

POLICY 6 - BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the division, the board will hold meetings as often as is necessary. The board has adopted policies regulating its proceedings so that the business of the board can be conducted in an orderly and efficient manner.

The purpose of board meetings is to ascertain group opinion and through motions and resolutions to focus board action on specific issues. Respectful behaviour preserves the inherent dignity of everyone; therefore, it is important that board meetings be conducted in an environment that is productive, orderly, and respectful of trustees, staff, and members of the public. The organization of the board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect. Meetings of the full board will be conducted in person to the extent possible. At the discretion of the chair, the board can conduct meetings electronically. Electronic meetings will be held in compliance with *The Electronic Meeting Procedures Regulations, Chapter E-0.2 Reg 6.* where possible.

1. Inaugural Meeting of the Board

- 1.1 The inaugural meeting of the board in each calendar year will be held in the W.B. Doyle Board Room, not later than November 30 in accordance with Part 4 of *The School Division Administration Regulations*, Province of Saskatchewan.
- 1.2 The chief financial officer will call the meeting to order.
- 1.3 In an election year, the chief financial officer will read the return from the city clerk certifying as to the election of new members, if any, and will call for and receive the certificate of their declaration of office, in accordance with Section 71 of *the Education Act*, Province of Saskatchewan.
- 1.4 The chief financial officer will proceed to conduct the election of the board chair. Nominations will be made by the board members for the office of chair and need not be seconded. A vote upon the nominees shall be taken by ballot. The nominee who receives the most votes of the members present will be declared elected and will take office immediately. In the event of a tie vote the board will move into committee of the whole. Following discussions in committee of the whole the board will conduct a maximum of another two votes by secret ballot. If a tie remains the board will direct the returning officer to follow the tie vote procedure specified in Section 141(1) of *the Local Government Election Act*.
- 1.5 Immediately following the election of the chair, the board will elect a vice-chair to take office immediately following the election and serve for six months. One other trustee will be elected to serve for the subsequent six months or until the next inaugural meeting.
- 1.6 The board shall then proceed with the agenda as prepared by the director of education.
- 1.7 At its inaugural meeting each year, the board will appoint such professional service providers as are deemed necessary to safeguard the long-term interests of the board. Service providers considered in this context may include insurance brokers, auditors, architects, solicitor, etc.
- 1.8 At its inaugural meeting each year, the board will name representatives to internal committees and external committees. The process for selecting candidates will be determined by the board.

- 1.8.1 Decisions will be based on involving as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions.
- 1.8.2 The chair and vice chair may suggest voting by ballot if more trustees are interested in a position than can be accommodated for the year.
- 1.9 Trustees shall report on meetings or events where trustees have been assigned by the board or chair of the board to attend as a representative of the Board.
 - 1.9.1 Includes membership on external committees, and/or special community meetings.
 - 1.9.2 Representatives for special committees are determined at the annual inaugural meeting of the board (ex. Board Audit and Risk Committee, Board Governance Committee, Board Human Resources Committee, representatives to the Board of Pension Trustees, Saskatchewan School Boards Association Public Section representatives, Saskatchewan High Schools Athletic Association representative, Saskatoon Public Schools Foundation representatives).
 - 1.9.3 Any appointment not determined at the inaugural meeting will be identified by board motion.

2. Meetings of the Board

- 2.1 Unless otherwise arranged by appropriate board action, the board will meet as often as necessary in open session in the W.B. Doyle Board Room of the Saskatoon Board of Education on whatever day and at such times as the board may determine. Notwithstanding, in the public interest, the board establishes an annual calendar. The board is committed to conducting as much of its business as possible in open session, whether in regular or in special meeting.
- 2.2 In preparation for each regular board meeting, the director of education in consultation with the board chair and vice chair shall prepare and post an agenda and a file of related materials at least three business days in advance of the meeting. If in exceptional circumstances, information for the meeting is unavailable, material will be forwarded to board members as soon as possible.
- 2.3 Special meetings of the board shall be called by the chair at any time on their own initiative or at the request of the director of education, or upon receipt of a written request signed by any three members of the board who shall state explicitly the reason for the meeting in accordance with Part 4, section 16 (1) of *The School Division Administration Regulations*.
- 2.4 The board may, by unanimous consent, in accordance with section 16 (3) of *The School Division Administration Regulations*, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the board prior to the commencement of the meeting and will be recorded in the minutes of the meeting in the form required by that section.
- 2.5 No act, proceeding, or policy of the board will be deemed valid unless adopted by a regular or special meeting at which a quorum of the board is present. A "quorum of the board" is defined as a majority of the members of the board of education as referenced in section 17(1) of *The School Division Administration Regulations*.
- 2.6 All regular and special meetings of the board are open to the public.

3. Committee of the Whole Board (In Camera) Sessions

- 3.1 The board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations. The board believes this trust is preserved through the conduct of board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in closed meetings.
- 3.2 As a general practice committee of the whole sessions will be held on the day of each regular board meeting. The board may meet at any time in committee of the whole for any of the reasons outlined in 3.8 below.
- 3.3 Whenever the board goes into committee of the whole, the board chair shall leave the chair and the vice-chair shall take their place. If the vice-chair is absent, the chair or other vice chair for that year will take their place.
- 3.4 The usual rules of procedure shall be observed in meetings of committee of the whole. Nonetheless:
 - 3.4.1 board members and administration shall be on a first-name basis.
 - 3.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
 - 3.4.3 Trustees shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
 - 3.4.4 Trustees will be allowed to respond to other's comments at the discretion of the vice chair.
 - 3.4.5 The vice chair will be empowered to enforce the same rules as apply to public board meetings if they deem it is in the best interest of the meeting being conducted.
- 3.5 The chief financial officer, or designate, will keep a record of directions to administration and items which the committee has agreed should be placed on the next or subsequent board meeting agendas.
- 3.6 At the conclusion of a session of the committee of the whole, a member will move that the committee rise and report to the open board meeting and subsequently, that the session adjourns.
- 3.7 During any meeting of the board, the board will go into a committee of the whole session at the request of a trustee to discuss a matter that is normally reserved for closed session as outlined in point 3.8. Immediately following such a committee of the whole session, a trustee will move that the board rise from committee and report to the open meeting of the board. Any action taken by the board will be voted upon in a meeting open to the public.
- 3.8 The following matters are normally reserved for closed sessions of the committee of the whole:
 - 3.8.1 Personal or confidential matters relating to staff, students or finances;
 - 3.8.2 Legal opinions respecting the board and its activities.
 - 3.8.3 The purchase, lease, or sale of property prior to discussion in open session.

- 3.8.4 Items of a sensitive or exploratory nature which either the director or the board wish to discuss with each other, with the ultimate view to providing guidance or information on issues which may or may not become public later.
- 3.9 Board members and other persons attending committee of the whole sessions are honour bound not to disclose the details of discussion at such sessions.

4. Planning and Development Meetings

- 4.1 The board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations. The board believes this trust is preserved through the conduct of board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive and exploratory matters in closed meetings.
- 4.2 As a general practice planning and development sessions shall be held as required.
- 4.3 At planning and development meetings, the chair of the board will leave the chair and the vice-chair will take their place. If the vice chair is absent, the members present shall elect one of their number to act as chair of the meeting.
- 4.4 The usual rules of procedure for committee of the whole shall be observed in planning and development meetings. Nonetheless:
 - 4.4.1 Board members and administration will be on a first-name basis.
 - 4.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
 - 4.4.3 Board members shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
 - 4.4.4 Board members will be allowed to respond to other's comments at the discretion of the vice chair.
 - 4.4.5 The vice chair will be empowered to enforce the same rules as apply to public board meetings if they deem it is in the best interest of the meeting being conducted.
- 4.5 Board members and other persons attending planning and development sessions are honour bound not to disclose the details of discussion at such sessions.

5. Agenda for Public Meetings

- 5.1 The agenda will be prepared by the director of education in consultation with the board chair and vice chair and shall be posted to board members.
- 5.2 A board member may have an item placed on the agenda by:
 - 5.2.1 Presenting a notice of motion, which will place the item on the agenda for the next board meeting;
 - 5.2.2 Securing board approval at the beginning of any board meeting for the inclusion of the item on the agenda of that meeting.

- 5.3 The order of business at regular meetings shall normally be as follows:
- Roll Call
 - Acknowledgement
 - Adoption of Agenda and Declaration of Conflict of Interest
 - Celebrating Excellence
 - Consent Items (The chair will ask for a motion to receive the items, and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request that a consent item be removed).
 - Reports from Administrative Staff
 - Delegations
 - Business Arising from the Minutes
 - Unfinished Business
 - Correspondence
 - Reports of Committees and Trustees
 - New Business
 - Comments/Concerns/Questions from the Public (must be related to a specific agenda item)
 - Notices of Motion
 - Questions by Trustees
- 5.3.1 During Comments/Concerns from the Public, trustees should not engage in a discussion as the matter referred to will be dealt with at the appropriate time in the agenda.
- 5.3.2 Trustees may provide a verbal report of recent activities at each regular meeting.
- 5.4 The list of agenda items will be posted on the school division's main website.

6. Minutes

- 6.1 The minutes shall record:
- 6.1.1 A summary of the circumstances which gave rise to the matter being placed before the board; and
 - 6.1.2 All resolutions, including the board's disposition of same, placed before the board.
- 6.2 The minutes shall:
- 6.2.1 Be recorded by the chief financial officer or designate in a minute book and in a form approved by the board; and
 - 6.2.2 Be reviewed by the director prior to submission to the board for approval; and
 - 6.2.3 Be considered an unofficial record of proceedings until adopted by resolution of the board; and

- 6.2.4 Upon adoption by the board, be deemed to be the official and sole record of the board's business.
- 6.3 The chief financial officer shall:
 - 6.3.1 Present the minutes for approval at the next board meeting.

7. Motions

Motions do not require a seconder.

7.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

- 7.1.1 A member of the board may present a notice of motion in writing at any regular or special meeting of the board.
- 7.1.2 At the next regular meeting of the board, this member shall present the motion and speak in support of it.

7.2 Discussion on Motions

A motion or recommendation from administration must be placed before the board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion will provide a written copy of the motion to the board chair. Once a motion is before the board and until it is passed or defeated, all speakers will confine their remarks to the motion or to the information pertinent to the motion.

7.3 Speaking to the Motion

Every speaker must first be recognized by the chair and shall speak to the chair.

A trustee may speak to a motion only once, without permission of the chair, unless replying to a question, in which case the trustee may speak a second time, except that the mover of a motion may speak a second time and thereby close the debate on the question. This limitation shall not apply in committee meetings.

Trustees shall refer to board members as "Trustee _____" and shall refer to administrators by title.

Trustees may interrupt other board members only by proper use of a "Point of Order" or "Question of Privilege."

7.3.1 A "Point of Order"

A member may interrupt the speaker on a "point of order" if the member feels improper language has been used; if the member feels irrelevant argument is being used; or if the member feels a rule of procedure has been broken.

The "point of order" must be stated definitely and conclusively.

The chair of the board decides, without debate, whether the "point is well taken" although he or she may ask for opinions first.

7.3.2 A "Question of Privilege"

A member may interrupt the speaker on “a question of privilege” if they feel the member’s reputation, or that of their organization, is endangered.

The procedure is the same as for a “point of order”.

7.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

7.5 Recorded Vote

All votes shall be by a recorded show of hands.

A tie vote shall be declared lost.

7.6 Entitled Votes

All members, including the chair, are entitled to vote on all questions and motions, except in the case of a conflict of interest, as defined by Section 20 of *The School Division Administration Regulations*.

While all members are encouraged to vote on all questions and motions, except in the case of a conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote.

7.7 Debate

Board meetings shall be conducted according to the parliamentary procedures found in Robert’s Rules of Order Revised (the New Robert’s Rules of Order 2nd Edition) with *The Education Act*, and *The School Division Administration Regulations* taking precedence. Meeting procedures shall also be governed by special rules of order set out by the board in the Board Policy Handbook.

Rules shall encourage open and free debate on issues and discourage wandering from issues, personal attacks, and/or reference to personalities. Trustees will strive to respect the opinions of other board members. The chair must guard against any board member(s) monopolizing the debate on any issue.

A motion to lay a question on the table (e.g. tabling motion) shall not be subject to debate, but the question may be debated when it is lifted from the table.

Unless authorized by a majority of members present, the chair will not keep the board in session for more than three continuous hours.

8. Delegations

8.1 The board believes it has the responsibility to encourage residents of the division to bring matters of concern regarding the education of students and the operation of the division to regular meetings of the board. Representation and delegations from any individual or group may be received on any subject pertinent to the business of the board not including personnel matters and other criteria for refusal. The board reserves the right to refuse a request from a representative or delegation.

8.2 All delegations wishing to appear before the board shall be required to give notice thereof, in writing, to the director of education at least seven full business days before the meeting at

which they are to be heard; and further, in giving such notice, the delegations will state the nature of the subject matter they intend to bring before the board.

- 8.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the board.
- 8.4 All delegations are required to submit their presentation in writing for inclusion in the board agenda package. As the submission will be read by board members, delegations are to provide an overview of the key points in their written submission during their verbal presentation as there is only 15 minutes allocated for the presentation and trustee questions for clarification.
- 8.5 Trustees may ask questions for clarification of the delegation if there is time remaining in the 15 minutes allocated to the delegation. The chair of the board will ensure that the delegation's presentation and trustee questions for clarification cease at the 15-minute limit; any unfinished business shall be submitted in writing to the appropriate party.
- 8.6 Should follow-up be required because of the delegation's presentation; the board will provide direction to the appropriate party.
- 8.7 In an emergency, the director of education, with the approval of the chair of the board, have authority to waive the requirement of seven days' notice, provided there is time before the meeting to acquaint the board members with the purpose of the delegation.

9. Trustee Remuneration

9.1 Honoraria

The total trustee remuneration package should recognize the role and responsibilities undertaken by the collective board, individual trustees and the time required in fulfilling those

9.1.1 Remuneration Guidelines

All remuneration amounts are established by the board. Per annum honorarium adjustments at the start of the new budget year shall be tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA) and are listed in the Schedule of Remuneration, Allowances and Expenses. COLA shall be determined by the Statistics Canada publication specific to Saskatoon, which is released annually in January for the preceding year.

9.1.2 Per Annum

The per annum honoraria provides remuneration for the duties and activities required of trustees as per Policy 2: Role of the Board Member and as per Policy 6.1.8 which deals with trustee representation on internal and external committees: These include:

Attendance at regularly scheduled meetings of the board but not limited to public meetings, committee of the whole meetings, planning and development meetings, director and board self-evaluation meetings and other working sessions;

Attendance at meetings of board committees and where a trustee represents the Board on an external committee;

Attendance at other meetings as appointed, directed, or agreed to by the board such as school community council assemblies, meetings with other school boards, MLAs, city councillors, board-hosted functions, social events, etc.; and

Ward-related activities including school events, School Community Council meetings and important community functions.

The per annum honoraria includes:

A monthly in-division travel allowance;

A monthly cell phone allowance;

Enrolment in the board's benefit plans, including the Employee Family Assistance Plan.

Trustees per annum honoraria is paid in 12 monthly installments by direct deposit and a pay advisory is forwarded to trustees by email. The board chair will receive an additional 30 percent remuneration, the board vice chair will receive an additional 10 percent remuneration during the term that they fulfill these duties.

9.1.3 Additional Remuneration

Each year, the board will determine the availability of, and rates for, all additional remuneration.

Trustees may claim additional remuneration for expenses related to activities of a nonpartisan nature over and above those detailed in 9.1.2., where no other remuneration is provided, that enable them to keep abreast of developments in education and further their work as trustees. These include attendance at conventions, seminars, conferences, workshops, and professional development activities, community or board-related events, and subscriptions.

9.1.3.1. Per Diem Honoraria

Events for which a per diem honoraria may be claimed include:

Participation in panels or committees as appointed board representatives such as for selection panels for administrators;

Attendance at annual conferences and meetings of associations of which the board is a member such as the SSBA and CSBA;

Attendance at meetings as appointed board representatives, such as for external organizations or task forces.

Attendance at professional development events with a duration of ½ day or greater.

9.1.3.2 Expense Reimbursement

Trustees participating in out-of-division board-related activities may be reimbursed for expenses incurred.

Receipts must be submitted for reimbursement for:

registration fees

airfare

ground transportation including taxis and shuttles

accommodation

Meal allowances and out-of-division travel when using a personal vehicle will be reimbursed at division rates.

9.1.4 Corporate Purchasing/Credit Card

Trustees may obtain a corporate purchasing/credit card to use for board-related expenses. Trustees must follow division procedures for the use of the corporate credit card. All charges to corporate credit cards issued by the division must be supported by a detailed receipt that identifies the purpose of the expenditure. Please refer to Administrative Procedure 571: Purchasing Card – Commercial Credit Card Program.

9.1.5 Travel, Vehicle and Parking Expense

Kilometer rates and meal allowances for out-of-city travel shall be at division rates as listed in the Schedule of Remuneration, Allowances and Expenses.

Annual adjustments to in-city travel allowance shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA) as defined in 9.1.1.

9.1.6 Standard Computer Equipment

Trustees will be equipped with computer equipment during their four-year term of office to assist in division communications and to enable trustees to fulfill their duties.

The use of all computer hardware and software shall comply with Administrative Procedure 140: Computer Online Services Acceptable Use.

Trustees may purchase board-provided computer equipment for the depreciated value at the end of their term of office.

An outgoing trustee will return the board-provided computer equipment within seven days following an election or for a re-elected trustee, on replacement of the equipment.

The executive assistant to the board will keep a record on file of equipment loaned or leased to a trustee.

9.1.7 Trustee Office Expenses

Office and parking expenses will be paid for trustees during their term.

The board will reimburse expenses with the submission of original receipts only.

10. Recognition of Trustee Service

10.1 Less than one term: certificate and letter

10.2 One or more terms (in whole or in part): certificate, letter and memento of appreciation approved by the board

Trustees shall be given the option of redirecting a cash equivalent gift.

- 10.3 The board will recognize trustees who die while still in office as follows:
- 10.4 Memorial announcement in local paper (two issues).
- 10.5 Board one-time contribution to an educational scholarship made in consultation with the trustee's family (\$1,000 per term or portion thereof).
- 10.6 The board will recognize former trustees on the occasion of their death as follows:
Board contribution to an educational scholarship made in consultation with the trustee's family (\$100 per term or portion thereof).

11. Board Member Conflict of Interest

- 11.1 Members of the board are governed by the provisions of *The School Division Administration Regulations* concerning matters of conflict of interest.

12. Board Self-Evaluation

- 12.1 The board will conduct an annual self evaluation as determined by the board governance committee.

13. Signing Authority

- 13.1 The board chair, vice chair and chief financial officer have legal signing authority for the Board of Education of the Saskatoon School Division Number 13 of Saskatchewan.
 - 13.1.1 The board chair or vice chair and the chief financial officer's signatures are required on all agreements and contracts that are valued at \$250,000 or more.
 - 13.1.2 The chief financial officer or designates' signature will be required on agreements and contracts under the value of \$250,000, unless otherwise requested by third parties, in which case, the board chair or vice chair and the chief financial officer's signature will be required.

Legal Reference:

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