



MEETINGS OF THE BOARD

POLICY #: B-03, T007

AUTHORITY: 98-172 / 03-37/13-05

POLICY STATEMENT

In order to promote effective meetings, it is the intent of the Board to conduct its meetings according to accepted rules of order and appropriate protocol.

POLICY REGULATIONS

1. The Public Meetings of the Board will be held as per a pre-approved schedule.
2. Special Meetings of the Board will be scheduled at the call of the Chairperson or on the written request of two members of the Board. Delegations wishing to make presentations to the whole Board will normally be scheduled prior to the meeting.
3. The Public Meetings of the Board will be scheduled for four (4) hours and this time limit may be extended by a simple majority vote of the Board members present at the meeting.
4. All matters not dealt with before the adjournment of a meeting will be carried over to the next Public or Special Meeting of the Board.
5. All matters placed on the agenda for a Meeting of the Board contrary to the existing Board policy will be automatically deferred to the proper committee for consideration or for a presentation to the Board at a future date.
6. **Quorum:**
 - 6.1 A quorum of the Board will consist of a simple majority of members of the Board except where one or more trustees has declared a conflict of interest and the quorum will be simple majority of trustees eligible to vote on an issue.
 - 6.2 As soon after the time of meeting as there is a quorum present, the Chairperson will take the chair and call the members to order.

6.3 If there is no quorum present within one half hour after the time appointed for the meeting, the Board will not convene and the Secretary of the Board will record the names of members then present and the time of adjournment.

6.4 It is understood that normally it is the individual responsibility of the trustee to give advance notice, to the Director of Education, if he/she will be absent from the meetings of the Board.

7. The proceedings of the meetings of the Board, except where specified in by-laws or policies shall be governed by Robert's Rules of Order.

8. **Board Meeting Agenda:**

8.1 The agenda and back-up materials for Meetings of the Board will be prepared and sent to trustees at least three (3) regular days prior to the date of the meeting.

8.2 Upon written request, copies of the Public Meeting agenda will be forwarded to official representatives of the media.

8.3 Copies of the Public Meeting agenda will be available to the public at meetings of the Board.

9. **Location of meetings:**

The usual location for meetings of the Board will be at the Catholic Education Centre in Timmins or at Board schools.