

- 10.3. If the Secretary-Treasurer is absent when an election is to be held the Trustees must select from among themselves a Trustee to conduct the election, and the Trustee selected is entitled to vote in the election.

The Secretary-Treasurer is responsible for conducting the election and shall appoint two scrutineers.

- 10.4. The Secretary-Treasurer shall ask all trustees present if anyone is not willing to let their name stand for the position of Chair and Vice-Chair, prior to casting of ballots.
- 10.5. The Chair shall be elected first, followed by the Vice-Chair.
- 10.6. The positions shall be determined by a simple majority (50% plus 1)
- 10.7. The vote shall be by secret ballot. No abstentions are permitted. A spoiled ballot will be considered an abstention and as bent.

- 13.1. According to the Public Schools Act of Manitoba, all School Board meetings are held openly and no one is excluded or removed from those meetings except for improper conduct.
- 13.2. It is appropriate for the Board to meet behind closed doors when the Board must deal with confidential and/or sensitive matters such as:
- Negotiations,
 - personnel matters,
 - Litigation,
 - student files,
 - land acquisitions/disposal,
 - security and discipline matters.

14. Call to Order

- 14.1. The Chair shall call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present. If a quorum is not present, within thirty minutes of the time the meeting was slated to begin, the meeting shall be adjourned and the chair shall decide on a future date. A quorum is a majority of the whole board; no business can be legally transacted without a quorum being present.
- 14.2. Every member, previous to speaking shall address themselves to the chair and confine themselves to the question under debate.
- 14.3. No member shall speak on any question after the chair has called a vote on the question.
- 14.4. Notice shall be given of all motions introducing new matters, at a meeting previous to that in which it comes up for discussion, unless the rule is dispensed with by the unanimous vote of the members present. A member, in giving notice of motion, may or if requested by another member shall, explain briefly the purpose of their motion but without argument or debate and shall confine their explanation to a maximum of three minutes.
- 14.5. Only one amendment shall be allowed to an amendment, and a motion by way of amendment must be directly relevant to the main motion.
- 14.6. No question once decided shall be reversed without notice from at least one meeting to another. No question shall be reversed without a two-third majority voting for the reversal.
- 14.7. Every member of the board present when a question is put, shall vote thereon, unless they ask to be excused and a majority of the board then present excuse them.
- 14.8. When a member requests a recorded vote, the Secretary-Treasurer shall record the name and vote of every member voting on any matter or question.

- 15.7. Committee meetings are held on the second board meeting month.
- 15.8. In situations where the board meets through electronic communications or minutes are executed in any number of counterparts, including by way of facsimile, electronic transmission, or other means, such counterparts, whether by facsimile, electronic or other means, shall for all purposes be deemed to be an original, and all such counterparts shall together constitute the same resolution as if they were a single original.
16. Procedures for Delegations Wishing to Appear Before the Board
- 16.1. Any resident of the division can make a presentation to the Board on a Divisional issue provided that all normal dispute resolution procedures or formal grievance procedures have been exhausted. Written or electronic notification is received by either the Superintendent or Secretary/Treasurer by Thursday at noon of the week prior to the board meeting at which the presenter(s) wish to appear. An outline of the topic and content is received in writing at the board office or electronically by Thursday at noon of the week prior to the board meeting at which the presenter(s) wish to appear.
- 16.2. The presentation would occur immediately following the official opening of the meeting with the exception of personnel or contract issues in which case it would be deferred to the Committee of the Whole In-Camera Meeting.
- 16.3. One spokesperson shall be identified for the group presenting.
- 16.4. The maximum time allotted per presentation is 10 minutes.
- 16.5. No decision will be made at the meeting where the presentation occurs. It will be carried forward to the next official meeting.
- 16.6. If a copy of the full presentation has not been received prior to the meeting, the board requests that the presenters provide a copy to the board once the presentation is complete.
- 16.7. Presentations from a person or group from outside of the division may be heard at the discretion of the board.
17. Other Meeting Procedures
- 17.1. Motions to accept recommendations of committees shall be moved by the respective chair of the committee presenting the report.
- 17.2. All regular meetings shall be adjourned at or before 10:00 p.m., except by decision of the board to suspend the rules.
- 17.3. Any trustee who has made a motion, shall have the liberty to withdraw it, with the consent of the seconder, before any debate has taken place, but not after debate is had, without the permission of the Board.
- 17.4. Motions may be dealt with in the following manner:
Voted on immediately when the question is called.
Postponed to a specific date.
Tabled indefinitely.
The last two would have to be decided by majority decision of the board.
- 17.5. A mover or seconder of any motion may still vote aye or nay.

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| Date Policy Created: | June 18, 2010 |
| Date of last Review: | April 21, 2020 |
| Reference(s): | The Educational Administration Act (C.C.S.M.C. E10) Part V:28 (3) Public Schools Act Appropriate Educational Programming Regulation 155/2005, Part II School Administration Handbook |
| Related Forms: | |