

Manual of Procedures

The manual of procedures adopted by the Board of Education is intended to regulate the proceedings of the board and the naming of its committees and its officers.

Section I - Organizational Meeting of the Board

1. The first meeting of the board in each year shall be held within the month of November in accordance with Section 79 of the *Education Act*, Province of Saskatchewan.
2. The director of education shall call the meeting to order and shall receive the certificate of declaration of office from each of the members of the board, in an election year, in accordance with Section 78 of the *Education Act*, Province of Saskatchewan.
 - 2.1 Criminal Record Check (CRC): Trustees are required to submit a Criminal Record Check within four (4) weeks of the election date. The CRC is to be submitted to the board chair and director of education. The CRC cannot be more than six (6) months old.
 - 2.2 During their elected term, trustees are responsible to let the board chair and the director of education know of any change that occurs to the status of their criminal record check.
3. The director shall proceed to call for the election of a board chair. Nominations shall be made by the board members for the office of chair and need not be seconded. The director shall confirm the nomination with the member nominated. Following a seconded motion to cease nominations, a vote upon the nominees shall be taken by ballot. The director shall be responsible for counting the ballots. The nominee who receives the majority of votes of the members present shall be declared elected and shall take office immediately.
 - i. Where, on adding of votes, two or more candidates for the position of board chair have an equal number of votes, the tie vote procedure specified in *The Local Government Election Act*, Sec. 141(1) shall be followed.
4. Following the election of the chair, the chair shall proceed to call for the election of a Vice-Chair. Nominations shall be made by the board members and need not be seconded. The chair shall confirm the nomination with the member nominated. Following a seconded motion to cease nominations, should there be more than one nomination; a vote upon the nominees shall be taken by ballot. The chair shall be responsible for counting the ballots. The nominee who receives the majority of the votes of the members present shall be declared elected and shall take office immediately. In the event of equal votes, the tie vote procedure stated previously in item 3.i. shall be followed.

5. The board shall then proceed with the following items on the agenda:
 - a) Appointment of officers of the board: secretary, treasurer, and attendance counsellor.
 - b) Appointment of a board solicitor.
 - c) Appointment of auditors.
 - d) Banking resolution.
 - e) Trustee remuneration.
 - f) Signing officers of the board.
6. The board shall then consider any other items on the agenda as prepared by the director.

Section II - Chair of the Board

1. The chair of the board shall be elected at the organizational meeting of the board in November of each year. Prior to the end of September, the chair will notify trustees regarding his/her intention to seek nomination for chair at the organizational meeting. All members of the board shall be eligible for election of this office. Trustees are encouraged to let their intentions be known to seek nomination prior to the organizational meeting of the board.
2. The chair shall hold office for one year but shall be eligible for re-election. In the event of the office becoming vacant during the year, a new chair shall be elected in a manner similar to that followed in the election of the chair at the organizational meeting.
3. The chair shall preside over all regular meetings of the board and shall have the duties and authority usually associated with that office in the conduct of meetings.
 - i. In the absence of the chair, the vice-chair shall chair the meeting. Should both be absent from a meeting of the board, the members present shall elect one of their members to act as chair of the meeting.
4. The chair shall have those duties and powers in accordance with the *Education Act*, Province of Saskatchewan, board policy, and such other responsibilities as may be required by formal action of the board.

Section III - Vice-Chair

1. The vice-chair of the board shall be elected at the organizational meeting of the board in November of each year. Prior to the end of September, the vice-chair will notify trustees regarding his/her intention to seek nomination at the organizational meeting. All members of the board shall be eligible for election of this office. Trustees are encouraged to let their intentions be known to seek nomination prior to the organizational meeting of the board.
2. The vice-chair shall hold office for one year but shall be eligible for re-election. In the event of the office becoming vacant during the year, a new vice-chair shall be

elected in a manner similar to that followed in the election of the vice-chair at the organizational meeting.

3. The vice-chair shall confer with the chair and director of education to assist in preparing the agenda for the planning meetings of the board. The vice-chair shall preside over the planning meetings of the board.
4. The vice-chair shall act as signing officer for the division in the absence of the chair.
5. The vice-chair shall act on behalf of the chair, in the latter's absence or at the chair's request, and shall have all of the duties and responsibilities of the chair for the specified period.

Section IV - Committees of the Board

1. As the need arises, the board may appoint committees for such purposes as it may deem necessary.
2. All committees may include trustees, staff, and others as determined by the board.

Section V - Meetings of the Board

1. Unless otherwise arranged by appropriate board action, the board shall meet regularly in open session in the boardroom of the Board of Education offices. The board is committed to conducting as much of its business as possible in open sessions.
2. The board shall designate one day during the week which shall be reserved for regular meetings of the board. At the beginning of each quarter the director shall prepare a schedule of regular board meetings.
3. In preparation for each regular board meeting, the director and chair shall prepare and shall have delivered to board members at least three (3) calendar days in advance of the meeting an agenda and a file of related materials which will be used in the meeting.
4. Special meetings of the board may be called by the chair at the time of the chair's own initiative or in consultation with the director, or upon receipt of a written request signed by one or more board members who shall state explicitly the reason therefore. If a special meeting of the board is to be called under such circumstances, the director shall, pursuant to Sec. 16(2)(a) of the *School Division Administration Regulations*, give at least six (6) business days of notice to each member by registered mail, certified mail or special delivery, or by delivering a written notice to each member in person at least three (3) days before the meeting, or by leaving the notice with an adult person at each member's place of residence, and shall with the notice indicate the business to be considered or transacted.
5. The board may by unanimous consent in accordance with Sec. 16(3),(4)(a)(b) of the *School Division Administration Regulations* waive notice of meeting and hold a

meeting at any time, which consent shall be subscribed to by each member of the board and shall be recorded in the minutes of the meeting.

6. No act, proceeding, or policy of the board shall be deemed valid unless adopted by a regular or special meeting at which a quorum of the board is present. A “quorum of the board” shall be defined as six (6) members.

Section VI - Agenda

1. The agenda shall be prepared by the director and chair in accordance with the appropriate Board Governance Process Policies and shall be delivered to board members at least three (3) calendar days in advance of regular board meetings, together with such letters, reports, and information as board members may require to deal effectively with items therein.
2. A board member may have an item placed on the agenda by:
 - a) Making direct request to the chair or director before the agenda is sent to board members.
 - b) Presenting a notice of motion which will place the item on the agenda for the next board meeting.
 - c) Securing board approval at the beginning of any board meeting for the inclusion of the item on the agenda of that meeting.
3. The order of business at regular meetings shall be determined by the chair and director.

Section VII - Committee of the Whole Board

1. The board may adjourn into a committee of the whole board at the conclusion of the regular business of the board or at other times as may be necessary on a motion by the board. The board may, at its option, choose to convene a committee of the whole board prior to its regular meeting of the board.
2. At the conclusion of the meeting of the committee of the whole board, a member may move that the meeting adjourn or that the committee rise and report to the open board meeting.
3. Decisions reached in the committee of the whole board shall be presented as reports or as motions in the open board meeting.
4. The usual rules of procedure shall be observed in meetings of the committee of the whole board.
5. The following matters shall normally be considered for closed sessions of the committee of the whole board:
 - a) Personal or confidential matters relating to staff, students, or finances.
 - b) Legal opinions respecting the board and its activities.

- c) Negotiations with respect to the purchase, lease, or sale of property.
- d) Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.

Section VIII - Delegations

1. The board may make provision for delegations to make a presentation at a board meeting in the interest of improving the education provided in the schools. Individuals or organizations may request an audience with the board. Representation and delegations from any individual or group may be received on any subject pertinent to the business of the board.

All delegations wishing to appear before the board shall be required to give notice thereof, in writing, through the secretary to the board, to the director or chair at least fourteen (14) full days before the meeting at which they are to be heard; and further, in giving this notice, such delegations shall submit the [Request to Present at a Public Board Meeting](#) form. The director, with the approval of the chair of the board, shall have authority to waive the time requirement providing there is time before the meeting to acquaint the board members with the purpose of the delegation.

- a. The presentation time limit is 10 minutes. The chair and director have the authority to waive this time limit.
 - b. Presenters and attendees are expected to be respectful in speech, decorum, environment, and interaction.
 - c. The Board Chair will introduce the delegation.
2. The director, with the approval of the chair of the board, shall have authority to refuse a request from a representative or delegation.
 - a. Delegations that have not been approved are to receive a letter from the board outlining the reasons for the decision.
 3. Protocols for Trustees during a delegation/presentation:
 - a. Individual trustees may only seek clarification on items presented by the delegation.
 - b. At no time during the presentation shall any of the trustees voice their opinion thereon; nor shall they, by any statement, commit the board to any specific course of action.
 - c. Except in an emergency, the board shall refer any action relative to the delegation's presentation until the next regular board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the board may respond by delaying the decision until another specified and appropriate time.

- d. Upon completion of the presentation, the board chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

Section IX - Attendance at Meetings

1. Board members are expected to attend all board meetings as approved at the Annual Organizational Meeting of the Board. A record shall be kept of the members present at each regular, special, and planning meeting of the board, and the Annual Faith Formation and Planning Retreat. Absences with notification will be recorded as such.
2. The director shall attend all meetings of the board except:
 - a) closed sessions of board meetings at which the director's salary or status of employment are under review;
 - b) closed sessions of board meetings at which the board is discussing matters related to the functioning of the board itself or other matters as the board determines advisable.
3. The director shall, from time to time, require such other members of the administrative staff to attend board meetings as may be needed in the effective discussion of agenda items.

Members of In-Public Attendance

1. Members of the public attending a board meeting in person will be required to sign-in and present photo identification to the designated Greater Saskatoon Catholic Schools' staff attendant in order to attend the meeting. This information will be disposed of confidentially after 90 days.
2. In Times of Disruption in a Board Meeting
 - a. Delegations or members of the public may be asked to leave the meeting if they do not abide by procedures as set out in board policy and or The Education Act, 1995, Section 80(4).
 - i. *Meetings open to public 80(1) Every meeting of a board of education or the conseil scolaire shall be open to the public, but a person may be excluded for improper conduct. (2) Notwithstanding subsection (1) but subject to subsection (3), a board of education or the conseil scolaire may determine, by resolution, that any matter should be dealt with in closed session and, on the making of that resolution, the board of education or the conseil scolaire may deal with that matter in closed session. 37 EDUCATION, 1995 cE-0.2 (3) A board of education or the conseil scolaire may conduct a vote on any matter only in a meeting that is open to the public. (4) A person who is considered by the board of education or the conseil scolaire to be guilty of improper conduct at the meeting may be excluded from the meeting.*

- b. The board chair has the authority to request a trustee to make a motion to move any public meeting into committee if public members within the meeting are not able to maintain proper conduct and/or are not willing to leave the meeting space. The board chair will request a trustee to make a motion to move back into public at a time that the board chair has determined the meeting can resume with all members acting in proper conduct.

Section X - Meeting Recording

1. Regular meetings of the board are public meetings. Attendees are permitted to electronically record the proceedings provided there is no interference with the progress of the meeting.

Section XI - Minutes of Meeting

1. The secretary shall record the minutes of each board meeting in a form approved by the board.
2. The secretary shall distribute copies of the minutes to the board members, to the director, and to such other persons as the board or director may designate as soon after the meeting as possible.

Board Approved	Amended	Reviewed
October 5, 1983	November 14, 1984	June 21, 2010
	December 6, 1989	June 13, 2011
	September 24, 1996	May 12, 2014
	October 1, 1997	June 22, 2015
	October 6, 1998	June 26, 2017
	June 21, 2000	March 11, 2019
	October 17, 2005	November 20, 2023
	April 28, 2008	