



POLICY 10 - BOARD OPERATIONS

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: November 21, 2014 - April 9, 2015

The Board is structured to best serve and facilitate its governance role.

Role of the Chair

The Chairperson is elected by the Trustees to lead the processes of the Board. The Board recognizes that the Chairperson is not the head of the District. The Chairperson is typically the official spokesperson of the Board, signs all legal documents on behalf of the Board, and chairs most of the meetings of the Board.

- a. At regular meetings of the Board, the Chair shall preside. At special meetings of the Board, the Chair may delegate the chairmanship of the meeting to the Vice-Chair.
- b. In the absence of the Chair, the Vice-Chair will preside over all meetings of the Board.
- c. The Chair shall call all meetings to commence on time.
- d. The Chair shall maintain order and preserve decorum, and may, if necessary, call a Trustee or another member of the Board to order and if necessary, to cause that person to be removed.
- e. The Chair shall determine which Trustee has the right to speak.
- f. The Chair shall determine that all Trustees that wish to speak, or have spoken to a motion, and when the Trustees are ready to vote, shall call the vote.
- g. The Chair votes on all questions.

10.1 Principles Surrounding Committee Structure

Committees of the Board are established to enhance the work of governance. They complement the work of the Board, and are different from administrative committees. Board Committees assist the Board to do its work; they do not assist or advise the staff. Standing Committees and Ad Hoc Committees of the Board are established by the Board for a specified purpose. In keeping with the broad focus of the Board, Board committees will not normally have direct dealings with staff operations.

10.2 Meetings

Inaugural Meeting

The first meeting of the Board shall take place in September. In a trustee election year, the first meeting of the Board shall take place within 14 days after Trustee general elections, in accordance with the *Public Schools Act*.



Regular Meetings

A proposed agenda is presented at the beginning of each Regular Board Meeting, which shall take place at least monthly, excluding July and August, on dates determined annually at the inaugural meeting. The agenda reflects the business the Board must monitor, attend to, and pursue in their governance role. The meeting format respects Roberts Rules of Order.

Special Meetings

Special Board meetings may be convened at any time by the Chair with the consent of a quorum of the Trustees, as per provincial legislation. Special meetings are not usually convened without the Superintendent and Secretary-Treasurer present.

In Camera Meetings

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. However, at all times, it is appropriate for the Board to meet behind closed doors when the Board must deal with sensitive matters such as negotiations, personnel matters, litigation, student files, land acquisitions/disposal, security and discipline matters. All discussion is, and shall be, confidential.

Delegations to the Board Meeting

Delegations from the public are welcome to present to the Board at a public board meeting, but no presentation shall exceed 10 minutes, and 5 additional minutes shall be allowed for Trustee questions of clarification. Trustees do not offer decisions to a delegation at the time of presentation. The requesting delegation shall submit their request in writing, including contact information, no later than 72 hours prior to a regular public meeting. Any associated documentation and background information will be considered by the Board.

10.3 Community Connections

The Board will strategically establish formal connections with the Pinawa community, with government, and with other relevant agencies and organizations to build understanding toward the achievement of Board goals for the School District. The Board will share information, proactively identify issues of importance, work collaboratively, and build relationships.

10.4 One Voice Commitment

According to provincially legislated authority and accountability, the Board is a corporate body established to provide governance leadership to the School District of Whiteshell. As members of a democratically

elected body, it is important and necessary for individual Trustees to be in active attendance at Board meetings, and to encourage and represent a diversity of viewpoints. Individual trustees are ultimately accountable to the public for bringing forward the voice and views of the people within the Whiteshell jurisdiction. This One Voice Commitment does not demand unanimous decisions, but does require that all Trustees shall respect the decisions of the Board.

According to this One Voice Commitment, Trustees:

10.4.1 Support Board decisions.

Trustees are expected to contribute to and influence the decisions of the Board. Board decisions are only those that have been voted upon and are reflected in the Minutes of the Board meetings as policies or resolutions. Once the Board has made a decision, each Trustee must support the decision of the Board and be prepared to explain the decision of the Board to the public.

10.4.2 Never attempt to exercise individual authority over the organization or the Superintendent.

While the Board expects individual Trustees to be given common courtesy, it does not require the Superintendent/CEO or any other staff member to heed any individual Trustee's opinions or instructions. Individual Trustees have no authority over staff and no authority to assert themselves into staff operations.

10.4.3 As members of a strategic governance board, Trustees will focus on what needs to be accomplished for effective governance while at the Board table.

10.4.4 State the policy when issues are raised by community members, staff or Trustees. Discussion shall center on whether the concerns justify changes to the policy or whether monitoring of the policy is necessary, not on the details of the issue.

10.4.5 Recognize that the Chairperson is the official spokesperson of the Board, unless that responsibility has been delegated by the Board.

Legal Reference: The Public Schools Act, Manitoba Human Rights Code

Policy 1 – Mandate and Legal Status

Policy 2 – Mission Statement

Policy 4 – Governance Model

Policy 6 – Community Engagement

Policy 8 – Board Statement of Integrity

Policy 15 – Learning Environment/Programs and Services