

MEETINGS OF THE BOARD

(1) **Chair to Preside at Meetings**

The chair shall preside at meetings of the board of trustees and shall vote with the other members on all questions; and any question on which there is an equality of votes shall be deemed to be negative.

(2) **Vice-Chair to Preside in Absence of Chair**

When the chair is absent from a duly called and regularly held meeting of the board of trustees, the vice-chair shall preside; and, while so presiding, he/she has all the powers of the chair. The vice-chair shall be chair of the committee of the whole.

(3) The regular meetings of the board will normally be held twice a month on the day and time as determined in Policy BDA – Board Organizational Meeting, Section (3)(c).

(4) **Committee of the Whole**

From time to time, it may be necessary for the board of trustees of the River East Transcona School Division to hold meetings in camera, that is to say, in private, as provided for within the provision of the Public Schools Act.

The committee of the whole shall:

- a) consist of the entire board assembled at a duly called meeting of the board;
- b) deal with any matter in which open, informal and private discussion is deemed desirable;
- c) exclude all members of the public or press and any other individual not a member of the board during the sitting as a committee as deemed advisable by the committee;
- d) be deemed to have made no decisions and have taken no action on any matter while sitting as a committee;
- e) rise and report to the board the results of its deliberations upon completion of same.

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(5) **Special Meetings of the Board**

Special meetings may be called to conduct business that cannot wait until the next regularly scheduled board meeting.

Special meetings of the school board shall be held on the call of the chairperson.

- a) The written or printed notice of every special meeting shall state all business to be transacted or considered, and no other business shall be considered unless all the members of the school board are present and agree.
- b) Before proceeding to business of a special meeting, the secretary-treasurer shall declare that the notice of the meeting has been issued to all members of the board in conformity with this policy.

(6) **Emergency Meetings of the Board**

An emergency meeting is defined as one where there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the board, and which of necessity make it impractical to provide notice as required by this section.

- a) Emergency action may be taken by the board between formal sessions or other meetings if and when any matter arises which, in the opinion of the chair, requires official action by the board prior to the next meeting and all trustees consent thereto and are present thereat.
 - b) An emergency meeting need not be held at the ordinary place of meeting of the board.
 - c) At an emergency meeting, only such business shall be transacted as arises out of or is incidental to the emergency.
- (7) Notice of all school board meetings, regular and special, shall be given by the secretary-treasurer to all trustees so that the notice will be received at every trustee's designated address at least 24 hours before the meeting, by notifying each of them personally or, in writing (including email), setting the place, date and hour of the meeting.

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- (8) A majority of the trustees of the division, when present at a meeting, constitute a quorum; and the vote of the majority of such a quorum is valid and binds the school division.
- (9) Every regular, special or emergency board meeting, but not necessarily committee of the whole or other committee meetings, shall be held openly and no person shall be excluded or removed from any meeting except for improper conduct.
- (10) If, during the course of a meeting, the number of trustees falls below a quorum, no resolution may be passed while a quorum is not present. When no quorum exists, the meeting shall be adjourned by the chair.
- (11) It is permissible for a member to participate in an emergency meeting by telephone or video conferencing as long as a quorum otherwise exists and the member participating by telephone or videoconference can hear all comments of the board. Assuming a quorum otherwise exists, a member participating in a regular or special meeting by telephone or videoconference may vote on action items and his/her vote shall be counted.

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Legal/Cross Reference:	PSA Section 30-32		