or practices. A point of order should be made at the time the alleged irregularity occurs and the Chair must rule on the validity of the point being made. The ruling of the Chair is not debatable but may be overturned by a duly seconded motion. The motion to overrule the Chair is debatable.

Should the Chair not wish to rule on a point of order, Trustees would be asked to decide the point by calling for an appropriate motion and vote.

### **Point of Information:**

During debate a member may request to provide a point of information to correct inaccuracies or clarify a matter relative to the issue.



# Greater Essex County District School Board

## Appendix 4

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### **Point of Privilege:**

Questions of privilege may be raised during debate but not so as to interrupt a speaker. Such questions have to do with circumstances in which a Trustee believes it affects them self or the Board incorrectly, adversely or improperly and may interfere with the ability to fulfill their duty at the meeting.

The Chair must decide if the question is properly one of privilege and the matter must be dealt with before debate on the main issue is resumed.

### **Questions Under Debate**

When any question is under debate, no motion shall be entertained. Normal speaking order in debate may be interrupted in one of the following ways:

- a) for a “vote to be taken” or to call a question;
- b) to table or defer
- c) to refer to a committee
- d) to amend
- e) point of information, order or privilege
- f) to recess
- g) to limit or extend debate

### **Trustee Question Period:**

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.