

MORIN HEIGHTS ELEMENTARY SCHOOL



GOVERNING BOARD INTERNAL PROCEDURAL RULES

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Morin Heights Elementary
647 Du Village
Morin-Heights (Québec) J0R 1H0
T: 450-226-2017

www.swlauriersb.ca/morinheights
GB email: mhesgb@gmail.com

1.0 DEFINITIONS

For the purpose of this document, unless otherwise stated, the following words signify:

- Act : The Education Act (R.S.Q., Chapter I-13.3) and its amendments
- AGA : Annual General Assembly
- Board : The school's Governing Board
- In camera : Meeting or portion of a meeting closed to the public
- Member(s) : The member(s) of the Governing Board
- Principal : The School Principal
- School : Morin Heights Elementary School
- School Board : Sir Wilfrid Laurier School Board

2.0 COMPOSITION AND FORMATION

2.1 Composition and Formation

In accordance with section 42 of the Act, the School Board has decided that there will be a maximum of 12 voting Members and two (2) non-voting community representatives on the School's Board. Specifically, membership consists of: six (6) parent representatives and six (6) staff representatives (3 teachers, 1 non-teaching professional, 1 support staff and 1 daycare staff). The principal shall take part in meetings of the Board but is not entitled to vote. The names and titles of the Board Members may be posted on the School's website.

2.2 Annual General Assembly

Each year during the period beginning on the first day of the school year and ending on the last day of September, the Principal shall, by written notice of no less than four (4) days, call an AGA. The Chairperson shall assume the responsibility of coordinating and managing the AGA as it relates to the election of parent Board Members. If the Chairperson is unavailable, the Vice-Chair shall assume the role. During the AGA, the parents shall elect a representative to the parents' committee from among their elected representatives on the Board

2.3 Term of Office

The term of office of parent representatives on the Board is two (2) years, with one half (1/2) of the parent representative seats on the Board being subject to re-election each year. The term of office of the Chairperson, Vice-Chair and Secretary and Vice Secretary is one (1) year.

2.4 Vacancies

A vacancy created from the departure or disqualification of a parents' representative shall be promptly filled, for the unexpired portion of the representative's term, by a parent designated by the other parent representatives on the Board. A parent representative whose child no longer attends the School may remain a Member of the Board until the next AGA.

2.5 Elected Officers and Representatives

At the first regular meeting of the Board for any given school year, the members shall elect the individuals who will serve as (i) Chairperson and Vice-Chairperson, from among the parent representatives; and (ii) Secretary and a Vice-Secretary, from among all members.

The members may also propose and elect as community representatives one or two individuals whose advice, support, presence or expertise may strengthen the Governing Board's decision-making process.

3.0 **PURPOSE AND SCOPE**

3.1 Scope

This document establishes the rules of internal management of the Board as required by Section 67 of the Act.

3.2 Amendments

These rules may be amended by resolution during a meeting of the Board. Such a resolution will require a two-thirds (2/3) majority to carry. Any proposed amendment is subject to the procedure set out in item 7.2.

3.3 Effective Date and Repeal

The rules stated herein will take effect as of the time and date of their adoption by the Board and will repeal and replace all previously adopted internal procedural rules in effect until such time.

4.0 **MEETINGS OF THE BOARD**

4.1 Nature of the meeting

The meetings of the Board are public. However, the members may order that they be held in camera for the purpose of examining any matter liable to be prejudicial to a person or if such discretion is deemed appropriate by the majority of the members. Only persons who have been authorized by the Board may attend a closed meeting.

When permitted by ministerial decree or by other legal means, meetings may be held online, rather than in person.

Online meetings must use a technological platform provided for by the school (Zoom, Teams, etc). Any virtual meeting must be held via a school administrator account.

To vote during an online meeting members must have their camera on for identification purposes.

The meeting link for online meeting will be accessible to all members via the agenda and/or email communications. The link is not posted on the school website but is available upon request via the Principal or Chairperson, to any member of the public who wishes to attend.

4.2 Regular meeting

The Board shall establish, by resolution, the day, time and place of its regular meetings. A minimum of five (5) meetings shall be held per school year.

4.3 Special Meeting

The Chairperson, the Principal or three (3) Members may call a special meeting of the Board.

4.4 Adjourned Meeting

Any regular or special meeting may be adjourned, by resolution of the Board, to another time or date.

4.5 Attendance

A member who anticipates being absent at a meeting shall advise the Chairperson or the Principal as soon as possible.

Following the absence of a Board member from three consecutive board meetings, the Chair of the Board will write to the absent member requesting his or her attendance at the next meeting. If the member fails to attend this meeting, the Chair will advise the member in writing that his seat is declared vacant.

4.6 Time and duration

Meetings will be held from 6:30p.m. to 8:30p.m. In special circumstances, a motion to extend a meeting by thirty (30) minutes may be considered. If at the end of the 30-minute extension business remains, then a member may move to extend the meeting by a final fifteen (15) minutes in order to complete a topic.

5.0 NOTICE OF MEETING

5.1 Regular Meeting

In the case of a regular meeting, the proposed agenda and all related documents shall be transmitted to the members at least one (1) week before the meeting is held. These documents constitute the notice of meeting. Corrected or modified documents shall be sent to members at least four (4) days before the meeting.

5.2 Special Meeting

A special meeting is called by a notice sent to each member by the Principal or chairperson at least two (2) days before the meeting is held.

5.3 Adjourned Meeting

No notice is required for an adjourned meeting of the Board.

6.0 OPENING OF MEETINGS

6.1 Chairmanship

At the scheduled time, the Chairperson shall call the meeting to order.

6.2 Verification of the Procedure for Calling the Meeting

- 6.2.1 At the opening of a special meeting, the Chairperson shall ascertain that the notice calling the meeting has been sent to each member.
- 6.2.2 In case of non-compliance, the meeting shall be closed forthwith.
- 6.2.3 The mere presence of a member constitutes a waiver of the notice calling the meeting unless he/she specifically attends the meeting to object to the holding of the meeting.

6.3 Quorum

- 6.3.1 Quorum is reached if and when the following two (2) conditions are met:
 - A. A majority of current Members are present, rounded up to the nearest whole number (7);
 - B. One half (1/2) of the current parent representatives are present (3).
- 6.3.2 If the 'quorum' has not been reached at the end of a fifteen (15) minute delay, the members who are present shall register their presence and leave.
In exceptional circumstances (ex. extreme weather), board members may unanimously decide to extend the waiting period.
- 6.3.3 As soon as there is no longer "quorum", the Board may either (i) cease its sitting or (ii) continue its discussion but refrain from voting on any matter.

7.0 **AGENDA**

- 7.1 The chairperson shall prepare the proposed agenda in collaboration with the Principal. The Chairperson may also allocate time limits for each or certain items on the agenda in order to improve meeting efficiency and to ensure the proper consideration of the matters set forth on the agenda.
- 7.2 Any member may bring business before the assembly by addressing a request to the Principal and Chair at least six (6) days before the meeting. The matter should be specific, and relevant to the duties of the Board. Should the Board have to take a position, a proposed resolution shall be attached to the request.
- 7.3 Any issue that is on the Agenda for a Regular or Special Meeting must be discussed by the board at the planned time or tabled for discussion at another meeting. No issue that requires board adoption or approval may proceed without said approval or adoption by the board.
- 7.4 At a regular Meeting
 - 7.4.1 After having read the proposed agenda, any member or the Principal may request:
 - The addition of one or several items;
 - The modification of the wording of an item;
 - The modification of the order of business.
 - 7.4.2 Once the agenda has been accepted, no other matter shall be dealt with and decided, unless all the members are present at the meeting and decide otherwise.

7.4.3 Agenda will include a one ten-minute public question period following the adoption of the minutes.

7.5 At a Special Meeting

Only matters mentioned in the notice calling the meeting may be dealt with and decided, unless all the members are present at the special meeting and decide otherwise.

8.0 MINUTES

8.1 The secretary writes the minutes of proceedings of the Board and forwards it to the Principal and Chair at least ten (10) days before the following regular meeting.

8.2 The minutes of the previous meeting shall be distributed to all members with the agenda for each upcoming meeting.

8.3 The minutes of each meeting shall be approved at the beginning of the following regular meeting and modifications shall be made if the facts recorded are inaccurate.

Typographical errors and minor corrections may be flagged to the Secretary by Members prior to the following meeting for the purpose of expediency. Corrections may not alter the substance of any resolution or decision made by the Board.

8.4 Only members who were at the meeting can motion to approve the minutes.

8.5 Once approved by the Board, the minutes shall be signed by the person presiding over the meeting and countersigned by the Principal, who shall then enter it in the register known as the 'Minutes of Proceedings'.

8.6 Official extracts of the proceedings may be obtained from the Secretary of the Principal.

8.7 The Principal shall keep the register and documents of the Board.

8.8 Resolutions adopted by the Board shall be referenced in accordance with the following format: "*GB-year-month-day-agenda item number*". For resolutions adopted by the Board by e-vote, the format shall be "*GB-year-month-day-e-vote*".

9.0 DEBATE PROCEDURES

9.1 Participation in the Deliberations

Only the members and the Principal may take part in the deliberations of the Board. However, a member of the Directorate or a resource person may be authorized by the Chairperson to supply information or to answer questions.

9.2 Information

The Chairperson shall call the item on the agenda and explain the matter or invite a Member, the Principal or a resource person to do so. Precedence shall be given to those Members who wish to raise a point of order or a preliminary matter.

9.3 Making a motion

If the point is on the agenda, a member may present a motion to the assembly on the said subject. Such motion must be seconded.

9.4 Deliberations on a Motion

When a motion is presented, the deliberations shall proceed in four (4) stages:

9.4.1 Presentation

The Mover or, at the invitation of the Chairperson, the Principal or any other person shall present and explain the motion.

9.4.2 Question Period

- A. Any member may interrupt to ask one or several questions in order to obtain more information deemed essential to take a position on the motion.
- B. At this stage, the member shall only ask very specific questions.

9.4.3 Debate

- A. A member may take the floor at this stage to make his/her position known (in favour or against) and explain it. A speaker's list will be maintained, by the Chairperson, or a member delegated to do so by the Chairperson, to respect the order of members' requests to take the floor.
- B. A member is entitled to speak once on a debatable motion, unless he/she obtains the consent of the majority of the members attending the meeting.
- C. A member has the right to speak on an amendment or sub-amendment in the same way as on a main motion.
- D. Members can only speak up to three (3) minutes to a motion each time they take the floor.
- E. The Chairperson, at their discretion, may increase the debate time limits, if every member is provided an equal maximum amount of time.

9.4.4 Right to Reply

- A. The mover is always the last one to speak on a motion in order to explain his/her arguments.
- B. The mover shall not take the floor during the discussions, but he/she may exercise his/her right to reply at the end of the debate.

9.5 Voting

- 9.5.1 When everyone wishing to express an opinion on a matter has had the opportunity to do so, the Chairperson may put the motion to a vote.
- 9.5.2 At the request of a member, the Board may also decide to hold a secret vote. Notwithstanding the preceding, the election of the chair is by secret ballot.
- 9.5.3 The decisions shall be taken by a majority of the votes of the members entitled to vote. Absent members may vote in writing prior to the meeting.
- 9.5.4 A member present may abstain from voting.
- 9.5.5 The Chairperson shall vote on each motion and, if votes are equally divided, he/she has the casting vote.

9.5.6 In special circumstances, between meetings, a vote may be held by electronic means.

9.5.7 E-votes

- A. In the event an e-vote is required, all rules described in the present Internal Rules of Procedure apply and the following steps shall be respected.
- B. The Chair will send the request for an e-vote to all members.
- C. Only Delegate members are allowed to vote.
- D. Members must vote in the following manner: “for”, “against”, “abstain”.
- E. Members must “Reply to all” when voting via e-vote.
- F. The Principal, Chairperson or any three members may request a Special Meeting to discuss the issue at hand if they believe further discussions are necessary.
- G. The deadline stated in the e-vote request must be respected. No vote after the deadline will be counted.
- H. The e-vote will be open for a minimum of 48 hours between notice of the e-vote and the deadline to receive votes. If the vote falls on a weekend, members have till end of day on the Monday to vote.
- I. The Chair will tally the votes received. Non-response to an electronic vote will be considered ABSENT not an abstention.
- J. A resolution approved by e-vote shall have the same force and effect as a resolution passed at a regular meeting.
- K. An e-vote must be read into the minutes at the next meeting of the Board.

10. TECHNICALITIES

10.1 Main Motion

10.1.1 A main motion introduces an item of business.

10.1.2 The Chairperson can consider only one main motion at a time.

10.1.3 Once the vote is concluded, a member may make a new motion on the item of business being discussed.

10.2 Amendment of a Main Motion

10.2.1 Whenever a main motion is duly received by the Chairperson, any member may propose an amendment on the motion during the debate. The purpose of the amendment is to:

- Add words
- Strike out words, or
- Substitute words

while maintaining the main essence of the motion.

10.2.2 When an amendment is duly received by the Chairperson, it may in turn be amended (sub-amendment).

10.2.3 The Chairperson may consider only one amendment or sub-amendment at a time.

10.3 How to make an amendment

- 10.3.1 Once a motion has been moved, the Chairperson may consider an amendment on the motion.
- 10.3.2 The debate is strictly on the amendment, in the same manner as for a main proposition.
- 10.3.3 The amendment is then put to a vote.
- 10.3.4 If the amendment is defeated, the main motion is debated and a vote is taken, unless another amendment is proposed.
- 10.3.5 If the amendment is accepted, the amended motion is debated and a vote is taken.

10.4 Repeal of a Motion

Once a motion has been moved, it belongs to the assembly and may not be repealed without the consent of the majority of the members of the Board.

10.5 Voting

- 10.5.1 Whenever a member requests a vote, the Chairperson shall ask the assembly if it is ready to vote on the motion. This request may not be debated.
- 10.5.2 When the assembly indicates by a majority vote of the members present that it is ready to vote, the Chairperson grants the right to speak to the person(s) who had asked to take the floor before the motion was put to a vote.
- 10.5.3 If the assembly is not ready to proceed with the vote, the debate resumes.

10.6 Adjournment or Closure of the Meeting

- 10.6.1 The motion to adjourn the meeting interrupts the business of the Board and unfinished business is taken up at another hour of the same day or a subsequent day. The motion to adjourn may be debated and amended.
- 10.6.2 When the Board has considered all business on the agenda, the closure of the meeting is moved.

10.7 Question of Privilege

- 10.7.1 Only the Chairperson may grant a member the authorization to ask a question of privilege. Any member who believes the refusal of the Chairperson is infringing upon his/her rights, may appeal to the Board.
- 10.7.2 The question of privilege may be raised only in the following cases:
- The rights of a member have been infringed upon;
 - The reputation of the establishment is at stake;
 - There is something wrong with the physical surroundings.

10.8 Point of Order

- 10.8.1 The point of order may be raised when there is a violation of the rules, the matters discussed are irrelevant to the subject or the order of business or the decorum has not been respected.
- 10.8.2 Only the Chairperson may rule on whether the point of order should be accepted; his/her decision takes effect immediately, unless a member appeals to the Board.

10.9 Appeal of the Decision of the Chairperson

10.9.1 Any member who believes the ruling of the Chairperson is infringing upon his/her rights may appeal to the Board, after explaining his/her position.

10.9.2 This appeal is not open to debate. The Chairperson shall call for a vote after he/she has explained the validity of his/her opinion.

10.9.3 The decision of the Board is final.

10.10 Procedural Inquiry

If a member is unsure of the rules, they have a right to ask for clarification on procedures. A member does not have to be recognized by the Chairperson to make a Procedural Inquiry. This is made by stating, "Mr./Madame Chairperson, I rise to a procedural inquiry." The chairperson will ask what the query is and answer it. The Chairperson may seek the advice of others. If a member wishes to do something, but is not sure how to proceed, the procedural inquiry should be used. It is the Chairperson's duty to provide the needed guidance to the member to achieve his or her end. Likewise, if a member believes that the rules are not being followed, but is not sure, instead of raising a point or order, the member should raise on a procedural inquiry and ask what are the rules regarding the situation.

10.11 Suspension of the Rules

When the Board wishes to do something that is in violation of its own rules, it can vote to suspend the rules. A motion to suspend the rules can be made at any time when no question is pending; or while a question is pending, provided it is for a purpose connected to the question. It is not debatable, cannot be amended or have any other subsidiary motion applied to it. The object of the suspension must be specified, and nothing else can be done under the suspension. This motion requires a two-thirds majority to carry.

Instead of a formal motion to suspend the rules, it is more usual to ask for unanimous consent to do a particular business that is out of order. As soon as the request is made, the Chairperson inquires if there are any objections. If there are none, he or she then directs the member to proceed just as if the rules had been suspended by a formal vote.

10.12 Unanimous Consent

Much of the procedural formality can be dispensed with by unanimous consent. Unanimous consent is achieved by the Chairperson stating, "If there are no objections, we will do X." If no member objects, then the action is deemed to have happened as if a formal motion and vote had taken place. If one member objects, then there is no unanimous consent, and formal procedures must be followed. A member can seek unanimous consent by making a suggestion to Chairperson to seek unanimous consent. Even if a formal motion is made, the Chairperson may seek unanimous consent in-lieu of putting the question to the Board.

11. **DECORUM**

11.1 Each member must:

11.1.1 Obtain the right to speak before taking the floor. Only one person at a time may take the floor. A member shall request permission to take the floor by raising his/her hand, or expressing their desire to speak when asked by the chairperson.

11.1.2 Address the Chairperson not the assembly or a member in particular.

11.1.3 Avoid repeating the content of preceding statements and not speak to other issues.

11.1.4 Not speak to an issue that has been put to a vote by the Chairperson.

11.1.5 Avoid personal agendas.

12. **POWERS AND DUTIES OF THE CHAIRPERSON**

- 12.1 The Chairperson shall preside over the sittings of the board and maintain order.
- 12.2 Without restricting the above, the Chair has, among others, the following powers:
 - 12.2.1 Restrain Members within the Internal Procedural Rules to run the assembly as smoothly as possible.
 - 12.2.2 Follow the agenda, unless the order of business has been modified with the consent of the assembly and define the purpose of each debate.
 - 12.2.3 Explain or invite someone to explain each matter of business or respond or invite someone to respond to members' questions.
 - 12.2.4 Encourage all Members to participate freely in debates and discussions.
 - 12.2.5 Decide who has the right to speak first; when more than one Member raises his hand at the same time, the Chair shall recognize the person he saw first.
 - 12.2.6 Restrict the debate to the matter of business and enforce the rules of decorum.
 - 12.2.7 Bring out the opinion expressed by the assembly.
 - 12.2.8. To end meetings within the time frame allocated through this document, unless otherwise agreed upon the members.