



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

## JOHN F. KENNEDY ELEMENTARY GOVERNING BOARD

### Internal Rules of Procedure

#### PREAMBLE

*Established body by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws, if any. All the Governing Board's decisions must be made in the best interest of the students.*

*The rules of order are to favorably and effectively guide the Governing Board's proceedings and activities. These rules must be reviewed and adopted every year, by the October meeting at the latest. Any amendments to these internal rules during the current term will require the approval of two-thirds (2/3) of the total members on the Governing Board.*

0. **Appointment of the Governing Board** – The Annual General Assembly (AGA) is called in writing by the Chair and the Principal at least 10 days prior to the meeting. At the AGA, parents elect their representatives to the Governing Board and to Parents' Committee and decide on a PPO. A candidate may present his candidature by proxy. An employee of the school cannot run as parent representative of that school.

Parents must be present at the AGA to exercise their voting rights.

1. **Composition** - The composition of governing board is as described in resolution # 990616-CA-0302 duly adopted by the Council of Commissioners, June 16, 1999.
2. **Term of Office** - The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year. To ensure continuity, only half of the parents' representatives' term of office should come up for election on a given year. (Section 54, EA)
3. **Chair**
  - **Election of Chair** - The chair is elected by the governing board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA)
  - **Term of Office** - The term of office of the chair is one year. (Section 58, EA)
  - **Meetings** - The chair presides at the meetings of the governing board. (Section 59, EA)
  - **Substitute Chair** - Should the chair be absent or unable to act, the governing board will designate a person from among the eligible members for office to chair that meeting. (Section 60, EA)
  - **Role of the Chair**
    - The Chair prepares the agenda, in collaboration with the school principal and ensures that meetings unfold in accordance with the Education Act and the rules of procedure that are in place.
    - The Chair maintains order and decorum at meetings. The Chair is the official spokesperson for the governing board.
    - The Chair receives the motion and submits them to the Governing Board for study and debate.

4. **Quorum** - A quorum is the majority of the members in office, including at least half of the parents' representatives. (Section 61, EA)

5. **Vote** - Decisions of the governing board are made by a majority vote of the members present and entitled to vote. There can be no vote by proxy. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Section 63 & 64, EA)

6. **Regular meetings of the Governing Board**

Meetings are held on the school premises (Section 64, EA). Regular meetings are held once a month from 7:00 p.m. to 9:00 p.m. and may be extended by resolution. The annual calendar of meetings is adopted at the first meeting of the school year and is communicated to all parents.

The notice of meeting, proposed agenda and all related documents shall be transmitted to the members at least three (3) school days before the meeting is held. These documents constitute the notice of meeting.

Within the same delay, parents and staff are advised of the dates of regular meetings of the Governing Board.

A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.

7. **Special meetings of the Governing Board**

A special meeting may be called by the Chair or three (3) members of the Governing Board to consider a matter that cannot wait until the next regularly scheduled meeting. A notice, including the topics to be discussed shall go out to GB members and parents 2 days prior to the special meeting. Only the topics listed in the notice may be dealt with, unless all members are present and agree to modify the agenda. If the GB is unable to hold a special meeting within the time required to consider an **urgent topic**, all members will be contacted by email to vote on the urgent matter. The result of this vote should be reported by the Chair at the next regular meeting of the GB to be reflected in the minutes.

8. **Vote by e-mail**

Periodically throughout the year, GB members will be asked to vote via email to approve, abstain or not approve various items that may need approval prior to the next scheduled meeting. A member may request a special meeting if he/she feels that more clarification is needed in regards to the topic.

9. **Public meetings** - The meetings of the governing board are public but may move into closed session (*in camera*) if the matter to be discussed may cause injury to a person. This is done by resolution (Section 68, EA). However, no decision can be voted upon while in closed session.

10. **Agenda**

The Principal and the Chair draft the agenda together. Any member of the Governing Board may ask that an item be added to the agenda by requesting it to the Chair at least 7 days prior to the meeting. The topics must be of the Governing Board's jurisdiction. The final decision as to whether a topic will be put on the agenda resides with the Chair.

## 11. **Minutes**

The Recording Secretary will prepare the minutes and distribute them to all the members. 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 shall be called in by members prior to the following regular meeting for expediency. Once approved by the Committee, 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".

The minutes report on the decisions taken. However, a resolution may start by a brief explanation or preamble.

## 12. **Call to order**

The Chair shall call the meeting to order, after verification of Quorum. If quorum is not reached 15 minutes after the time indicated on the notice, the Chair, or in his absence, the alternate, adjourns the meeting.

Any member missing three meetings in a row may respectfully be asked to resign.

After having read the proposed agenda, any member or the Chair may request:

- the addition of one or more items;
- the modification of the wording of an item;
- the modification of the order of business.

Once the agenda has been accepted, no other matter may be dealt with by the Chair.

## 13. **General rules governing debate**

Only the members and the Principal are allowed to participate in debates. However, a resource person may be authorized by the Chair to provide information or answers to questions. The right to speak is given in the same order as individuals have requested it. Before an individual is given the floor for a second time on the same topic, other members who did not address the topic must be given a chance to speak. Discussions are limited to items on the agenda.

## 14. **Motions and voting**

If the topic is on the agenda, a member may present a motion to the assembly on it. Such motion must be seconded. When a motion is presented, the Mover or, at the invitation of the Chair, any other person shall present and explain the motion. Any member may ask one or several questions in order to obtain more information deemed essential to take a position on the motion. The Chair shall go once around the table to give each member who wishes to speak an opportunity to do so.

The Mover is always the last one to speak on a motion in order to explain his/her arguments. 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.

When everyone wishing to express an opinion on a matter has had the opportunity to do so, the Chair may put the motion to a vote.

15. **Public Question Period**

A public question period is included on the agenda at the beginning and at the end of the meeting. The period will not exceed 10 minutes and is for questions to be addressed to the Chair of the governing board only. Persons interested in making a presentation must make a request to the Principal at least 7 days prior to the meeting.

16. **Rules of Decorum** – Members of the GB and of the public must:

- be recognized by the chair for the right to speak;
- address the chair when speaking;
- show respect for the points of view of others;
- respect the right to speak of others;
- refrain from speaking out of turn;
- refrain from using profanity;
- maintain a respectful tone at all times; and
- advise the Chair or the Secretary as soon as possible if anticipate being absent at a meeting.

## TEMPORARY PROCEDURE WITH REGARD TO GOVERNING BOARD MEETINGS 2020-2021

### PREAMBLE

Considering the World Health Organization declared COVID-19 to be a pandemic on March 11, 2020;

Considering the current extraordinary circumstances linked to the COVID-19 pandemic and the directives provided by the public health authorities and the Government of Québec with regard notably to gatherings;

Considering the Order in Council authorizing Governing Boards to hold their meetings at a distance.

The Governing Board of John F. Kennedy Elementary adopted the following as a temporary procedure with regard to the conduct of its meetings:

1. The preamble is an integral part of this procedure;
2. The zoom platform will be used for all Governing Board meetings;
3. For security and confidentiality purposes, the principal's corporate account will be used for all Governing Board meetings;
4. The Governing Board will inform parents, members of the school staff as well as the community of the date and time of all its meetings and hereby mandates the principal to ensure the implementation of the foregoing according to the internal rules of procedure, including a mention that all meetings will be held via zoom;
5. The Governing Board shall publish a copy of its agenda on the school's website at least three (3) days before the meeting with a notice indicating that the zoom link will be provided to any member of the public wishing to attend a Governing Board meeting;
6. Any vote may be held by any electronic means (sent to the GB secretary, Ms. Galanis, via email: hgalanis@swlauriersb.qc.ca)
7. The present procedure will take precedence over any section of the internal rules of procedure that may contradict this procedure. All other sections of the internal rules of procedure remain applicable.
8. This procedure may be amended according to the evolution of the situation and according to the directives given by the public health authorities and the Government of Québec.