

3 Governance Process

3.5 Procedures of the Board of Education

Policy

The Board of Education will operate in all matters according to procedures which it has determined in accordance with its own policies and provincial legislation.

1. The chair is charged to make decisions on issues of governance process and board-staff linkage within the board policies.
 - a) The work of the chair is to ensure that board behaviour is consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - b) The authority of the chair consists in making decisions that fall within the topics covered by board policies on Governance Process and Board-Director Relationship, except where the board specifically delegates portions of this authority to others. The chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - The chair is empowered to chair board meetings with all the commonly accepted power of that position. Planning meetings of the board shall be chaired by the vice-chair.
 - The chair has no authority to make decisions about policies created by the board within Board Priorities and Goals and Executive Limitations policy areas.
 - The chair may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the areas delegated to him or her.
 - The chair is the only board member authorized to speak for the Board of Education.
2. Board committees will assist in the board's work only, will not interfere in direct link between the board and director of education, and will not fragment the wholeness of the board's work.
 - a) Board committees are to help the board do its work, not to help staff do its work. They ordinarily will assist the board by preparing alternatives and implications for board deliberation. They are not to be created to advise administration.
 - b) Board committees cannot exercise authority over staff. In keeping with the board's broader focus, they will not have direct dealings with current staff operations.
 - c) Board committees are established at the direction of the board.
 - d) This policy applies only to committees formed under board action.

3. The board will develop and follow an annual plan. The annual plan will be from September 1 to August 31.
 - a) Each year the board will develop its continuous agenda for the ensuing one-year period and present it to the board at the August regular meeting of the board.
 - b) Board Priorities and Goals, linkage with ownership, and forms of deliberation will receive primary attention in structuring the series of meetings and other board activities during the year. The board will identify those areas of self-education and input needed to increase its knowledge, wisdom and forethought.
 - c) The agenda as compiled will guide the development of the yearly schedule (reviewed quarterly) of board meetings and other events in accordance with the board year, November 1 to October 31.
 - d) The board will review its achievement of the objectives stated in the continuous agenda for the year.
4. Board meetings will be governed by regulations as stated in the *Manual of Procedures*.

Board Approved	Amended	Reviewed
November 13, 1996	June 21, 2000 April 28, 2008 June 13, 2011 May 14, 2012 June 22, 2015 October 16, 2023	October 16, 2023