
SCHOOL DISTRICT NO. 36 (SURREY)

No. 2400

POLICY: SCHOOL BOARD MEETINGS & TRUSTEE IN-SERVICE SESSIONS

1. DAY, TIME & PLACE OF MEETINGS

- 1.1 Regular Board meetings shall be held in the Board Room of the School District Administration Offices or in the City of Surrey, Council Chambers at 7:30 p.m. on the following days, except as otherwise determined by Board motion:
- on the second and fourth Thursday of each of the months of January to June inclusive, and September to November inclusive.
 - on the fourth Thursday of the month of August.
 - on the second Thursday of the month of December in years when there is no Inaugural Meeting and in years where there is an Inaugural Meeting, one week after the Inaugural Meeting.
 - in a year when there is a general school election, an Inaugural Meeting shall be held on the Thursday following the first Monday after December 1.
- 1.2 Special Board meetings for the purpose of dealing with personnel, property and litigious matters shall be held at the call of the Chairperson, and will normally commence at 6:00 p.m., preceding the Regular Board meetings listed in 1.1 above. As it is the opinion of the Board that the public interests so require, all persons other than Board members and officers shall be excluded from such special meetings. Meetings called under this section shall be referred to as "Special Board Meeting (In-Camera)".
- 1.3 Other special Board meetings may be called by the Chairperson as required and an agenda will be provided in advance, when possible. Preference being given to Thursday evenings on which Regular Board meetings are not held and such meetings may, or may not, be "closed" meetings.

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- 1.4 A special Trustee In-Service session will be held at least once per month. This will be in the nature of an informal discussion session with the Superintendent of Schools setting the dates and agenda in consultation with the Board. Preference will be given to Thursday evenings on which Regular Board meetings are not held.

2. LENGTH OF MEETINGS

All Regular Board meetings and Special (In-Camera) meetings described in 1.1 and 1.2 shall adjourn by 10:30 p.m. unless, in either case, the time limit is extended to 10:45 p.m. by a two-thirds majority vote, and beyond 11:00 p.m. by unanimous consent of all Trustees present. Adjournment time for special Board meetings, referred to in 1.3 above, shall be as determined by those members present.

3. AGENDA

- 3.1 The agenda for both Regular and Special (In-Camera) Board meetings shall be prepared by the Secretary-Treasurer and reviewed by the Board Chairperson or Vice Chairperson.
- 3.2 The agendas for Regular and Special (In-Camera) Board meetings shall be delivered to all Trustees not later than the Monday preceding the meeting date. The agendas for other special Board meetings scheduled for Thursdays that are not Regular Board meeting nights shall be delivered by the preceding Monday and in all other cases, as soon as is possible prior to the meeting.
- 3.3 Items to be considered for the agenda of Regular Board meetings must be submitted to the Secretary-Treasurer by 8:00 a.m. on the Thursday preceding the meeting.
- 3.4 Only those items included on the agenda shall be considered by the Board unless two-thirds of the number of trustees present agree to consider additional items.
- 3.5 Written reports submitted by Trustees shall be attached to the Board meeting agenda kits.

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- 3.6 Under the "Trustee Reports" agenda section, reports will only be given on meetings of organizations to which Trustees have been appointed by the Chairperson as delegates or representatives. Reports may include such functions and events within and outside of the school district where the Trustee was representing the Board. Each Trustee report will be limited to three (3) minutes. It is suggested that Trustees only acknowledge their attendance at meetings, functions and events previously reported on by other Trustees.
- 3.7 Newly hired senior district administrative personnel who have considerable contact with Trustees, will be formally introduced to Trustees at a Regular Board meeting.

4. PROCEDURE

- 4.1 *Robert's Rules of Order* shall be used in conducting all Board meetings. Where a Board member abstains from voting, reasons for such abstention must be given if requested by other Trustees.
- 4.2 All Regular Board meetings will commence with the singing of the Canadian national anthem, *O Canada*.

5. MINUTES

- 5.1 The minutes shall record the names of Trustees voting in a minority and/or the names of Trustees abstaining from a vote on any motion.
- 5.2 Verbal reports made by Trustees shall not be recorded in the minutes of Board meetings unless the Board takes special action as a result of such reports.

6. CONDUCT OF BOARD MEETING ATTENDEES

- 6.1 The School Board expects all persons attending meetings of the School Board to conduct themselves in a respectful manner.

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- 6.2 The School Board supports and endorses the values and objectives of the *Human Rights Code* and specifically section 7 of the Code which prohibits persons from publishing statements which indicate an intention to discriminate against another person or group or which are likely to expose a person or group of persons to hatred or contempt, because of race, colour, ancestry, place or origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or group.
- 6.3 The School Board supports and endorses the values expressed in the *Canadian Charter of Rights and Freedoms*, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by section 2 of the Charter. These rights and freedoms, however, must be balanced with the School Board's commitment to Section 7 of the *Human Rights Code*.
- 6.4 Pursuant to those values and objectives, the School Board expects all persons granted delegation status to provide a reasoned, meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.
- 6.5 A person who engages in improper conduct at a board meeting (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board) may be expelled from the meeting by the board chair or other member presiding at the meeting. Public statements which are contrary to Section 7 of the *Human Rights Code* will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include both oral statements made in public at a board meeting and written statements distributed to the public at a board meeting).
- 6.6 A person in attendance at a board meeting who has reason to believe there has been a contravention of subparagraph 6.5 above, may bring their concern to the attention of the board chair or other member presiding by passing a note to any District staff member in attendance at the meeting. The staff member will then promptly bring the concern to the attention of the chair or the presiding board member.

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7. RECOGNITIONS

The Board will provide an opportunity, prior to any Special Presentation portion of the agenda, to have individuals, groups and/or organizations recognized for their efforts and work in supporting students or educational programs within the school district. The recognition will be presented by the Chairperson following a brief introduction and background to the recognition.

8. SPECIAL PRESENTATIONS

Prior to the General Presentations section of the agenda, the Board will permit brief Special Presentations which are of great or emergent importance to be made by district staff. These presentations acknowledge effects on students or the quality of education being offered to the students of the school district, and that warrants they should be dealt with at a Regular Board meeting.

9. GENERAL PRESENTATIONS

This part of the meeting agenda will provide an opportunity for the Trustees to receive information and updates from district staff regarding the important work being done in schools and throughout the school district.

10. DELEGATIONS

10.1 Under normal circumstances a group or individual wishing to speak to the Board shall submit a request addressed to the Secretary-Treasurer of the Board so that it is received at least one week before the Board meeting at which the party wishes to appear. This request will be by phone call or in writing and will contain an outline of the matter(s) to be presented and the name(s) of the spokesperson(s).

10.2 The Chairperson, or in the absence of the Chairperson, the Vice Chairperson, after consultation with the Superintendent and/or the Secretary-Treasurer, shall decide whether the request will be granted. In the case of a refusal, the applicant may appeal to the Board in writing by letter addressed to the Secretary-Treasurer of the School District.

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- 10.3 Delegations will be placed on the agenda of a Regular Board meeting after 'Call to Order' items and prior to 'Adoption of Minutes' item.
- 10.4 If a written brief is to be presented, the Board would prefer to have it included with the agenda material.
- 10.5 Persons addressing the Board should be as brief as possible, as their total formal verbal presentation and follow-up questions shall not exceed fifteen (15) minutes.
- 10.6 All remarks and questions, whether from delegates or Board members, shall be directed through the Board Chairperson. Such remarks and questions shall be pertinent to the topic described in the initial request to appear.
- 10.7 The Chairperson shall determine when sufficient information has been provided by the delegation.
- 10.8 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

11. QUESTION PERIODS

- 11.1 Informal question periods of no more than thirty (30) minutes duration will be provided during the same evening on which each of the two Regular Board meetings are held each month, either by recessing the meetings or after adjournment.
- 11.2 The question period is intended to enable members of the community and executives of the Surrey Teachers' Association and Canadian Union of Public Employees Local 728 to obtain information from the Board that cannot be provided by staff. The question period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels such as liaison committees.
- 11.3 Individuals in their role as employees of the school district shall channel their questions through an executive member of the employee group to which they belong.

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- 11.4 Persons directing questions to the Board shall do so in writing on the form provided. Written questions may be read by the initiator before being presented to the Board Chairperson. Those directing questions to the Board, shall identify themselves by giving their names and addresses. Each individual shall be limited to one question, as well as one follow up question on the same topic, if clarification is necessary.
- 11.5 Should a question be asked on topics where Trustees will not have, and cannot be expected to have, information necessary to respond appropriately, a written response will be provided as soon as possible.

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