



BYLAW I PROCEDURAL BYLAW

PART 2 - REGULAR MEETINGS

- 2.1 A regular meeting shall be held at least once a month on the second Tuesday of the month at 19:00 hours or upon such other day or at such other hour as the Board may decide. In any case a meeting shall be held not less than once in every three months. Additional meetings shall be held as the Board may decide.
- 2.2 A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
 - 2.2.1 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.
 - 2.2.2 After a meeting has commenced, if notice is drawn to a lack of quorum, the officer presiding shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.
- 2.3 Forty-eight hours notice in writing shall be given of each regular and special meeting of the Board, which notice must be given to each Trustee by delivery of same at the place designated by him for notice, or failing any such designated place, then at his address as set out in his nomination paper.
 - 2.3.1 The agenda and notice of meeting shall be prepared by the Superintendent in consultation with the Secretary Treasurer and the Chairperson.
 - 2.3.2 Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all Trustees of the meeting and that not less than the number of Trustees required to make a quorum agree to the waiving of the written notice.
- 2.4 The order of business at regular meetings shall be:
 - (a) Call to Order;
 - (b) Acknowledgement of Territory;
 - (c) Approval of Agenda;
 - (d) Approval of the Minutes of Prior Meetings;
 - (e) Presentations or Delegations;

Reference: [School Act](#)

ADOPTED: Feb. 1996

Amended: June 1998, Jan 2014, Oct. 2017, April 2019, Nov. 2019



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- (f) Matters Arising From the Minutes;
 - (g) Strategic and Policy Issues;
 - (h) Operational Issues;
 - (i) Reports;
 - (j) Information Items;
 - (k) Forthcoming Events;
 - (l) Questions From the Public;
 - (m) Adjournment.
- 2.4.1 The above order of business shall be adjusted at the first meeting of the Board in November, in each of the years between the general local election of Trustees, to accommodate the annual election of officers, and to make the committee appointments, as required in items 5.1 and 6.3 of this Bylaw.
- 2.4.2 Other changes to the order of business may be proposed by any Trustee and shall require a two-thirds vote or unanimous consent.
- 2.4.3 All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds vote to extend the hour of adjournment.
- 2.5 Minutes of the proceedings of all meetings shall be legibly recorded in a minute book, certified as correct by the Secretary Treasurer or other employee designated by the Board under section 69(4) of the *School Act*, and signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted. A copy of the minutes, when approved, shall be forwarded to the Ministry of Education (Section 91(4) SA).
- 2.5.1 Except for minutes of a meeting or portion of a meeting from which persons other than Trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board.
- 2.5.2 The Secretary Treasurer, or another employee designated by the Board, if the Secretary Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, must be present at the time a decision of the Board is rendered and must record any decision.
- 2.6 Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than the Trustees be excluded.

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2.61 The Chairperson or other member presiding at a meeting may expel from the meeting a person, other than a Trustee, that the Chairperson or other member presiding at the meeting considers guilty of improper conduct. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

Reference: [School Act](#)

ADOPTED: Feb. 1996

Amended: June 1998, Jan 2014, Oct. 2017, April 2019, Nov. 2019