

AGENDA PREPARATION AND DISSEMINATION

- (1) The agenda shall be prepared jointly by the secretary-treasurer and the superintendent and in consultation with the chair and/or vice-chair of the board.
- (2) Items of business may be suggested by any board member, member of the superintendent's department, staff, student or resident of the division. Inclusion of items suggested shall be at the discretion of the above named in item (1) above.
- (3) The agenda and any background information and reports and correspondence shall be delivered to the trustees and members of the superintendent's department forty-eight hours before the meeting.
- (4) Items of business not on the agenda may be discussed and acted upon only if the board agrees to consider such item(s) by a two-thirds majority vote. The board discourages items being added to the agenda after it has been set.
- (5) In order to ensure placement on the board meeting agenda items must reach the secretary-treasurer by Thursday, 3:00 p.m. prior to the board meeting in question.
- (6) The agenda must be approved at every meeting. Items in addition to the prepared agenda may be brought forth from a standing committee, committee meeting of the whole or special committee.
- (7) The general order of business at every regular meeting shall be as follows:
 - (a) Adoption of Agenda;
 - (b) Delegations;
 - (c) Adoption of Minutes;
 - (d) Receiving of Minutes;
 - (e) Business Arising Out of Minutes;
 - (f) Out of School Education Excursions;
 - (g) Communications for Action;
 - (h) Reports for Action;
 - (i) Introduction and Consideration of By-Laws;
 - (j) Reports for Information;
 - (k) Communications for Information;
 - (l) Referrals;
 - (m) Notice of Motion;
 - (n) New Business;
 - (o) Announcements;
 - (p) General Remarks;
 - (q) Adjournment.

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- (8) All written communication including e-mail communications, which is addressed to the chair of the board or the board of trustees, or copied to the chair of the board or copied to the board of trustees, which correspondence is received at the administration office or by the chair of the board, shall be placed on the agenda of the next immediate board meeting. Where such correspondence is received by or provided to the secretary-treasurer after the day and time set out in item (5) above of this section, such correspondence may be placed on the agenda of the board meeting following the next immediate board meeting. Correspondence or e-mail communications which are addressed to or copied to specific individual trustees or a small group of trustees will be added to the agenda only when the trustee(s) receiving the correspondence or e-mail communication or the board chair, superintendent or secretary-treasurer directs such.

Effective Date: April 20, 2004 Review Date: October 9, 2019
Amended Date:
Board Motion(s): 268/04; 243/13
Legal/Cross Reference: