

## **POLICY BD – Board Meetings**

**The Board will hold as many meetings as it considers necessary to deal adequately with its business. Regular Board meetings will be open to the public.**

### **PURPOSE:**

To define procedures for Regular Board Meetings.

### **GUIDELINES & PROCEDURES**

1. Board will establish a schedule for regular meetings by a resolution that includes dates, times and location.
  - a) The Board may, by resolution, change the schedule as required.
2. A Special Meeting of the Board may be called when circumstances require a meeting outside of the normal meeting schedule.
  - a) Notice of the special meeting shall be provided to each trustee:
    - i) with a minimum of 48 hours' notice;
    - ii) by verified electronic means to the Peace Wapiti School Division E-Mail address of the trustee as shown on the records of the Board;

(1) Trustees will also be advised to check their email for the Notice of Special Meeting by telephone call, voice message or text to the telephone number of the trustee as shown on the records of the Board.
3. In the absence of the Chair, the Vice-Chair shall preside, or in the absence of both the Chair and the Vice-Chair, the trustees present may elect one of their members to preside at the meeting.
4. The order of items considered at the Board meeting shall follow the listing on the Agenda, unless a majority of trustees in attendance determines that the order be changed.
5. The Chair shall have authority to direct the procedures at the meeting. The Chair shall rule on who will be heard and on the order of speakers if more than one wish to speak. Unless special arrangements have been made, discussions on agenda items shall be confined to trustees, the Superintendent, and the appropriate members of the Board's administrative staff. When special arrangements have been made to include other people in the discussion, the Superintendent or designate will have contacted the individuals(s) prior to the meeting and will have arranged for their participation.
6. Groups or individuals that wish to do a presentation at a regular board meeting must follow the process in *Policy BDDH – Public Participation at Board Meetings*.
7. Any petitions to the Board must follow the Petitions and Public Notices Regulation.
8. The Board shall maintain and preserve a record of its proceedings and resolutions by means of Minutes of the Board.

## **REFERENCES**

**Cross References:** links to

[\*Exhibit 1 – Meeting Protocols\*](#)

*Policy BCBA - Board Chair/Vice Chair Powers*

*Policy BDC - In Camera/Committee of the Whole*

*Policy BDDH - Public Participation at Board Meetings*

**Legal Reference:**

[\*Education Act\*](#) Section 53, 64

[\*Petitions and Public Notices Regulation\*](#) Section 247

**BM#:** 299-95; 213-01, BM20140320.1003; BM20160526.1010.OM20160908.1008,  
BM20161124.1012, BM20170223.1015; OM20171026.1007; OM20180906.1007;  
OM20190905.1008; BM20200618.1011; OM20200903.1005; BM20210527.1016

**Next Review:** Annual