



## **THE CONDUCT OF BUSINESS FOR MEETINGS OF THE BOARD**

**POLICY #: B-4**

**AUTHORITY: 98-172/03-37/05-181/08-222/09-206**

### **POLICY REGULATIONS**

#### **1. AGENDAS AND ORDER OF BUSINESS (for the C.W.B. In-Camera and Public Meetings):**

##### **1.1 Committee of the Whole Board In-Camera Meeting Agenda:**

- A. Call to Order
  - A.1 Opening Prayer
- B. Roll Call
- C. Committee of the Whole
- D. Declarations of Pecuniary Interest
- E. Approval of Agenda
- F. Approval of Minutes
- G. Presentations and Reports
  - G.1 Presentation
  - G.2 Program – Superintendent of Education’s Report  
Superintendent of Student Success’ Report
  - G.3 Personnel – Manager of Human Resources’ Report
  - G.4 Property – Manager of Plant’s Report
  - G.5 Technology – Manager of Information Technology’s Report
  - G.6 Business and Finance – Manager of Financial Service’s Report
- H. Unfinished Business
- I. Correspondence
- J. New Business
- K. Information
- L. Motion to Rise and Report

**1.2 Public Meeting Agenda:**

- A. Call to Order
  - A.1 Opening Prayer
- B. Roll Call
- C. Declarations of Pecuniary Interest
- D. Approval of Agenda
- E. Approval of Minutes
- F. Presentations/Delegations
- G. Presentations and Reports
  - G.1 Policy
  - G.2 Program – Superintendent of Education’s Report  
Superintendent of Student Success’ Report
  - G.3 Personnel – Manager of Human Resources’ Report
  - G.4 Property – Manager of Plant’s Report
  - G.5 Technology – Manager of Information Technology’s Report
  - G.6 Business and Finance – Manager of Financial Service’s Report
  - G.7 Student Trustee’s Report
  - G.8 SEAC Report
  - G.9 OCSTA Director’s Report
  - G.10 Director of Education’s Report
- H. Committee of the Whole
- I. Unfinished Business
- J. Correspondence
- K. New Business
- L. Information
- M. Future Meetings
- N. Adjournment

Question Period: All questions are to be limited to the items identified on the agenda.

## 2. BOARD MINUTES

- 2.1 An official set of Board Minutes must be kept for legal purposes by the Secretary of the Board.
- 2.2 Only actual motions and back-up information related to motions, along with reports, will be recorded.
- 2.3 A reference code should be established for motions which are carried. This code makes reference to previous motions easier and accurate.

i.e	<u>Year</u>	<u>Motion Number</u>
98-001	1998	001
98-010	1998	010
98-112	1998	112

- 2.4 In accordance with the Education Act, copies of Minutes, books and accounts will be provided to any person upon written request and payment upon receipt, at the rate of 50 cents per page.
- 2.5 All public minutes and agendas will be posted to the website at [www.ncdsb.on.ca](http://www.ncdsb.on.ca).

## 3. MEETINGS OF THE COMMITTEE OF THE WHOLE BOARD IN-CAMERA

- 3.1 Meetings of the Committee of the Whole Board In-Camera are separate from the Public Meetings. A trustee must move a motion into the Public Meeting.
- 3.2 Time permitting; a break of fifteen (15) minutes between the Meeting of the Committee of the Whole Board In-Camera and the Public Meeting is appropriate.
- 3.3 Meetings of the Committee of the Whole Board In-Camera are held every month before the Public Meetings. Items concerning legal problems, personnel matters, land acquisitions or other matters deemed to be sensitive by the Chairperson are to be brought before the Board, within the provisions of the Education Act.
- 3.4 The trustees, the Director of Education, the Supervisory Officers, and Senior Administration shall attend Meetings of the Committee of the Whole Board in-Camera along with other persons the Board may allow from time to time.
- 3.5 The Secretary of the Board shall keep minutes of the proceedings of the Board in Committee of the Whole Board In-Camera and of Public Meetings.

- 3.6 Upon completion of the items of business under Committee of the Whole Board In-Camera, a trustee shall move that the Board in Committee of the Whole rise and report back to the Board.
- 3.7 The Secretary of the Board shall report the items discussed in the Committee of the Whole In-Camera and the trustees shall move the acceptance of any actions or resolutions resulting from such discussion.
- 3.8 Committee chairpersons are authorized, under the provisions of the Education Act, to close the meetings to the public with the approval of a simple majority of the members of the committee in attendance at a meeting of the committee.

#### **4. NOTICE OF MOTIONS**

Motions which introduce new subject matter to a current agenda shall be referred to an appropriate committee for study and recommendations unless 2/3 of the members present and entitled to vote, agree to consider the motion.

#### **5. RECORDING BY ELECTRONIC MEANS**

During the business portion of the Board and committee meetings, after the approval of the agenda, no filming, video recording, sound recording, photography or recordings by any electronic means is permissible. The Board may, by a 2/3 majority vote, permit recording for educational purposes.