

BACKGROUND

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a solid governance framework and sound organization design. The Board has adopted policies to ensure the business of the Board is conducted in an orderly and efficient manner. All points of procedure not provided for in policy shall be decided in accordance with the current edition of Robert's Rules of Order Newly Revised or by resolution of the Board.

The Board believes its business must be conducted in public to the greatest extent possible and that it is the Board's obligation to preserve and enhance public trust in education and in the Division. As such, Board meetings will be open to the public. To mitigate any safety risks to those attending and/or participating in public Board meetings, considerations for a standard operating safety plan will be put in place.

The Board recognizes there are times when public interest is best served by private deliberation of specific matters at in-camera sessions of the Board. The Board believes this is necessary to protect individual privacy and the Division's fiduciary and strategic interests.

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary.

GUIDELINES

1. Wards

- 1.1 Trustees are elected as per the provisions of the Local Authorities Election Act from six wards as determined by a bylaw constructed in alignment with Board Policy 29 – Ward Structure.
 - 1.1.1 Ward 1: One trustee represents the City of Chestermere
 - 1.1.2 Ward 2: One trustee represents Langdon, Indus and Chestermere rural areas.
 - 1.1.3 Ward 3: Three trustees represent the City of Airdrie.
 - 1.1.4 Ward 4: One trustee represents Crossfield, Beiseker, Irricana, Kathryn, and Airdrie rural areas.
 - 1.1.5 Ward 5: One trustee represents Bragg Creek, Springbank, Bearspaw, Westbrook and Cochrane rural areas.
 - 1.1.6 Ward 6: One trustee represents the Town of Cochrane.
- 1.2 Schools represented by each trustee are
 - 1.2.1 Schools in Ward 1 include Chestermere Lake Middle School, East Lake School, Prairie Waters Elementary School, Rainbow Creek Elementary School, and RVSLC – Chestermere Campus.
 - 1.2.2 Schools in Ward 2 include Chestermere High School, Horseshoe Crossing High School, Indus School, Langdon School, Sarah Thompson School, and all rural students bussed to Chestermere Schools.
 - 1.2.3 Schools in Ward 3 include A.E. Bowers Elementary School, Bert Church High School, C.W. Perry School, Cooper's Crossing School, École Airdrie Middle School, École Edwards Elementary School, George McDougall High School, Heloise Lorimer School, Herons Crossing School, Meadowbrook School, Muriel



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- Clayton Middle School, Northcott Prairie School, Nose Creek Elementary School, R.J. Hawkey Elementary School, Ralph McCall School, RVSLC – Airdrie Campus, Windsong Heights School, and W.H. Croxford High School.
- 1.2.4 Schools in Ward 4 include Beiseker Colony, Beiseker Community School, Crossfield Elementary School, Fairview Colony, Kathryn School, Tschetter Colony, W.G. Murdoch School, and all rural students bussed to Ward 1 or Ward 3.
 - 1.2.5 Schools in Ward 5 include Banded Peak School, Bearspaw School, Elbow Valley Elementary School, Springbank Community High School, Springbank Middle School, Westbrook School, and all rural students bussed to Cochrane Schools.
 - 1.2.6 Schools in Ward 6 include Bow Valley High School, Cochrane Christian Academy, Cochrane High School, Elizabeth Barrett Elementary School, Fireside School, Glenbow Elementary School, Manachaban Middle School, Mitford School, RancheView School, and RVSLC – Cochrane Campus.
- 1.3 Wards may be revised from time to time as determined by the Board as per Board Policy 29.
2. Board Meetings (Regular, Organizational, and Special)
- 2.1 All Regular, Organizational and Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
 - 2.2 The Board may convene an in-camera session by recorded resolution to discuss matters of a sensitive nature, including: individual students, individual employees, negotiations; acquisition/disposal of real property; litigation; other topics that a majority of the trustees present feel should be held in private, in the public interest.
 - 2.2.1 Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera session. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
 - 2.2.2 The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.
 - 2.3 All meetings will ordinarily be held in the Education Centre of Rocky View Schools, unless the Board passes a motion to hold the meeting at another place.
 - 2.4 A trustee may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other. Trustees participating in a meeting of the board by electronic means or other communication facilities are deemed to be present at the meeting.
 - 2.5 No act or proceeding of the Board shall be deemed valid or binding on any party, which is not adopted at a regular or special meeting at which a quorum of the Board is present.
 - 2.6 Whenever the Education Act or specific procedures adopted by the Board are silent regarding the rules and practices governing how meetings of the Board are conducted, the current edition of Robert's Rules of Order Newly Revised will be used to govern



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- procedures at Board meetings. If this is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.
- 2.7 The Superintendent shall ensure that sufficient data and recommendations be given to trustees in a timely manner to assist them in making informed decisions.
 - 2.8 The meeting package, containing the draft agenda and supporting information, will be provided to each trustee three (3) calendar days prior to the Board meeting. Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
 - 2.9 All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
 - 2.10 If both the Board Chair and Vice-Chair are absent, the Board shall appoint from among its members an acting Board Chair, to preside over that specific meeting.
 - 2.11 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.
 - 2.12 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
 - 2.13 Additional Considerations for Regular Board Meetings
 - 2.13.1 Regular meetings of the Board will be scheduled and approved by the Board each May. The schedule of these meetings will be posted on the Division's website.
 - 2.13.2 Notwithstanding the approved schedule, the Board may, by resolution, alter the schedule.
 - 2.13.3 Public portions of regular meetings will ordinarily be held starting at 10:00 a.m., unless the Board passes a motion to hold the meeting at another time.
 - 2.13.4 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 2.13.4.1 Obtain authorization by resolution of the Board to do so; or
 - 2.13.4.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence; or
 - 2.13.4.3 Be disqualified.
 - 2.14 Additional Considerations for Organizational Meetings
 - 2.14.1 An Organizational Meeting of the Board shall be held annually. In a non-general election year, an Organizational Meeting will be held at the second scheduled regular meeting in September. In a general election year, an Organizational Meeting shall be held no later than two (2) weeks following Election Day.
 - 2.14.2 Each trustee will take the oath of office immediately following the call to order of the first Organizational Meeting held after a general election. Special provisions will be made for a trustee taking office following a by-election.
 - 2.14.3 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or

- designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
- 2.14.4 Upon election as Chair, the Board Chair shall preside over the remainder of the Organizational Meeting.
 - 2.14.5 At the organizational meeting the Board shall, in addition:
 - 2.14.5.1 Elect a Vice-Chair;
 - 2.14.5.2 Appoint members to standing or ad hoc committees of the Board as deemed appropriate;
 - 2.14.5.3 Appoint Board representation to collective agreement committees, external committees, agencies and organizations where the Board has regular representation, as appropriate; and
 - 2.14.5.4 Address other organizational items as required.
 - 2.14.6 For appointments to all Board elected positions, the successful candidate will be the individual with the most votes cast in their favour by trustees in attendance at the time of the vote.
 - 2.14.6.1 In the event of a tie vote for any of the elected or appointed positions, the vote will be repeated up to an additional two times. If after three rounds of voting there is still a tie, the name of each candidate tied for the most votes for the position will be entered into a draw and the successful candidate will be chosen randomly by a member of the ballot committee selecting a ballot from the names in the draw.
 - 2.15 Additional Considerations for Special Meetings
 - 2.15.1 Special meetings of the Board can only be called by the Board Chair, a majority of trustees, or the Minister of Education.
 - 2.15.2 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees at least 2 days before the special meeting by recorded mail, hand delivered or by fax, email or other electronic means. A special meeting can be held without notice being given if every trustee agrees to waive the notice requirements.
 - 2.15.3 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
 - 3. Meeting Agendas
 - 3.1 The Agenda Planning Committee is responsible for preparing the draft agenda for all Board meetings, which is subject to adoption by the Board at the beginning of each meeting.
 - 3.2 Prior to proposing the adoption of the agenda, the Board Chair will ask if there are any changes or additions to the meeting agenda which are subject to approval of the Board.
 - 3.3 At any time during the Board meeting, the agenda may be amended by the majority of trustees present.



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- 3.4 If a trustee wishes to introduce a new matter for the Boards consideration, a written or oral Notice of Motion must be given at the previous Regular Board meeting. A Notice of Motion:
 - 3.4.1 Is not debatable and may not be voted on.
 - 3.4.2 Serves to notify the Board that the matter described will appear on the agenda of the next Regular meeting and cannot be removed from the proposed agenda.
 - 3.4.3 May be withdrawn or edited by the trustee prior to the resolution being put on the floor for the Boards consideration as long as any changes are editorial and not substantive in nature.
 - 3.5 The order of business at a regular meeting shall generally be as follows:
 - 3.5.1 Call to Order
 - 3.5.2 Approval of Agenda
 - 3.5.3 In-Camera Session (if necessary)
 - 3.5.4 Land Acknowledgment
 - 3.5.5 Motions arising from In-Camera Session (if any)
 - 3.5.6 Approval of Minutes
 - 3.5.7 Exemplary Practice/Student Showcase
 - 3.5.8 Superintendent's Report
 - 3.5.9 Chair's Report/ Correspondence
 - 3.5.10 Committee Reports (if any)
 - 3.5.11 Trustee Reports
 - 3.5.12 Notices of Motion
 - 3.5.13 Other Business
 - 3.5.14 Adjournment
 - 3.6 Items scheduled for a specific time shall be clearly identified on the agenda.
 - 3.7 The draft agenda shall be posted on the Division website and be available in the Division Office.
 - 3.8 The draft agenda becomes official when it is approved at the board meeting.
4. Minutes for Regular or Special Meetings
- 4.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions. The minutes shall record:
 - 4.1.1 Date, time, and place of meeting;
 - 4.1.2 Type of meeting (regular, organizational or special);
 - 4.1.3 Name of presiding officer;
 - 4.1.4 Names of those participating in the meeting;
 - 4.1.5 Approval of preceding minutes;
 - 4.1.6 All main motions, whether carried or defeated, shall be entered in full;
 - 4.1.7 Names of person making the motion;
 - 4.1.8 Subsidiary motions related to the conduct of the meeting;



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- 4.1.9 Points of order and appeals stemming from a ruling from the chair and their disposition;
- 4.1.10 Appointments;
- 4.1.11 Reference to oral/written reports of committees by committee name and presenter's name;
- 4.1.12 Recording of the vote on a motion (when requested in the Education Act);
- 4.1.13 Trustee declaration pursuant to the Education Act; and
- 4.1.14 Time of adjournment
- 4.2 Regarding preparation and distribution, the minutes shall:
 - 4.2.1 Be prepared as directed by the Superintendent or designate;
 - 4.2.2 Be reviewed by the Superintendent or designate prior to submission to the Board;
 - 4.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
 - 4.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business; and
 - 4.2.5 Be available to all trustees and other stakeholders as soon as is practicable.
- 4.3 The Chair and Associate Superintendent/Secretary-Treasurer shall, upon acceptance by the Board, affix their initials to each page of the minutes and their signatures to the concluding page of the minutes.
- 4.4 The Associate Superintendent/Secretary-Treasurer shall establish a codification system for resolutions determined by the Board which will:
 - 4.4.1 Provide for ready identification as to the meeting at which it was considered.
 - 4.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 4.4.3 Establish and maintain a file of all Board minutes.
- 4.5 Upon adoption by the Board, the minutes of public meetings shall be open to public scrutiny at the Board office.
- 4.6 The approved minutes of a Board meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 5. Motions
 - 5.1 Making a Motion
 - 5.1.1 A motion made by a trustee must generally be placed before the Board prior to any debate taking place on an issue.
 - 5.1.2 Motions do not require a second.
 - 5.2 Speaking to the Motion
 - 5.2.1 The mover of a motion speaks first and every trustee shall have an opportunity to speak to the motion.
 - 5.2.2 The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.



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- 5.2.3 The mover of the motion is permitted to close debate on the motion.
- 5.2.4 Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.
- 5.2.5 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 5.2.6 As a general guide, a trustee is not to speak longer than five (5) minutes on any motion.
- 5.2.7 The Board Chair has the responsibility to limit the discussion by a trustee where discussion takes place prior to the Chair's stating of a motion or when such a discussion is repetitive or digresses from the topic at hand.
- 5.2.8 When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.
- 5.2.9 A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 5.3 Voting on the Motion
 - 5.3.1 All trustees present, including the meeting Chair, shall vote on each question unless excused by resolution of the Board in a specific case, or pecuniary interest.
 - 5.3.2 A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot when requested by a trustee.
 - 5.3.3 Each question shall be decided by a majority of the votes of those trustees present. In the case of a tie vote, the question is defeated.
- 6. Conflict of Interest
 - 6.1 It shall be the responsibility of the trustee in conflict to declare their pecuniary interest along with the nature of the interest and leave the meeting in accordance with the requirements of the Education Act.
 - 6.1.1 The trustee shall make such declaration in the meeting prior to Board debate of the subject matter.
 - 6.1.2 Following the declaration of pecuniary interest by a trustee, all debate and action shall cease until the trustee has left the room.
 - 6.2 The recording secretary will record in the minutes:
 - 6.2.1 The trustee's declaration;
 - 6.2.2 The trustee's abstention from the debate and the vote; and
 - 6.2.3 That the trustee left the room in which the meeting was held.

7. Delegations at Board Meetings

- 7.1 Having members of the public make presentations at Board meetings can enhance public interest and trust and as such, the Board provides opportunity for local stakeholders to make presentations to the Board.
- 7.2 Individual or group requests to make presentations to the Board must be submitted in writing to the Superintendent, using the appropriate form which provides the nature and purpose of the delegation.
- 7.3 The Superintendent will conduct an initial review and seek necessary clarification from the individual/group before submitting the request to the Agenda Planning Committee.
- 7.4 Upon receipt of the written submission from the Superintendent, the Agenda Planning Committee will determine whether the delegation will be heard and at which meeting.
- 7.5 The Board Chair will provide the Board Planning Committee with copies of all requests to present to the Board at the next Board Planning Committee meeting.
- 7.6 For matters clearly within the practice and mandate of the Board, the Agenda Planning Committee will place the delegation on an upcoming agenda.
- 7.7 Delegations with respect to the following matters will not be heard:
 - 7.7.1 the security of the property of the School Division,
 - 7.7.2 personal information of an individual, including but not limited to a student or an employee of the School Division,
 - 7.7.3 a proposed or pending acquisition or disposition of property by or for the School Division,
 - 7.7.4 labour relations or employee negotiations,
 - 7.7.5 election campaigning,
 - 7.7.6 a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting the School Division, or
 - 7.7.7 the consideration of a request for access for information under the *Freedom of Information and Protection of Privacy Act* (FOIPP)
- 7.8 The spokesperson(s) for the delegation shall be identified by the individual or group requesting to make a presentation to the Board who shall be notified of the date and approximate time when the presentation will be made.
- 7.9 The presentation by the delegation may be up to 10 minutes in length.
- 7.10 A copy of the delegation's presentation must be provided to the Superintendent by noon on the Friday prior to the date of the delegation or the delegation may be cancelled. The Superintendent can require the delegation to make edits to the presentation to address elements described in sections 7.7 and 7.13.
- 7.11 The presentation provided will be copied and distributed to trustees as part of their meeting package. No other materials may be distributed or presented during the meeting.
- 7.12 The delegation will be advised that Board meetings are streamed and therefore presentations must follow legislative requirements such as Freedom of Information and Protection of Privacy Act (FOIPP).

- 7.13 Only the assigned spokesperson(s) is invited to speak during the presentation. Throughout the presentation, the spokesperson(s) is expected to:
 - 7.13.1 Maintain decorum and use language that demonstrates civility and politeness that contributes to a welcoming, caring, respectful and safe learning and working environment.
 - 7.13.2 Be respectful of diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms.
- 7.14 The Board Chair may end the presentation if the delegation does not maintain decorum at any time throughout their presentation.
- 7.15 At the conclusion of the presentation, the Board may ask questions of the delegation for clarification purposes only and will not provide feedback or comments on the presentation.
- 8. Any petitions to the Board must follow Petitions and Public Notices Regulation (Alberta Regulations 91/2019).
- 9. Board Self-Evaluation
 - 9.1 The Board shall complete an annual Board self-evaluation typically in June.
 - 9.2 The principles upon which the Board self-evaluation is based are as follows:
 - 9.2.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 9.2.2 An evaluation strengthens the governance functions and builds credibility for the Board.
 - 9.2.3 An evidence-based approach provides objectivity.
 - 9.3 The components of the Board self-evaluation typically will include:
 - 9.3.1 Reflecting on previous year's goals
 - 9.3.2 Reviewing Board Role Performance compared to Board Policy 2
 - 9.3.3 Monitoring Annual Work Plan completion
 - 9.3.4 Setting goals for continuous Board improvement
- 10. Standard Meeting Safety Operating Plan
 - 10.1 While open Board meetings are important to ensure the public can be part of the democratic process, the Board must also be able to conduct its meeting efficiently and with minimal disruption.
 - 10.2 These safety measures will be put in place by administration:
 - 10.2.1 Establish security processes for trustees coming into and leaving Board meeting sites.
 - 10.2.2 Establish and practice emergency exit routes for trustees.
 - 10.2.3 Ensure security and lighting in building access points are adequate.
 - 10.2.4 Ensure public attendance does not exceed the room's maximum capacity limit.
 - 10.2.5 Ensure visitor sign-in and sign-out processes are in place.
 - 10.2.6 Apprise public attendees of the rules of conduct prior to meeting commencement.



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- 10.2.7 Ensure security personnel are on site, when deemed necessary, to address violations to meeting order when directed by the Board chair.
- 10.2.8 When deemed necessary, consider holding a Board meeting solely via live streaming.
- 10.2.9 Ensure the proper processes for enabling delegations to be heard at Board meetings.

Legal Reference:

- Education Act Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 112, 114, 138, 139, 222
- Local Authorities Elections Act
- Board Procedures Regulation
- Petitions and Public Notices Regulation

POLICY 7 – APPENDIX A – WARD MAP

