

GENERAL REGULATIONS FOR BOARD MEETINGS

All Board meetings will be governed by the following general rules and regulations:

1. Each and every member of the Board has equal rights.
2. The Chairperson should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present.
3. If a quorum is present, but the Chairperson is absent, the Vice-Chairperson should call the meeting to order.
4. Trustees may participate in Board Meetings by electronic means in accordance with Section 39.7.1 of The Public Schools Act and Regulation 201/2004. Trustees who choose to participate via electronic means should be due to emergent or personal illness situations. Trustees are responsible for providing conditions to allow full engagement in board meetings such as the ability to have the camera and microphone on, participate in voting and safeguarding the content of the meeting when appropriate.
5. A quorum is a majority of the whole Board and no business can be legally transacted without a quorum being present. The number required for a quorum does not change if there is a vacancy.
6. If there is no quorum when the meeting is to begin those present may proceed in one of the following ways:
 - (1) reschedule the meeting
 - (2) proceed with the business of the meeting operating as a committee so that when a quorum is present the legally constituted meeting could approve the decisions made by the committee.
7. The first person recognized by the Chairperson as desiring to speak has the right to the floor.
8. No trustee shall be interrupted while speaking unless he/she is out of order, or on a point of privilege, or for clarification.
9. When a matter is before the Board; the consideration of same cannot be interrupted except on a motion: for adjournment; to table; for postponement; for referral; or for amendment.
10. During a presentation by a delegation, the Board members should not express opinions but should only ask questions for clarification. The Board should discuss the presentation during the normal course of the meeting. (See Procedures for Delegations)

11. Exceptions to procedural rules within the jurisdiction of the Board can be made by unanimous consent of the entire Board.
12. The agenda for a regular meeting should be prepared by the Administration in consultation with the Chairperson of the Board and should be provided with the notice of meeting. Individual trustees can have items included in the agenda by contacting the Chairperson or the Administration. Additions to the agenda at the time of the meeting should be discouraged unless they are of an urgent nature and should be added only if approved by a majority of the Board Members.
13. When members of the public attend a regular Board meeting they may be given the opportunity to ask questions for clarification at some point during the meeting.
14. No regular or special meeting of the Board will extend beyond three hours in duration except by a motion approved by the majority of the Board members present.

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Procedures For Delegations To Be Heard By The Board of Trustees

The Beautiful Plains School Division believes in accessibility of the communities we serve to be heard by the elected Board of Trustees in matters that relate to the best interests of the community. The following procedures will be used to guide the appropriate handling of delegations.

1. Any resident elector of the Division shall have the right to be considered on the agenda of a regular board meeting to be heard under "Delegations". Appearance at a Board Meeting shall be arranged through the Secretary-Treasurer or Superintendent/CEO. A delegation from outside BPSD will be considered by the Board of Trustees on a case-by-case basis by the Board of Trustees.
2. The delegation shall provide, wherever possible, a written brief of the framework for the presentation they plan to make in sufficient time for inclusion in the agenda package. Their written brief, shall be received, by 12:00 noon on the Thursday prior to the Board meeting at which they wish to appear.
3. The delegation will only be allowed to speak on the topic that was presented in the written submission and shall not use this opportunity to make claims without evidence and sources being provided.
4. Speakers may offer comment on school operations, decisions and programs of concern to them, but in the public session, the Board will not hear personal complaints against school personnel or against any person connected with the school system. Board consideration and disposition of legitimate complaints involving individuals shall be addressed in camera.
5. The delegation shall identify a single spokesperson whom the Chairperson can address and to whom correspondence can be forwarded. If additional members of the delegation wish to speak, that request must be provided in advance and will only be granted at the discretion of the board chair.
6. Only one delegation will be heard per board meeting unless additional delegations are pre-approved by the board in advance.
7. The delegation will be heard for information purposes only. In the event a decision of the Board is required, the matter may be postponed to subsequent board meetings for action.
8. Delegations are only allowed to present once on any given issue unless there is new information or a situation has changed and then they must only present information relevant to the new information or situation.
9. The delegation will be limited to 15 minutes unless extended by a majority vote of the Board members present.
10. The number of people (delegations and/or members of the public) will be limited to the space and fire code standards in the location identified for regular board meetings.
11. The Secretary-Treasurer shall communicate in writing to the identified spokesperson for the delegation the final decision of the Board.

12. Correspondence that is received by the Division may be placed on the Board agenda and, at the Board meeting, Senior Administration will state, with respect to the correspondence placed on the agenda:
 - a) who the letter is from (individual or group)
 - b) the subject of the letter for Board consideration or action.
13. BPSD student and staff delegations requested by the board may not be required to follow the same outlined procedures.