

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of Trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Board Policy Handbook shall be decided in accordance with Robert's Rules of Order (11th Edition).

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when BC Freedom of Information and Protection of Privacy Act (FIPPA) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in in-camera sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, regular, or special meetings, or in-camera sessions.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections

In accordance with Policy 7 Appendix Elections Bylaw.

1.1 Nine Trustees are elected from five electoral areas as follows:

Trustee Electoral Area 1 – The Corporation of the City of Fernie – 1 Trustees

Trustee Electoral Area 2 – District of Sparwood – 1 Trustee

Trustee Electoral Area 3 – District of Elkford – 1 Trustee

Trustee Electoral Area 4 (Electoral Area B of the RDEK)– Regional District of East Kootenay (Jaffray and South Country) – 1 Trustee

Trustee Electoral Area 5 – The Corporation of the City of Cranbrook and the Regional District of East Kootenay (Electoral Area C of the RDEK) – 5 Trustees

2. Inaugural Board Meetings and Subsequent Annual Meeting

- 2.1 After the general local election of Trustees, the Secretary Treasurer for the School District shall convene a first meeting of the Board as soon as possible, and in any event, within 30 days from the date that the new Board begins its term of office. [SA s.67(1)] The term of office “begins on the first Monday after November 1 following the election, or when the person takes office in accordance with section 50(3), whichever is later” (s.67).
- 2.2 An annual meeting of the Board shall be held each year at the time and place determined by the Board.
- 2.3 The Secretary Treasurer of the Board shall call the Inaugural meeting to order and shall preside at such meeting until the selection of Board Chair is completed. The presiding official shall report the returns of the election, if any, as certified by the Chief Election Officer and shall report whether or not the Trustees-Elect, if any, have completed the declarations required by the School Act, and confirm that all Trustees have taken the oath of office as required by the School Act, [SA s.50 (1)], or shall administer, or cause to be administered, the oath of office to Trustees present who have not taken it.
- 2.4 The Secretary Treasurer shall call for nominations for Board Chairperson (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority (five or more votes) further ballots shall be taken until the same is achieved or, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots. A vote by ballot will not be required if only one candidate is nominated for the position of Board Chairperson.
- 2.5 The Chairperson so elected shall assume the chair for the remainder of the meeting.
- 2.6 A similar election shall then be conducted by the presiding official for the positions of Board Representative to the British Columbia School Trustees Association Provincial Councillor and alternate, the British Columbia Public School Employers Association Representative and alternate, and Board representative to CUPE bargaining team.
- 2.7 For each of the above elections balloting shall continue until one Trustee receives a clear majority. At each successive ballot the name of the Trustee receiving the least votes on the previous ballot shall be dropped. If two or more candidates are tied and no candidate received a majority of the votes cast, a second ballot will be taken. If after a second ballot two or more candidates receive an equal number of votes, lots will be drawn to determine which candidate is eliminated. If after lots are drawn, two or more candidates remain, voting will proceed with further ballots until one candidate receives a majority of the votes cast. Spoiled ballots will not be considered as cast ballots.
- 2.8 Following the elections, the order of business shall include:
 - 2.8.1 passage of banking resolutions and appointments of signing officers;
 - 2.8.2 appointment of time and place for meetings.
 - 2.8.3 schedule of Regular meetings for the year including time and place

3. Regular Meetings

- 3.1 A regular public meeting shall be held at least once a month, September to June, on the second (2nd) Tuesday of the month or upon such other day as the Chairperson may decide.
- 3.2 A quorum of the Board is a majority of the Trustees holding office at the time of the meeting [SA s.66]

- 3.3 At the appointed time for commencement of a meeting, the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meetings shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.
- 3.4 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if determined, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.
- 3.5 The agenda and notice of meetings shall be prepared by the Secretary Treasurer under the direction of the Chairperson who shall consult with the Superintendent. In developing the agenda primary consideration shall be given to the Board annual work plan as approved by the Board. The Agenda for each meeting shall specify those items of business which shall be dealt with in private session. Written notice of each meeting, together with the proposed agenda, shall be given at least forty-eight (48) hours in advance to each Trustee by delivery to the place designated by him or her. Non receipt by a Trustee shall not void the proceedings. Whenever possible, Trustees wishing to have an agenda item or a motion placed on a Board meeting agenda shall submit their request to the Secretary Treasurer's office.
- 3.6 The order of business at all regular meetings shall be:
 - 3.6.1 Commencement of Meeting
 - 3.6.2 Call to Order
 - 3.6.3 Greeting – "I want to acknowledge that we have gathered here in the Homelands of the Ktunaxa people."
 - 3.6.4 Chairperson's Opening Remarks and Recognitions
 - 3.6.5 Opening Round
 - 3.6.6 Consideration and Approval of Agenda
 - 3.6.7 Approval of the Minutes
 - 3.6.8 Receipt of Records of Closed Meetings
 - 3.6.9 Receiving of Delegations/Presentations
 - 3.6.10 Committee Reports/Trustee Representative Reports
 - 3.6.11 Secretary Treasurer's Report to the Board
 - 3.6.12 Superintendent's Report to the Board
 - 3.6.13 Chairperson's Report
 - 3.6.14 New Business
 - 3.6.15 Closing Round
 - 3.6.16 Items for Information/Correspondence
 - 3.6.17 Question Period
 - 3.6.18 Late Items
 - 3.6.19 Adjournment
- 3.7 A change to the order of business may be proposed by any Trustee and shall require a minimum of a two-thirds majority vote.

- 3.8 Minutes of the proceedings of all meetings shall be maintained in electronic format and in a minute book, certified as correct by the Secretary Treasurer or another employee designated by the Board under Section 69(4) of the School Act, and signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted. [SA s.72 (1)(C)]
- 3.9 Except for minutes of a meeting or portion of a meeting from which persons other than Trustees or Officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts, on payment of a fee set by the Board [SA s.72(2)].
- 3.10 All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds majority vote to extend the hour of adjournment.
- 3.11 Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than Trustees be excluded. [SA s.69(2)]
- 3.12 The Secretary Treasurer, or another employee designated by the Board if the Secretary Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, must be present at the time a decision of the Board is rendered and must record any decision. [SA s.69(3)]
- 3.13 The Chairperson or other members presiding at a meeting may expel from the meeting a person, other than a Trustee, that the Chairperson or other members presiding at the meeting, whose conduct is considered inappropriate. [SA s.70(1)] A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct. [SA s.70(2)]
- 3.14 Question Period
 - 3.14.1 At the beginning of each question period the Chairperson shall determine how many people wish to present a question(s). If the number is high, one question shall be taken from each person, after which each person may present subsequent questions in turn.
 - 3.14.2 All questions shall be directed to the Chairperson, who may refer the question to the appropriate committee Chairperson, Superintendent or Secretary Treasurer.
 - 3.14.3 The response to a question will be made immediately, when possible, or deferred until a later date when information becomes available. If a Trustee wishes further debate on an issue, an appropriate opportunity will be scheduled by the Secretary Treasurer's office.
 - 3.14.4 Although the Board welcomes questions of a general nature during this part of the meeting, this forum is for questions regarding policies or operations.
 - 3.14.5 Questions regarding specific personnel or students must be raised with the Superintendent or Secretary Treasurer privately.
 - 3.14.6 Individuals addressing the Board shall assume personal responsibility for all statements made to the Board.
 - 3.14.7 The Chairperson may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which damage the character or reputation of any employee or member of the public.

3.14.8 Comments that are critical of either the Board or a Trustee's Board-related action shall be accepted within reasonable limits. The Chairperson shall use judgment to stop such comments when they are considered to be extreme or would be better discussed in a different forum.

3.14.9 If the Chairperson accepts, during a public presentation, comments which are accusatory or highly critical of an individual Trustee's action, the Trustee can choose to respond at the same meeting or at a future meeting.

4. Special Meetings

4.1 A Special Meeting is any meeting of the Board which was not scheduled at the inaugural meeting of the Board.

4.2 Special meetings of the Board, or a Standing Committee, either public or in-camera, may be called in addition to the regular meetings to deal with emergency issues or items requiring considerable time for debate.

4.3 A special meeting of the Board may be called by the Chairperson or, upon written request by a majority of the Trustees, shall be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

5. In-Camera Session and Board's Duty of Confidentiality

5.1 If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting or from part of a meeting. The Secretary Treasurer or other employee designated under Section 69(4) of the School Act must be present at the time that a decision of the Board is rendered and must record such decision. [SA s.69(2), (3) & (4)]

5.2 Regular in-camera meetings shall occur on the second (2nd) Tuesday of the month prior to the regular public meeting of the Board. Additional meetings shall be held at the call of the Chair.

5.3 No Trustee shall disclose to the public, the proceedings of an in-camera session unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the School Act. (SA: Part 5)

5.4 The Board shall prepare a record containing a statement as to the general nature of the matters discussed at a meeting from which persons other than Trustees or Officers of the Board or both were excluded, and the record shall be presented at the next meeting of the Board open to the public and shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board. [SA s.72(3)]

5.5 All matters coming before the Board and its standing and ad hoc committees shall be considered public unless the public interest requires otherwise. Accordingly, the following matters shall be considered at an in-camera session unless the Board determines otherwise:

5.5.1 Personnel matters including contract and collective agreement negotiations; matters pertaining to individual employees including medical matters, appointment, promotion, discipline, suspension, termination or retirement; grievances and requests

of employees, Board officers or their bargaining agents or representatives; plans that relate to the management of personnel or other administration of the Board and that have not yet been implemented or made public;

- 5.5.2 Legal matters: accident claims and other matters where Board liability may arise; legal opinions and advice respecting the liability or interest of the Board or respecting any matter to be considered at an in-camera session; information or action regarding legal actions brought by or against the Board;
- 5.5.3 Matters pertaining to individual students including medical matters and the conduct, discipline, suspension or expulsion of students;
- 5.5.4 Acquisition and disposition of real property prior to finalization including: future site planning and designation; negotiations regarding purchase, lease, sale or exchange of real property; purchase of real property; consideration of appraisal reports and claims by owners; determination of Board offers; expropriation procedures;
- 5.5.5 Matters pertaining to the safety, security or protection of Board property;
- 5.5.6 Other matters where the Board decides that the public interest so requires.

5.6 Notwithstanding any rule limiting reconsideration of the agenda, a Trustee may make a motion to move a matter from the agenda of an in-camera meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable and requires a simple majority to pass.

5.7 Agenda for in-camera meetings: Order of business at an in-camera meeting shall generally be as follows:

- 5.7.1 Adoption of previous Minutes
- 5.7.2 Adoption of Agenda
- 5.7.3 Appeals
- 5.7.4 In Camera Reports from Committees
- 5.7.5 Reports from Secretary Treasurer
- 5.7.6 Reports from Superintendent
- 5.7.7 Reports from the Chair
- 5.7.8 New Business
- 5.7.9 Trustee Inquiries
- 5.7.10 Correspondence
- 5.7.11 Adjournment

6. Minutes for Regular, Special and In-Camera Meetings

6.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 6.1.1 The minutes shall record:
 - 6.1.1.1 Date, time and place of meeting;
 - 6.1.1.2 Type of meeting;
 - 6.1.1.3 Name of presiding officer;

- 6.1.1.4 Names of those Trustees and senior administration in attendance and attendance of those Trustees attending via electronic means;
- 6.1.1.5 Names of Trustees absent or excused;
- 6.1.1.6 Approval of preceding minutes;
- 6.1.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- 6.1.1.8 Names of persons making the motions;
- 6.1.1.9 Appointments;
- 6.1.1.10 Receipt of reports of Committees;
- 6.1.1.11 Recording of the vote on all motions;
- 6.1.1.12 Trustee declaration of conflict of interest pursuant to the School Act;
- 6.1.1.13 Departure and re-entry times of Trustees and administration; and
- 6.1.1.14 The time of adjournment.

6.2 The minutes shall:

- 6.2.1 Be prepared as directed by the Secretary Treasurer;
- 6.2.2 Be reviewed by the Secretary Treasurer prior to submission to the Board;
- 6.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 6.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

6.3 The Secretary Treasurer shall ensure, upon acceptance by the Board, that appropriate initials are affixed to each page of the minutes, and that appropriate signatures are affixed to the last page of the minutes.

6.4 The Secretary Treasurer will establish and maintain a file of all Board minutes.

6.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Secretary Treasurer in consultation with the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

6.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Secretary Treasurer is responsible to distribute and post the approved minutes.

7. Motions:

7.1 No act or proceeding shall be valid or binding upon the Board unless such act or proceeding was adopted at a meeting called and held as herein provided.

- 7.2 At all meetings of the Board, all questions shall be decided by a majority of the votes of the members present and voting except as otherwise provided by bylaw, by contracts approved by the Board or by the *School Act*;
- 7.3 In the event of an equality of votes for and against a motion, the question is resolved in the negative.
- 7.4 The Board Chairperson shall declare the result of all votes; the names of those who vote in the minority on a question shall be entered on the minutes and the nature of the minority vote indicated. In the event of an equality of votes, the negative votes shall be recorded.
- 7.5 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.
- 7.6 The Chairperson may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 7.7 All motions shall be seconded except in Committee.
- 7.8 An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once, however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.
- 7.9 A motion to reconsider a decision can be made the day on which the original motion was voted upon, by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.
- 7.10 Motions to rescind or to amend something previously adopted will be considered only if notice has been given at the previous meeting or in the call for the present meeting and if no action has been taken which it is too late to undo. Such motions are debatable and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any member.
- 7.11 Motions to rescind or to amend something previously adopted for which notice has been given require a majority vote to pass. However, if the original motion required a two-thirds vote or a majority vote of the Board, the same vote is required on a motion to amend or rescind.
- 7.12 When the Board Chairperson, or other presiding officer, is called upon to decide a point of order or practice, the decision and the rule applicable to the case shall be given. An appeal from the ruling of the Board Chairperson shall be decided by a majority of the members of the Board present. When an appeal of a ruling of the Board Chairperson is raised, the question shall without debate be put in the following words: "Shall the ruling of the Chair be sustained?" and the Board Chairperson shall have the right to state reasons for the decision given.

- 7.13 No Trustee shall leave the Board Meeting before the close of the session without first notifying the Board Chairperson.
- 7.14 Any Trustee requesting extra data, reports, or services which would involve considerable work by the staff must do so by motion of the Board.
- 7.15 All rules and procedures not specifically covered in either the preceding or the School Act shall be determined as set out in Roberts Rules of Order, Newly Revised, 11th Edition, 2011.

8. Bylaws

- 8.1 Unless expressly required by legislation to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by motion.
- 8.2 The following matters shall be dealt with only by bylaw:
 - 8.2.1 adoption of the budget, [SA s.113(1)];
 - 8.2.2 a capital bylaw, [SA s.143(1)];
 - 8.2.3 the acquisition or disposal of property, [SA s.96(2)];
 - 8.2.4 ordinary rules of procedure of the Board and rules relative to the organization of meetings of the Board;
 - 8.2.5 amendment to bylaws;
 - 8.2.6 where required by the School Act.
- 8.3 Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw is to be proposed.
 - 8.3.1 Every bylaw shall be dealt with in the following stages:
 - 8.3.2 First reading: no debate or amendment;
 - 8.3.3 Second reading: discussion of the principle of the bylaw;
 - 8.3.4 Committee stage: if the question for second reading passes, the bylaw may be referred to the Committee of the whole for detailed consideration unless a motion is passed for referral to a Standing Committee;
 - 8.3.5 Third reading: consideration of amendments made in Committee and final decision.
- 8.4 When a bylaw has been amended in Committee, it shall be reprinted as amended and shall not be further proceeded with, except by a two-thirds majority vote, until the amended version has been distributed.
- 8.5 Subject to 8.7, at each of the three readings of a bylaw, the bylaw must be read in full. [SA s.68(2)].
- 8.6 A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by (a) its title, and (b) a summary of its contents. [SA s.68(3)]

- 8.7 The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at the meeting. [SA s.68(4)]
- 8.8 The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the text of any amendment passed in Committee.
- 8.9 A bylaw may be withdrawn at any stage with unanimous consent of the Board.

9. Rules of Order

- 9.1 The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the School Act or in this bylaw. Where there is an inconsistency between the School Act and this bylaw, the School Act shall apply.
- 9.2 The Board may adopt a procedural rule for one or more meetings by resolution approved by a two-thirds majority of the Trustees present at the meeting. A rule, other than the requirement for notice of meetings, may be suspended by unanimous consent of the Trustees present.
- 9.3 The rules contained in this bylaw may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting and in the notice of the meeting.
- 9.4 The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph 8.1. The ruling shall be subject to an appeal to the Board if requested by a Trustee immediately after the ruling and before resumption of business.
- 9.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of the Trustees present. A successful appeal does not necessarily set a precedent.
- 9.6 A copy of the Board's procedural bylaw shall be available for inspection at all reasonable times by any person. [SA s.67(5)]
- 9.7 Should the Board Chairperson, during any meeting of the Board, desire to leave the chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the Trustees present, the Vice Chairperson or in the absence of the Vice Chairperson, some other member of the Board shall be asked to take the Chair. Any member occupying the Chair temporarily shall discharge all duties of and enjoy the rights of the Board Chairperson.
- 9.8 The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision. If the Secretary Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer to perform the duties of the Secretary Treasurer at the meeting.

10. Debate

- 10.1 Debate shall be strictly relevant to the question before the meeting. The Chairperson shall warn speakers who violate this rule or who persist in tedious or repetitious debate.

- 10.2 Speakers shall be recognized by the Chairperson and shall address all remarks to the Chairperson.
- 10.3 Each Trustee has the right to speak twice on the same question on the same day but cannot make a second speech so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than five minutes at one time.
- 10.4 A matter of privilege (dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 10.5 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

11. Voting

- 11.1 It is expected that all Trustees present at a meeting will vote on each issue. However, a Trustee has a right not to vote on any question. If a Trustee has a conflict of interest, the Trustee must not vote and such an abstention shall be recorded. If a Trustee wishes to abstain for any other reason or to have a negative vote recorded, he or she must so request before or immediately after the vote is taken.
- 11.2 Voting shall be by show of hands and only the results recorded unless a member requests recording of names before the vote is taken. Where names are recorded, both positive and negative votes shall be recorded.
- 11.3 All questions shall be decided by a majority of the vote of the Trustees present and voting unless otherwise provided by the School Act.
- 11.4 The presiding officer is entitled to vote on all matters.

12. Conflict of Interest

- 12.1 If a Trustee has any pecuniary interest in any matter and is present at a meeting of the Board at which the matter is considered, the Trustee:
 - 12.1.1 shall, at the meeting, disclose their pecuniary interest and the general nature of the pecuniary interest;
 - 12.1.2 shall not take part in the discussion of or vote on any question in respect to the matter; and
 - 12.1.3 shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter. [SA s.58(1)(C)]
- 12.2 If the meeting is not open to the public, in addition to complying with these requirements, the Trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration. [SA s.58(2)]
- 12.3 If the pecuniary interest of a Trustee is not disclosed as required above by reasons of the Trustee's absence from the meeting, the Trustee shall disclose the pecuniary interest and otherwise comply with the requirements at the first meeting of the Board attended by the Trustee after the meeting referred to above. [SA s.58(3)]

- 12.4 The requirements of paragraphs 11.1-11.3 do not apply to any pecuniary interest referred to by the School Act as exempt from the disclosure requirements of the School Act. [SA s.60]
- 12.5 “Pecuniary interest” means, with respect to a Trustee, an interest in a matter that could monetarily affect the Trustee and includes an indirect pecuniary interest referred to in section 56 of the School Act.
- 12.6 The pecuniary interest of a spouse or of a parent or child of the Trustee shall, if known to the Trustee, be deemed to be also a pecuniary interest of the Trustee. [SA s.55]
- 12.7 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public. [SA s.72]
- 12.8 The Trustee is expected to be conversant with Conflict of Interest Sections 55 to 60 of the School Act.
- 12.9 In accordance with the Financial Disclosure Act all Trustees shall file disclosure forms by January 15 of each year.

13. Delegations

13.1 General provisions

- 13.1.1 Individual or groups who wish to present to the Board must make the application through the appropriate presentation request form which addresses the following:
 - 13.1.1.1 Preferred date of presentation (scheduled Board meeting date only)
 - 13.1.1.2 Purpose of request to present (why is it important for you to present to the Board)
 - 13.1.1.3 Overview of organization presenting (who do you represent)
 - 13.1.1.4 Brief summary of content to be presented (what are the high-level themes you intend to present)
 - 13.1.1.5 Intended outcomes from the presentation (what are you seeking from the Board)
 - 13.1.1.6 The application shall be referred to the Secretary Treasurer for study and recommendation as to how it is to be handled but the Chair will retain authority to make the final decision on the application.
- 13.1.2 The presentation will be subject to approval of the Chair;
- 13.1.3 Authors of any written submissions shall assume personal responsibility for all statements in the submission to the Board. Each presenter or delegation will be limited to ten minutes, followed by questions and comments from Trustees.
- 13.1.4 Trustees who are asking questions must limit themselves to seeking clarification and must not engage in a debate on the merits of issues.

- 13.1.5 The Board normally will not make any decision in regard to a presentation at the same meeting where the presentation is made.
- 13.1.6 The request and supporting written documents must be provided to the office of the Secretary Treasurer by the end of the business day on the Wednesday preceding the Tuesday Board meeting.

13.2 Unacceptable topics

- 13.2.1 Topics that will not be permitted to be addressed by a delegation are bargaining, grievances, personnel matters and topics listed in the Rules of Order for discussion at in-camera Board meetings.
- 13.2.2 Presentations at regular meetings may include objective criticism of school operations and/or programs but may not include complaints about school personnel or other persons

14. Audio/Video Recording Devices

- 14.1 The Board requires that anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chair. This shall be communicated by the Board Chair at the beginning of the Regular or Special Meeting.

15. Trustee Participation in Meetings through Electronic Means

A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

- 15.1 Trustees participating in a meeting of the Board by electronic means or other communication facilities are deemed to be present at the meeting.
- 15.2 The Chair of the Board may refuse to allow a Trustee to participate in a meeting by electronic means or other communication facilities where the required electronic equipment is not available or where meetings are held in private and or for the purpose of hearing appeals or conducting hearings related to employee matters, or any Board matters which attract the principles of natural justice.
- 15.3 Trustees who connect to a meeting of the Board by video conference, teleconference or other means of electronic transmission will be considered in attendance at the meeting and form part of the quorum.

16. Trustee Remuneration

- 16.1 In accordance with the provisions of the *School Act*, Trustees shall receive an annual stipend paid on a monthly basis, the amount of which shall be set by Board resolution. Additional amounts, also set by Board resolution, shall be paid to the Chair and Vice Chair respectively.
- 16.2 During the Board term of office ending November 2018, the Board established a committee of stakeholders (the presidents of the three unions, the District Parent Advisory Council (DPAC) president and two representatives of the Principals/Vice Principals Association to study and recommend the stipend to be paid to Trustees, the Chair and Vice Chair). The annual stipends recommended and approved are as follows:

Year	Trustee	Chair Allowance	Vice Chair Allowance	Chair (Total)	Trustee (Total)
July 2020-2021	\$ 14,629.00	\$ 2,925.00	\$ 146.00	\$ 17,554.00	\$ 14,775.00
July 2021-2022	\$ 14,922.00	\$ 2,984.00	\$ 149.00	\$ 17,906.00	\$ 15,071.00

16.3 Prior to the conclusion of each subsequent four-year term, the Board shall establish a similar committee with the same Terms of Reference regarding remuneration for the following term of office.

17. Trustee Development

- 17.1 School Trustees, subject to budget limitations, shall be allowed to attend two (2) Trustee development seminars during each year of service with the School District.
- 17.2 Attendance at the British Columbia School Trustees Association Annual General Meeting will be considered attendance at a Trustee development seminar.
- 17.3 Trustees shall be entitled to attend the British Columbia School Trustees Association's "New Trustee Academy". Such attendance will not be considered attendance at a Trustee development seminar.
- 17.4 Attendance at the British Columbia School Trustees Association Branch meetings will not be considered attendance at a Trustee development seminar.
- 17.5 Additional attendance at Trustee development seminars may be approved by a two-thirds (2/3) majority vote of the Board.
- 17.6 Expenses related to attendance at Trustee development seminars shall be reimbursed in accordance with approved District rates.
- 17.7 Trustees are to provide the Board with a brief summary of the Trustee development sessions attended.

18. Trustee Expense Reimbursement

- 18.1 The Board shall establish all expense claim rates annually to be effective July 1. All reimbursements must be supported by a standard District Expense Claim Form.
- 18.2 The District expense reimbursement rates shall be reviewed by the Secretary Treasurer annually. Rate adjustments shall be approved by the Board.
- 18.3 Business use of private vehicles shall be reimbursed at a rate per kilometre that is inclusive of all costs incurred by the employee. The rate per kilometre will be established on July 1st of each year based on the federal government's maximum allowable mileage rate, as defined under Regulation 7306 of the Income Tax Act.
- 18.4 Reimbursement of accommodation costs must be as evidenced by appropriate hotel receipts. Only standard level room costs and applicable taxes will be covered. A claim of \$50.00 per day will be considered if the accommodation is at a friend's residence in lieu of a hotel room.
 - 18.4.1 Other expenses supported by appropriate itemized receipts e.g. tolls, parking, ferry rates, taxis, telephone calls, etc.
 - 18.4.2 Registration, course, or other fees supported by appropriate itemized receipts.

18.4.3 Per diem amounts will be reduced if meals are included or paid for by another individual, group, or company.

19. Travel/Expense allowances will be reviewed by the Board during the Annual Budget Process.

20. General

20.1 Out of District travel within Canada must be approved in advance by the Board Chair for Trustees, Superintendent and Secretary Treasurer.

20.2 District credit cards are not to be used for personal expenses.

20.3 Business expenses for special circumstances involving visitors, guests or extraordinary meetings within or outside the District must be authorized by the Board Chair.

20.4 Employees and Trustees are responsible for verifying and double checking their expenses claimed and expenses paid.

20.5 All travel/expense claim reimbursement forms will be scrutinized and authorized for processing by the Secretary Treasurer and/or Board Chair.

20.6 Alcohol expenses will not be reimbursed.

20.7 Certified travel/expense claim forms must be submitted within 30 days of the function/event.

20.7.1 An advance may be claimed for approved travel and is subject to the allowable rates in the policy. The accounting department requires two weeks-notice for processing advance cheques.

20.8 In the event of travel/accommodation changes and/or cancellations due to emergency circumstances, all associated expenses will be reimbursed. Expenses that are claimed must include itemized receipts or invoices pertaining to the emergency circumstances.

20.9 Receipts are required for all expenses claimed except for per diem meal, incidental and kilometre allowances.

21. Transportation (Personal Vehicle)

21.1 When a person's privately owned vehicle is used for authorized School District business transportation expenses will be reimbursed at the School District rate.

21.2 Whenever possible every effort should be made by Trustees going on School District business to travel together with only one person reimbursed for the transportation expense.

21.3 In the event a Trustee chooses to travel by personal car rather than air, the District will pay the most economical travel.

21.4 The School District provides a business use insurance coverage that will allow employees/Trustees to drive personal vehicles up to 1600 km per year.

21.5 The School District will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations.

22. Transportation (Vehicle Rentals)

22.1 Vehicle rentals are only acceptable in circumstances where it is the most economical option to travel to a meeting or event site.

22.2 The most economical and appropriate option available should be rented.

22.3 Receipts for the cost of the rental, the appropriate insurance and the cost of fuel must be included with the submitted expense claim.

23. Transportation (Other):

23.1 Other transportation such as ferries, bridge tolls, causeway tolls, bus transits, park fees and parking fares require receipts to be included with the submitted expense claim.

23.2 Cost of transportation to and from an airport to the meeting or event site may be claimed. It is expected that airport shuttles, airport bus or transits would be used with taxis as a last resort and preferably with other School District personnel. Consideration of employee safety is respected when choosing the transportation option. Applicable receipts must be included with the submitted expense claim.

24. Transportation (Air):

24.1 School District air travel shall be in economy class at the lowest fares available.

24.2 Trustees must use the best method of travel to minimize time away and keep costs to the School District at a minimum.

25. Per Diem Meals and Incidentals:

25.1 Trustees traveling out of the District on authorized School District business may claim reimbursement for meals that are not otherwise provided or paid for by the program or covered by the registration fee.

25.2 Depending upon the Trustee's departure from home and arrival back home reasonable meal allowances may be claimed.

25.2.1 Breakfast will be paid in cases where travel is required prior to 7:00 am or ends after 9:00 am.

25.2.2 Lunch will be paid in cases where travel is required prior to 11:00 am or ends after 1:00 pm.

25.2.3 Dinners will be paid in circumstances where travel is required prior to 5:00 pm or ends after 7:00 pm.

25.3 For each day or part day in travel status on authorized School District business, Trustees may claim an Incidental expense of \$15.00 for each night of hotel accommodation.

25.4 Per diem rates are:

25.4.1 Breakfast: \$20.00 Lunch: \$25.00 Dinner: \$35.00

25.4.2 Per diem meal and Incidental allowances do not require receipts. Trustees claiming a per diem meal and/or Incidental allowances must submit a per diem form for reimbursement.

26. Accommodations:

26.1 Accommodation expenses include only the hotel rate taxes and fees.

26.2 Trustees shall stay at the designated accommodation sites with the most reasonable Ministry, BCSTA or School District rate. The cost of upgrading will be the responsibility of Trustees.

26.3 Depending on event scheduling and scheduled air flights it may be required to travel the evening before and/or travel the morning after the event. These circumstances require preauthorization of the Secretary Treasurer or Board Chair.

26.4 The allowance for overnight accommodation at the home of family or friends is \$50.00.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act