

<b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b>	<b>CODE: BDA - Policy</b>
<b>LEGAL REFERENCES:</b> <i>School Act: Sec. 50 and 54</i>	<b>TITLE:</b> Regular Board Meetings
<b>CROSS REFERENCE:</b>	<b>ADOPTION DATE:</b> September 15, 1999
	<b>REVISION DATE:</b> March 12, 2008

**Regular meetings of the Board shall be held at least once a month during the school year, and in July and August as determined by the Board. The date, time, place and schedule for the meetings shall be determined at the annual Organizational Meeting each year.**

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1. 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 shall elect one of their number to preside at the meeting.
2. The order of items considered at a regular Board meeting shall follow the listing on the Agenda, unless the Chair, or a majority of trustees in attendance, rules that the order be changed.
3. 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 appropriate members of the Board's administrative staff. When special arrangements have been made to include other people in the discussion the Superintendent will have contacted the individual/s prior to the meeting and will have arranged for their participation.
4. It is the desire of the Board that the meeting be informal enough to encourage discussion and to promote group thinking and action. However, should procedural questions arise, **ROBERT'S RULES OF ORDER** shall prevail.
5. For an item to be discussed a motion must first be presented. If the item is an information item which does not call for a motion, all relevant data shall be presented to the meeting by the Board's administrative staff.

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6. The following reference material will be available at all Board meetings:
  - 6.1 the Minutes of the current year;
  - 6.2 the latest edition of the *School Act*;
  - 6.3 the latest edition of *Robert's Rules of Order*; and
  - 6.4 the latest Board policy manual.
  
7. Unless there is a quorum present within half an hour after the time appointed for the meeting of the Board, the meeting shall stand adjourned until the next day of meeting, or until the meeting is called, as elsewhere provided. The Secretary-Treasurer shall record the names of the members present at the expiration of such half hour.
  
8. No act or proceeding of any 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.

Meetings of the Board

9. Organizational:
  - 9.1 The annual Organizational Meeting of the Board shall be held on the second regular meeting in June in those years in which there is no general election.
  
  - 9.2 In a year in which a general election takes place, the Organizational Meeting shall be held within four weeks of the election at a time and place fixed by the Secretary-Treasurer.
  
  - 9.3 The Secretary-Treasurer shall conduct the Organizational Meeting until a chair has been elected by the trustees.

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10. Regular:

- 10.1 All regular meetings will be held at the Catholic Education Centre
- 10.2 Notwithstanding (10.1) the Board may change the site of a future meeting providing a motion is passed at a duly constituted meeting held at least two weeks prior to the anticipated meeting.
- 10.3 The board may by motion, cancel a regularly scheduled meeting. This motion is to be in place at least two weeks prior to the cancelled date.
- 10.4 Written notice of regular meeting together with an agenda and such material as is available and as may be useful in preparing the meeting shall be given to all trustees by 8:00 p.m. on the Friday prior to the date and time of the meeting. No agenda items may be added after circulation of the written agenda without the unanimous consent of all trustees present.

11. Special:

- 11.1 Special meetings of the Board are governed by Section 51 of the *School Act*.