



By-laws

Approved June 13, 2023

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Preamble

The Organizational By-laws are rules that govern the form, manner, and procedures by which Trillium Lakelands District School Board ("TLDSB") will operate for the order and dispatch of business. Wherever the By-laws are silent on an issue, the rules and practices of the most recent edition of Robert's Rules of Order Newly Revised shall govern.

These By-laws shall be subject to the provisions of any statute or regulation of the Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

These By-laws apply to all Trustees. Certain provisions apply to Student Trustees.

Name and Jurisdiction of the Board

The name of the Board shall be "Trillium Lakelands District School Board" and it shall have such jurisdiction as is provided by the Education Act and the Regulations and amendments thereto.

Role of a Trustee

A Trustee's primary responsibility is establishing and supporting good governance in a school board.

As school board governors, Trustees set the conditions that provide a high-quality education for every student. A school board trustee is a member of the Board and therefore is unable to act unilaterally.

A Trustee is a locally-elected representative of the public and engages with constituents in the understanding of policies that affect them and by communicating the decisions of the Board related to the focus on student achievement, well-being, and equity.

While in office, a Trustee balances varied responsibilities including setting the TLDSB's strategic directions, establishing TLDSB policies, providing input regarding the TLDSB budget and allocation of resources, and holding the system accountable through the Director of Education.

Role of Student Trustee

Student Trustees are not municipally elected members of the Board but play an important role in representing the interests of students of the TLDSB in the last two years of the intermediate division and in the senior division through their participation in Board and Committee Meetings. As outlined in the *Education Act* and Ministry of Education Directives, Student Trustees:

- a. Have the same opportunities to participate at Regular Meetings of the Board, special meetings of the Board and committees of the Board as Trustees, except as restricted by the *Education Act*;
- b. May request that a matter before the Board or committee upon which they sit be put to a recorded vote;
- c. Must disclose any conflict of interest in the same manner as a Trustee on a matter before the Board or one of its committees on which the Student Trustee sits;

- d. May not move or second a motion but are entitled to cast a non-binding vote on a matter before the Board or one of its committees on which the Student Trustee sits, provided they do not have a conflict of interest;
- e. May suggest a motion on a matter before the Board or one of its committees on which the Student Trustee sits which, if not moved by a Trustee, will be shown in the minutes of the meeting;
- f. May attend In-Camera sessions of the Board or committees, except when declaring a conflict of interest or when matters under consideration include the disclosure of intimate, personal, or financial information with respect to a Trustee, a member of a committee, an employee or prospective employee of the TLDSB, and/or a pupil or their parent or guardian;
- g. Must not disclose to anyone, confidential or personal information acquired during their term as Student Trustee or during In-Camera sessions;
- h. Must comply with the BD-2045 Trustee Code of Ethics / Code of Conduct;
- i. Have the same access to TLDSB resources and opportunities for training as a Trustee;
- j. Are entitled to receive an honorarium from TLDSB, and to be reimbursed for out-of-pocket expenses as if they were Trustees, in accordance with the *Education Act*; and
- k. Must resign from their position if they are absent from three (3) consecutive Regular Meetings of Board without being authorized by a resolution of the Board.

Terms and Definitions

Ad Hoc Committee

Means a committee of Trustees formed to address a specific matter. An Ad Hoc Committee will disband once the matter is resolved.

Advisory Committee

Means a committee that includes Trustees, staff members, and community partners (if applicable) that is advisory in nature.

Adjourn

Means to end a meeting.

Agenda

Means a list of items that form the order of business to be discussed at a Board or committee meeting.

Amend

Means a proposal to alter or modify a motion presented to the Board or Committee. An amendment cannot be contrary to, or change the intent of, the main motion.

Annual Organizational Meeting

Occurs in December of each year. The election of the Chair and Vice Chair, and the establishment of Chair's Council occurs at the Annual Organizational Meeting.

Board

Means the Board of Trustees of the Trillium Lakelands District School Board.

By-laws

Means the document that contains an organization's own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure it follows.

Chair

Means the Chair of the Board, except where otherwise indicated as meaning a chair of a committee of TLDSB.

Chair's Council

Is defined in Section 8.23. The Executive Assistant to the Director of Education or designate may attend Chair's Council to record the minutes of Chair's Council meetings. The Executive Assistant is not a member of Chair's Council.

Clear Majority

Means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or other properly called meeting.

Committee of the Whole Meeting

Committee of the Whole is a committee of the Board composed only of Trustees and Student Trustees. A meeting of the Committee of the Whole is a meeting with all Trustees, Student Trustees, the Director and anyone else approved by the Board to attend. The Committee of the Whole may be held In-Camera in accordance with the *Education Act*. Recommendations made in a Committee of the Whole Meeting do not come into effect and bind the TLDSB until approved at a public Regular or special Meeting of the Board.

Delegation

Means the action of speaking or submitting a written statement by a delegate, to present a delegation at a Regular Public Meeting of the Board or committee as decided by the Chair pursuant to 14.4 of these By-Laws.

Director

Means the Director of Education, Chief Education Officer, Chief Executive Office and Secretary of the Trillium Lakelands District School Board.

Director's Council

Is typically comprised of the Director of Education and Superintendents (sometimes referred to as the Senior Team). The Director's Council meets on a weekly basis during the school year to discuss operational matters of the Board. The Executive Assistant to the Director of Education attends Director's Council Meeting to maintain minutes of the meeting.

Inaugural Meeting

The first meeting of the Board following the commencement of the new term of office for Trustees following a municipal election.

In-Camera

Means a Committee of the Whole Meeting, Board meeting or other Committee meeting from which the public has been excluded in accordance with S.207(2); (2.1) or s.218.3 (10) of the Education Act.

Business that may be discussed in a meeting closed to the public must be in relation to:

- the security of the property of the TLDSB;
- the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the TLDSB or a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the TLDSB;
- litigation affecting the TLDSB;
- Breach of the BD-2045 Trustee Code of Ethics / Code of Conduct that involves matters listed above; or,
- Ombudsman investigation.

Minutes

Means the official record of a Board or committee meeting once approved by the Board of Trustees or its committee.

Motion

Means a proposal by a Trustee or as suggested by a Student Trustee for consideration by the Board or committee.

Presiding Officer

Means the individual who presides over a meeting.

Quorum

Means the minimum number of members of the Board or committee that must be present at a meeting of an organization to enable it to validly transact business. A quorum for TLDSB Board or committee meetings is a simple majority of all members of the Board or committee, as the case may be. For example, at a Board meeting, 5 Trustees must be present (in person or by electronic means) at the meeting because the Board is constituted with 9 Trustees.

Regular Meeting of the Board

Means the formal, monthly meeting of the Board of Trustees. The Regular Meeting of the Board is a public meeting.

Statutory Committee

Means any committee established by requirement of statute or regulation.

Standing Committee

Means a committee of Trustees, generally of a permanent nature, established by the Board in accordance with its governing responsibilities in the areas of education, finance, personnel or property.

Student Trustee

Means the secondary school student(s) elected or appointed by their peers to represent them on the Board.

Two-Thirds Vote

Means a voting threshold that requires at least two-thirds (2/3) of the members of the Board or Committee, as the case may be, present and voting, rather than a Clear Majority vote.

Trustee

Means a member of the Board, elected, acclaimed or appointed to the office pursuant to the provisions of the Municipal Elections Act or the Education Act, as the case may be, and does not include Student Trustees.

Vice-Chair

Means the vice-chair of the Board, except where otherwise indicated as meaning vice-chair of a committee of the Board.

1. Procedural Bylaw 1: Determination and Communication of Meeting Schedules

Schedule of Meetings

- 1.1 Regular Meetings of the Board in public session shall normally be held on the fourth Tuesday of each month unless otherwise approved by a motion of the Board, and shall commence at approximately 6:00 p.m. . Regular exceptions include: June (Regular Meeting of the Board to be held on the second Tuesday of the month), July (no Regular Meeting of the Board), and December (the Annual Organizational Meeting will occur in years where there is not an election).
- 1.2 Meetings of the Committee of the Whole Board in public session will be held at the call of the Chair when deemed necessary to consider a matter that is not the subject of a current Committee of the Board in alignment with section 15.9 of these By-laws.
- 1.3 Prior to all public Regular Meetings of the Board, a closed (In-Camera) Committee of the Whole Meeting will be held when the subject-matter under consideration involves the matters in s.207(2), s. 207(2.1) or s.218.3 (10) of the Ontario *Education Act*. A closed Committee of the Whole Meeting shall be held at 4:30 p.m. prior to the public session meeting, with the exception of the Annual Organizational Meeting and the Inaugural Meeting.
- 1.4 All In-Camera sessions of committee meetings are closed to the public. Student Trustees may attend In-Camera session committee meetings, except if the meeting is closed to the public in accordance with s.207(2)(b) of the *Ontario Education Act* or they declare a conflict of interest.
- 1.5 A recommendation from a closed meeting of a committee shall be brought to a closed Committee of the Whole Meeting for its consideration.
- 1.6 Any recommendations considered by the Trustees in a closed Committee of the Whole Meeting will be reported to the Board in a public Regular Meeting of the Board or special meeting of the Board. A motion to rise and report will include the recommendations or, in some cases, a brief description of the nature of the recommendation(s) to be reported in the public meeting. Discussion, opinions, and reports which are not specified in the motion to rise and report will remain confidential.
- 1.7 A resolution to cancel or alter the date of a future meeting may be approved at any meeting of the Board.
- 1.8 The Board, at each Annual Organizational Meeting or Inaugural Meeting, will determine a schedule of locations and dates for Regular Meetings of the Board.
- 1.9 The Board shall not remain in session later than 10:00 p.m. unless approved by a Two-Thirds Vote taken prior to 10:00 pm.

Notification of Regular Meetings of the Board and Public Committee of the Whole Meetings

- 1.10 The local news media shall be notified by the Director or designate of all meetings of the Board, including Public Committee of the Whole Meetings.
- 1.11 The schedule of Board meeting locations and the corresponding agenda(s) can be accessed by members of the public at tldsb.ca or by contacting info@tldsb.on.ca. If you require a printed copy or a copy in an accessible format you may request one at 1-888-526-5552 or via info@tldsb.on.ca.

2. Procedural By-law 2: The Presiding Officer

The Presiding Officer

- 2.1 The Chair, or in the Chair's absence, the Vice-Chair, shall preside over all Regular Meetings of the Board and special meetings of the Board.
- 2.2 The Vice-Chair, or in the Vice-Chair's absence, the Chair of the Board, shall preside over all Committee of the Whole Meetings.
- 2.3 The individual presiding over a meeting will be known as the Presiding Officer.

The Presiding Officer: Duties

- 2.4 The Presiding Officer shall:
 - a. call the meeting to order at the hour appointed;
 - b. decide upon questions of order;
 - c. cause the recording secretary to record in the Minutes the names of the members present;
 - d. preserve order and decorum;
 - e. exercise the right to expel or exclude, from any meeting, any person who has been guilty of improper conduct at the meeting; and
 - f. If the Presiding Officer is the Chair, comply with the Duties of The Board Chair as stated in BD-2045 Trustee Code of Ethics / Code of Conduct.

The Board Chair: Duties

- 2.5 In addition to duties of Trustees set out in S. 218.1 of the *Education Act*, the Chair is expected to comply with the additional duties set out in S. 218.4 of the Act:

"In addition to any other duties under the Act, the Chair of the Board shall:

- a. preside over Regular Meetings of the Board, special meetings of the Board, and in the absence of the Vice-Chair, preside over Committee of the Whole Meetings;
- b. conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;
- c. establish agendas for Board meetings, in consultation with Chair's Council;
- d. ensure that members of the Board and Student Trustees have the information needed for informed discussion of the agenda items;
- e. act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- f. convey the decisions of the Board to the Director or designate;
- g. provide leadership to the Board in maintaining the Board's focus on the multi-year plan established under section 169.1 of the *Education Act*;
- h. provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and,
- i. assume such other responsibilities as may be specified by the Board."

The Presiding Officer: In the event of an absence of the Chair and Vice-Chair

- 2.6 In the absence of both the Chair and the Vice-Chair for five minutes after the hour appointed to commence a meeting, as soon as a quorum of the Board is present, the Director or delegate shall call the meeting to order and the Board shall elect one of themselves to be chair for that meeting.
- 2.7 If a vacancy occurs in the office of the Chair or Vice-Chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to be Chair or Vice-Chair, as the case may be, and the newly elected person will hold the office from the date of their election until the election of a Chair or Vice-Chair at the next Annual Organizational Meeting or Inaugural Meeting, as the case may be, or until their successor is elected. Any election will be conducted in the same manner as at the Annual Organizational Meeting.

The Presiding Officer: participation in discussions and voting

- 2.8 The Chair or other Presiding Officer of a Regular Meeting of the Board or special meeting of the Board shall not move or second a Motion or take part in any debate of a motion, except to carry out their duties as a Presiding Officer, clarify the wording of any Motion, to address comments by any member, or to summarize views when expedient; unless the Chair first relinquishes their role as the Presiding Officer and appoints another Trustee to act as the Presiding Officer until the question is decided or the discussion is concluded.
- 2.9 The Chair or any Presiding Officer that is a Trustee may vote on any matter unless they have declared a conflict of interest. Except on a motion to sustain a ruling of the Chair or Presiding Officer, any motion on which there is an equality of votes is lost .

3. Procedural By-law 3: Trustee Attendance at Meetings of the Board

Attendance at Meetings of the Board

- 3.1 Members of the Board are expected to attend all Committee of the Whole Meetings and Regular Meetings of the Board, either in-person, or through virtual access (as outlined in the rules for virtual access in By-law 11) and as qualified below. Trustees are required to notify the Director and the Chair of the Board of any expected absence from any of these meetings and any committee meetings of which they are a member.
- 3.2 In accordance with subsection 228 (1) of the Ontario *Education Act*, a Trustee vacates their seat if:
- a. Subject to 3.3 below, the Trustee is not physically present in the meeting room of the TLDSB for at least three (3) regular Board meetings during each 12-month period beginning November 15, 2022;
 - b. The Trustee was elected or appointed to fill a vacancy on the Board and the Trustee was not physically present in the meeting room of the TLDSB for at least one regular Board meeting for each period of four full calendar months that occurs during the period beginning on the day the Trustee is elected or appointed and ending the following November 14; or
 - c. The Trustee absents themselves without being authorized by resolution of the Board entered in the Minutes, from three (3) consecutive regular Board meetings. This requirement does not apply to a Trustee who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee.
- 3.3 Paragraphs 3.2a and 3.2b do not apply for a period described therein if all schools of the TLDSB are closed for a total of two or more months during those periods pursuant to an order made as described in Ontario Regulation 463/97 under the Ontario *Education Act*.
- 3.4 In accordance with s. 6(1) of Regulation 463/97 *Electronic Meetings and Meeting Attendance* under the Ontario *Education Act* unless closed to the public in accordance with s.207 (2), s.207(2.1) or s.218.3 (10) of the Ontario *Education Act* or all schools of the TLDSB are closed pursuant to s.7 of Regulation 463/97, at every meeting of the Board of Trustees or committee of the Board, the meeting room of a Board or committee meeting shall be open to permit the physical attendance by members of the public.

4. Procedural By-law 4: Quorum

Quorum

- 4.1 At all meetings of the Board, Committee of the Whole Board, or other Board committees, the presence of a clear majority of all members constituting the Board or committee shall be necessary to form a quorum.
- 4.2 Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the recording secretary shall record the names of those members present and the Board or committee shall forthwith stand adjourned until the next Regular Meeting of the Board, the Committee of the Whole Board, or other applicable Board committee.
- 4.3 When a quorum no longer exists, no resolutions shall be voted upon and it shall be the responsibility of the Presiding Officer and the recording secretary to note the lack of a quorum and record the fact in the minutes.
- 4.4 The Presiding Officer may then adjourn the meeting or declare a recess during which time an attempt will be made to obtain a quorum. If a quorum cannot be obtained during the recess, the meeting shall be adjourned.

5. Procedural By-law 5: Decorum at Meetings of the Board

Decorum at Board Meetings

- 5.1 All persons attending meetings of the Board or its committees shall show respect for others in their language and conduct.
- 5.2 Every Trustee shall uphold the implementation of any Board resolution after it has been passed by the Board. Provided a motion has not already been implemented or otherwise incapable of reversing, a motion to rescind or amend something previously adopted is a parliamentary procedure that may be available to the Board if they wish to change a previous decision of the Board.
- 5.3 Audio or video recording devices may not be used to record the discussion or voting by members at any meeting of the Board or its committees without the prior permission of the Board.

Breach of decorum

- 5.4 Any member who resists the rules of the Board, disobeys the decision of the Chair or Presiding Officer on points of order (unless after an appeal of the ruling of the Chair or Presiding Officer has not been sustained) or makes any disorderly noise or disturbance may, unless they make apology, be ordered by the Chair or Presiding Officer to leave their seat for the remainder of the meeting, and in the case of their refusal to do so may, on the order of the Chair or Presiding Officer, be removed from the board room and the building or have their electronic connection disconnected.
- 5.5 Any person who interrupts a meeting of the Board or committee shall be expelled from the board room and the building or have their electronic connection disconnected.

Other policies governing Trustee conduct

- 5.6 A Trustee Code of Conduct shall be made available through policy (BD-2045).

6. Procedural By-law 6: Rules for Meetings of the Board

Robert's Rules

- 6.1 The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable, except where they are inconsistent with these By-laws, any special rules of order the Board may adopt, or legislation.

Types of Motions

- 6.2 Main motion: Introduces a new item
- 6.3 Subsidiary motion: Changes or effects a main motion; should be voted on before main motion
- 6.4 Privileged motion: Urgent or important matter unrelated to pending business
- 6.5 Incidental motion: Questions procedure of other motions
- 6.6 Motion to postpone indefinitely a main motion: Kills a motion
- 6.7 Motion to postpone to a certain time: Delays a vote (can reopen debate on main motion)

Making a main motion

- 6.8 Recommendation in a report: Many administrative reports will include a recommendation for action. A member must move and read the recommendation, and a seconder is needed prior to the motion being discussed/ debated and put to vote.
- 6.9 Motion by a member: A member may make a main motion on a matter. A seconder is required and discussion/ debate opportunity provided prior to the motion being put to a vote.

Steps to moving a motion to debate and vote

- 6.10 The following are the steps to follow for putting a motion on the table and advancing to a vote:
- a. Motion: A member raises hand, states motion.
 - b. Second: Another member seconds the motion.
 - c. Presiding Officer states the question (until the question is stated the mover may withdraw or amend the motion without the permission of the other members).
 - d. Debate: Opportunity for debate (occurs only if/after there is a seconder for the motion)
 - e. Vote: Presiding Officer asks for a vote of those in favour; opposed; or abstaining. Members vote via raising their hand unless a secret ballot is required.
 - f. Announce: The Presiding Officer announces the result of the vote.

Requesting a Point of Something

- 6.11 Certain situations need attention during the meeting, but don't require a seconder, a debate or voting. It is permissible to request a point where the Presiding Officer needs to handle a situation right away. Board members can declare one of the following:
- a. Point of order: Draws attention to a breach of rules, improper procedure, breaching of established practices, policies, legislation, etc.
 - b. Request for information: Used by a member to seek information from or through the Presiding Officer to assist the member or Board to decide the motion at hand.
 - c. Parliamentary Inquiry: A member may ask a question of the Presiding Officer about parliamentary procedure.
 - d. Question of Privilege: A member may use a question of privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a members conduct.

When a motion is under debate

- 6.12 When a motion is under debate and more than one member wishes to question, challenge or change the motion or the business on the table, the order of precedence for motions to do so shall be as described in Robert's Rules of Order.
- 6.13 A summary of some of Robert's Rules of Order motions, recommended language, requirements for voting, etc. can be found in Appendix 1. The appendix is for ease of reference and in all cases where the appendix is different from Robert's Rules of Order, the rule as stated in Robert's Rules of Order shall be followed.

General rules

- 6.14 Any motion or resolution decided in the negative may not be re-introduced at a subsequent meeting, unless approved by a majority vote.
- 6.15 At any time during the meeting, the Chair of the meeting may declare a recess or a member may move a motion to recess.
- 6.16 No motion shall be debated or put to a vote unless it is clearly stated and has been seconded, except where Robert's Rules of Order states otherwise.
- 6.17 Any member may request the motion under discussion to be read at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to a question.
- 6.18 When a motion has been stated by the Presiding Officer it may only be withdrawn by the maker of the motion with unanimous consent of the Board. If unanimous consent is not obtained then a motion to withdraw is put to a vote and requires a Clear Majority.

- 6.19 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the demand of one member, may be considered and voted upon separately. Related propositions would require a Clear Majority to divide the question.
- 6.20 Any member desiring to speak shall indicate by up-raised hand if attending in person or asking for recognition if present by electronic means. Upon recognition by the Presiding Officer who shall call the member by name, the member may then address the Presiding Officer.
- 6.21 If two or more members attempt to speak at the same time, the Presiding Officer shall name the member who is to speak.
- 6.22 Members shall confine themselves to the question in debate and shall avoid all discourteous language.
- 6.23 No member shall be interrupted while speaking except as provided in Robert's Rules of Order.

7. Procedural By-law 7: Voting

Declaration of Conflict of Interest

- 7.1 When a member believes they have a conflict of interest, it shall be declared in accordance with the Municipal Conflicts of Interest Act and a written statement filed with the Director or designate for inclusion in the TLDSB conflict of interest registry.
- 7.2 A member who declares a conflict of interest shall refrain from participating in debate or voting on related matters.

Voting

- 7.3 Every member, including the Chair, present at a Regular Meeting of the Board, special meeting of the Board, or Committee of the Whole Meeting when a question is put forth shall vote thereon unless prevented by conflict of interest, excused by the Chair or in alignment with Robert's Rules of Order.
- 7.4 No member of the Board shall have more than one vote either at a Regular Meeting of the Board, special meeting of the Board, committees of the Board, or in Committee of the Whole Meetings.
- 7.5 Except on a motion to sustain the Presiding Officer's ruling on a point of order, in all cases where a vote shall be taken on any question and there shall be, with the Chair's vote, a tie, the motion or amendment as the case may be, shall be declared lost.
- 7.6 After the Presiding Officer has put a question to a vote there shall be no further debate and no member shall walk across or out of the room or make any noises or disturbances. The Presiding Officer shall declare the vote.
- 7.7 Except where a secret ballot is required, all votes at meetings shall be taken verbally if present by electronic means or by clearly upraised hands if present in-person at the meeting. The result shall be declared by the Presiding Officer, but if the declaration is questioned, the members voting shall rise and stand until they have been counted.
- 7.8 The vote shall not be recorded on any question unless requested by at least one member. Such a request must be made before the Presiding Officer calls upon the members to vote upon the same question.
- 7.9 When it appears that all members have not voted who are required to do so, the Chair may call for a recorded vote.

8. Procedural By-law 8: Inaugural Meeting and Annual Organizational Meeting of the Board

Inaugural Meeting of the Board

- 8.1 In accordance with the Municipal Elections Act, the first meeting of a newly elected Board (the “Inaugural Meeting”) must occur no more than 7 (seven) days following the first day of the term of office of the Trustee (November 15). The meeting shall commence at 6:00 p.m.
- 8.2 At the Inaugural Meeting the Board shall proceed in the following manner:
- a. The Director shall proceed to read the returns of election to the Board as certified by the municipal clerks.
 - b. The Director shall arrange for Trustees to take the Declaration and Oath/Affirmation of Allegiance.
 - c. Elections for Chair, Vice-Chair, Chair’s Council Alternate (if required) shall take place following the election process as outlined in these by-laws.
 - d. The Director shall preside over the election of the Chair.
 - e. The election of the Vice-Chair will be presided over by the Chair.
 - f. The past chair shall be announced, or, in the absence of a past Chair (see past Chair section of this by-law), a Chair’s Council Trustee Alternate shall be elected.
- 8.3 At the Inaugural Meeting, the elections for OPSBA delegate and voting member and OPSBA delegate and voting member alternate shall occur. (During all other years these elections occur at the May Regular Meeting of the Board).

Annual Organizational Meeting

- 8.4 Each year, after the year of a regular election under the Municipal Elections Act, the Annual Organizational Meeting will be held on the first Tuesday in December, commencing at 6:00 p.m., and at this meeting:
- a. Elections shall take place following the election process as outlined in these bylaws.
 - b. The Director shall preside over the election of the Chair.
 - c. The election of the Vice-Chair will be presided over by the Chair.
 - d. The past Chair shall be announced by the Chair, or, in the absence of a past Chair (see past Chair section of this by-law), a Chair’s Council Trustee Alternate shall be elected.

Election Process for the Inaugural Meeting of the Board and/or the Annual Organizational Meeting of the Board

Election of Chair

- 8.5 The Director shall preside over the election of the Chair.
- 8.6 The Director shall name the scrutineers appointed for the election of the Chair.
- 8.7 The Director shall call for nominations for the office of the Chair:
 - a. Any Trustee may self-nominate or nominate any other Trustee for this office.
 - b. No seconder is required.
 - c. The nominee is asked if they accept the nomination.
 - d. Nominations shall remain open for a period of at least one minute following the receipt of the last nomination.
 - e. Nominations shall then be declared closed.
- 8.8 In the event that there is only one nominee, that individual may be acclaimed to the position. In these circumstances, an announcement of the acclamation shall be made and the Chair shall move on to the next order of business in the agenda.
- 8.9 If there is more than one nominee for a position, following the declaration that nominations are closed, each nominee will be provided with the opportunity to verbally address the Board, if they so desire. A maximum of five (5) minutes will be allowed.
- 8.10 A vote, by secret ballot, shall be conducted.
- 8.11 The member receiving a Clear Majority shall be declared elected.
- 8.12 The final count shall not be declared.
- 8.13 The person with the Clear Majority shall be the Chair. In the event no candidate receives a Clear Majority, the name of the person receiving the fewest votes shall be dropped and the Board shall proceed to ballot again and so continue until there is a candidate with a Clear Majority elected.

In the case of a tie

- 8.14 Where a tie is created due to a spoiled ballot or ballots, there shall be one further vote by ballot and if a tie still exists, then the Education Act stipulates the election shall be determined by lot.

Election of Vice Chair

- 8.15 The Chair shall preside over the election of the Vice-Chair. The procedure shall be as set out for the election of the Chair.

Appointment of Past Chair or Election of Chair's Council Trustee Alternate

- 8.16 The position of past Chair will be assumed by the last individual who was the Chair.
- 8.17 In the event that there is no individual who meets the criteria for past Chair, an election will take place, presided over by the current Chair and following the same process that is used for the election of Chair, to elect a Chair's Council Trustee Alternate to serve in place of the past Chair position. Consideration will be given to providing board-wide representation when filling the vacant position.

Term of the Chair and Vice Chair

- 8.18 The Chair and the Vice-Chair shall hold their office from the date of their election until the next Organizational Meeting or until their successor is elected.

Election of the OPSBA Delegate/ Voting member

- 8.19 The Board shall elect an OPSBA delegate/ voting member and an OPSBA delegate/ voting member alternate.
- 8.20 The process for election shall follow the election process as outlined for the Chair.
- 8.21 If there is only one nominee, the individual may be acclaimed.
- 8.22 During a municipal election year, the elections will occur at the Inaugural Meeting and for the remainder of the term, the elections will occur at the May Regular Meeting of the Board.

Establishment of the Chair's Council

- 8.23 The Chair's Council shall be comprised of three people: The Chair, the Vice-Chair, and the past Chair or Chair's Council Trustee Alternate. The Director or designate will attend all meetings of Chair's Council, except any meeting regarding the Director's employment.
- 8.24 The Executive Assistant to the Director will attend Chair's Council to maintain minutes.
- 8.25 Chair's Council shall meet at minimum during the week prior to each Regular Meeting of the Board and any scheduled Committee of the Whole Meeting, and in consultation with the Director of Education, discuss and establish the meeting agendas prior to their publication. The Chair's Council may also schedule additional meetings as required to conduct business in alignment with section 8.26 of this By-law.
- 8.26 The business of Chair's Council shall be limited to planning and discussion related to the Regular Meeting of the Board and Committee of the Whole Meeting Agendas, recommending to the Board the names of Trustees to be appointed to the Standing Committees, Statutory Committees, Ad Hoc Committees, and Special Committees, discussing agendas for Trustee learning sessions and any discussion related to the Director's performance appraisal (the Director's performance appraisal process to be established with input from all Trustees. The process will be facilitated by the Chair of the Board).

- 8.27 Minutes will be taken at each Chair's Council meeting and distributed to all Trustees prior to the distribution of the relevant Committee of the Whole Meeting or Regular Meeting of the Board agenda package(s).

9. Procedural By-law 9: Regular Meetings of the Board

Public Regular Meetings of the Board

- 9.1 In accordance with s.207(1) of the *Education Act*, all meetings of the Board and all meetings of committees of the Board, shall be open to the public, except when a meeting of a committee of the Board is closed to the public in accordance with s.207(2) or s.207 (2.2) of the *Education Act* or a Regular Meeting of the Board or special meeting of the Board is closed to the public in accordance with s.207(2.1) or s. 218.3 (10).
- 9.2 No person shall be excluded from a meeting that is open to the public except for improper conduct.

Public Access to Regular Board Meetings

- 9.3 Procedural By-law 12: Electronic Participation in Meetings describes the ability of members of the public to attend Regular Meetings of the Board in-person and by electronic means.

Time and location of Board Meetings

- 9.4 The Regular Meetings of the Board shall normally be held on the fourth Tuesday commencing at 6:00 p.m. with exceptions as outlined in Procedural By-law 1: Determination and Communication of Meeting Schedules.
- 9.5 Regular Meetings of the Board will be scheduled on a rotating basis at the Lindsay Education Centre at 300 County Road 36 in Lindsay, or the Muskoka Education Centre at 1271 Cedar Lane in Bracebridge. Meetings may also be scheduled in an accessible location in Haliburton County.

Notice of meeting details

- 9.6 Written notice of all Regular Meetings of the Board, together with the Agenda and supporting information, shall be transmitted by the Director or designate to each Trustee and Student Trustees' official TLDSB email address at least ninety-six (96) hours before the time of the meeting and posted on the TLDSB's website.
- 9.7 Notice of cancellation of a meeting will be transmitted by the Director or designate in the same manner and within the same timelines as Section 9.6.
- 9.8 In the event of inclement weather or an unanticipated emergency, the Director or designate, in consultation with the Chair, will notify Trustees and Student Trustees and a notice of cancellation shall be posted on TLDSB website.

Regular Meetings of the Board- General

- 9.9 A Regular Meeting of the Board is where the Board conducts formal business, including recommendations brought forward from Committee of the Whole or any other Committees of the Board.
- 9.10 The chair/Presiding Officer for the Regular Meeting of the Board will be the Chair.

- 9.11 The Agenda for each Regular Meeting of the Board shall be set by the Chair's Council in consultation with the Director or designate. The preparation of the Agenda and Minutes will be in accordance with the Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Meetings.

10. Procedural By-law 10: Committee of the Whole Meetings of the Board

Public Committee of the Whole Meetings of the Board

- 10.1 All meetings of the Board and its committee shall be open to the public except when the subject matter under consideration is as described in s.207 (2); s.207(2.1) or s. 218.3(10).
- 10.2 No person shall be excluded from a meeting that is open to the public except for improper conduct.

Public Access to Public Committee of the Whole Meetings

- 10.3 Procedural By-law 12: Electronic Participation in Meetings describes the ability of members of the public to attend committee meetings of the Board both in-person and by electronic means.

In-Camera Meetings of Committee of the Whole Board

- 10.4 Section 207 (2); s. 207(2.1) and s.218.3(10) of the Education Act states that committee meetings may be closed to the public when the subject matter under consideration involves:
- a. the security of the property of the TLDSB;
 - b. the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the TLDSB or a pupil or parent/guardian;
 - c. the acquisition or disposal of a school site;
 - d. decisions in respect of negotiation with employees of the TLDSB;
 - e. litigation affecting the TLDSB;
 - f. Breach of the BD-2045 Code of Conduct that involves matters listed in a. to e. above; or
 - g. Ombudsman Investigation.
- 10.5 Any final recommendations for action from meetings of a Committee of the Whole (public or In-Camera) will not come into effect and be binding on the Board until approved at a public Board meeting.
- 10.6 There may be an In-Camera meeting scheduled prior to a Regular Meeting of the Board or special meeting of the Board.
- 10.7 The Presiding Officer of the Committee of the Whole Meeting will report any recommendations resulting from the In-Camera meeting to the Regular Meeting of the Board or special meeting of the Board, as the case may be, in a manner that preserves confidentiality if confidentiality must continue to be maintained.

Notice of meeting details

- 10.8 Written notice of all Committee of the Whole meetings (both public and In-Camera), together with the Agenda and supporting information, shall be transmitted by the Director or designate to each Trustee and Student Trustee by email to their official TLDSB email address at least

ninety-six (96) hours before the time of the meeting and posted on the TLDSB website without disclosing the details of an In-Camera meeting.

- 10.9 Notice of cancellation of a meeting will be transmitted by the Director or designate in the same manner and within the same timelines as Section 10.8
- 10.10 In the event of inclement weather or an unanticipated emergency, the Director or designate, in consultation with the Chair, will notify Trustees and Student Trustees and a notice of cancellation shall be posted on the TLDSB website.

Committee of the Whole Meetings- General

- 10.11 The Chair/ Presiding Officer for the Committee of the Whole meeting (public and In-Camera) will be the Vice-Chair.
- 10.12 The Agenda for each meeting of Committee of the Whole (public and In-Camera) shall be set by the Chair's Council in consultation with the Director or designate. The preparation of the Agenda and Minutes will be in accordance with the Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Board .
- 10.13 A quorum for meetings of Committee of the Whole Board shall be as defined in Quorum.

11.Procedural By-law 11: Special Meetings of the Board

Special Meetings of the Board

- 11.1 Special meetings of the Board may be called by the Chair at their discretion or at the request of 3 members of the Board.
- 11.2 In accordance with the *Education Act*, the Director must call a special Board meeting on the request in writing of the majority of the members of the Board.
- 11.3 Written notice of a special meeting of the Board shall be given in the same manner as Regular Meetings of the Board as described in Section 9.6 or verbal notice of a special meeting of the Board may be given by the Director or designate to each member of the Board, at least forty-eight (48) hours before the time of the meeting and this notice must describe all business to be transacted or considered at the special meeting.
- 11.4 In an emergency situation, the Chair or the Director may call a special meeting of the Board with as much notice as is feasible.
- 11.5 In any case of a special meeting of the Board, no other business that did not form part of notice of a special meeting may be transacted, unless a Two-Thirds Vote carries to consider the extra business.
- 11.6 Public access to attend a special meeting of the Board will follow Procedural By-law 12: Electronic Participation in Meetings.
- 11.7 Special Board meetings shall be conducted in the same manner as Regular Meetings of the Board.
- 11.8 The Agenda for a special Board meeting should follow Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Board.

12. Procedural By-law 12: Electronic Participation in Meetings

Public access via livestreamed Meetings of the Board

- 12.1 In accordance with s. 6(1) of Regulation 463/97 *Electronic Meetings and Meeting Attendance* under the Ontario *Education Act*, unless closed to the public in accordance with s.207 (2), s.207(2.1) or s.218.3 (10) of the Ontario *Education Act* or all schools of the TLDSB are closed pursuant to s.7 of Regulation 463/97, at every meeting of the Board of Trustees or committee of the Board, the meeting room of a board or committee meeting shall be open to permit the physical attendance by members of the public.
- 12.2 TLDSB will ensure members of the public have the choice to attend to public meetings either via in-person attendance (at the host site for the meeting) or via virtual live viewing. The virtual live viewing will permit Delegates to hear and be heard by all other participants in the meetings
- 12.3 All Regular Board Meetings, special Board meetings, public Committee of the Whole Meetings and other committees of the Board of Trustees will be streamed for viewing by all members of the public via livestream at tldsb.ca.
- 12.4 In order to maintain the integrity as a publicly accessible meeting, in the event that a livestream is halted due to power outages, internet outages, or other circumstances beyond the control of the Board, the meeting must recess or adjourn until such time that the meeting can be once again viewed or heard via livestream by the public.

Electronic Participation for Trustees and Student Trustees in Meetings

- 12.5 Except as provided below, TLDSB will provide an opportunity to Trustees and Student Trustees when requested by any one of them to participate electronically in any Regular Board Meeting, special Board meeting, Committee of the Whole Meetings, and other committee meetings of the TLDSB in accordance with the provisions of the *Act* and, in particular, Ontario Regulation 463/97 – *Electronic Meetings*.
- 12.6 Any electronic access must permit Trustees or the Student Trustee to hear other members, and to be heard by all other participants in the meeting and by viewers of the meeting.
- 12.7 Any electronic means must be provided in such a way that the rules governing conflict of interest of Trustees and Student Trustees are complied with.
- 12.8 Electronic meetings of the Board or committees will be conducted in accordance with the *Education Act* and Board Bylaws.
- 12.9 Subject to any conditions or limitations provided for under the *Act* or under Regulation 463/97, a member of a Board who participates in a meeting through electronic means in accordance with this Regulation shall be deemed to be present at the meeting for the purposes of every *Act*.
- 12.10 The Board may refuse to provide a Trustee or Student Trustee with electronic means of participation in Meetings, where to do so is necessary to ensure:

- a. the security and confidentiality of proceedings that are closed to the public and/or Student Trustees, or
 - b. compliance with the rules governing conflict of interest of Trustees and Student Trustees.
- 12.11 The Board will ensure the security and confidentiality of electronic participation in proceedings held during In-Camera session.
- 12.12 Trustees and Student Trustees attending a meeting electronically must advise the Presiding Officer when joining a meeting to be deemed present at a meeting.
- 12.13 Trustees and Student Trustees who leave a Meeting, whether temporarily or permanently, before the meeting is declared adjourned by the Presiding Officer will advise the Presiding Officer. Quorum must be maintained in a meeting at all times.
- 12.14 Subject to Procedural By-law 3: Trustee Attendance at Meetings of the Board, and in accordance with Regulation 463/97, at every Board meeting (including special meetings of the Board) or Committee of the Whole Meeting, the following persons must be physically present in the meeting room of the TLDSB unless all schools of the TLDSB are closed, as described in s. 7 of Regulation 463/97;
- a. The Chair or designate;
 - b. At least one additional Trustee of the Board; and
 - c. The Director of Education or Designate.
- 12.15 The Board will cover reasonable costs of virtual participation up to and including long distance regular telephone service within Canada and/or as deemed reasonable as determined by Chair's Council.

13. Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Board

Preparation and Format of Agendas

- 13.1 It shall be the responsibility of the Director to ensure an Agenda is prepared for each Board meeting.
- 13.2 Approximately one week in advance of a Board or In-Camera Committee of the Whole Meeting, and/ or in alignment with section 8.25 of these By-laws, Chair's Council will meet together with the Director to review a draft Agenda, reports, and recommendations to be distributed with the Agenda.
- 13.3 Matters to be included on the Regular Meeting of the Board Agenda for information, consideration, or action may be selected from (but not limited to) the following sources:
- a. Routine and special business from the Director;
 - b. Recommendations/reports of all Board committees;
 - c. Recommendations from Committee of the Whole Board meetings – In-Camera session;
 - d. Administrative reports and recommendations from Director's Council;
 - e. Board members' requests. Such requests must be received by the Director prior to the Chair's Council meeting and approved by Chair's Council for inclusion in an Agenda;
 - f. Report of Special Education Advisory Committee (SEAC);
 - g. Report of Student Trustee;
 - h. Correspondence;
 - i. Report of OPSBA Representative;
 - j. Items for future business from previous meetings, including Notices of Motion; and
 - k. Presentations and/or Delegations.
- 13.4 Any requests for additions to the Agenda by Trustees should be directed through the Chair to be discussed at the Chair's Council Meeting that occurs during the week prior to the Board Meeting. Urgent matters may later be added to the Agenda with a Two-Thirds Vote to approve the addition.
- 13.5 The Regular Meeting of the Board or In-Camera Committee of the Whole Meeting Agendas will be prepared generally in accordance with the templates outlined in the appendices to these By-laws.
- 13.6 All Board meeting Agendas will include the TLDSB logo and mission statement.
- 13.7 The order of business for a Regular Meeting of the Board shall be in accordance with appendix 2, and the In-Camera Committee of the Whole Meeting shall be in accordance with appendix 3 of these by-laws.
- 13.8 The order of business for the Inaugural/ Annual Organizational Meeting of the Board Agendas shall be in accordance with appendix 4 of these by-laws.

National Anthem and Land Acknowledgement

- 13.9 All Regular Meetings of the Board and Public Committee of the Whole Meetings that are held in-person shall include a Land Acknowledgement and the playing of the national anthem following the Call to Order.

Administrative Reports

- 13.10 Any report for action or written for information brought forward to the Trustees and Student Trustees by a member of the senior team must be shared in the form of an administrative report outlining information and context, and any recommendations. Reports may include attachments and supplementary documents.

Correspondence

- 13.11 Correspondence addressed to Trustees about public matters affecting the TLDSB will be shared in a Regular Meeting of the Board, as appropriate, or as needed for Board discussion or action.

Minutes of Meetings

- 13.12 Minutes of meetings shall be taken at each Regular Meeting of the Board, special meeting of the Board, and Committee of the Whole meetings.
- 13.13 Minutes for Board meetings will be reviewed and approved by the Board at the following Regular Meeting of the Board. Minutes of Committee of the Whole meetings will be reviewed and approved by that committee.
- 13.14 Approved meeting minutes will be printed, signed by the Director and the Chair and stored in accordance with the TLDSB Records Retention Procedure.

Motions

- 13.15 Motions can be presented at Statutory or Standing committees, Committee of the Whole, or Board meetings, but those motions do not bind the Board until adopted at a Regular Meeting of the Board.
- 13.16 Motions in connection with an Agenda item requiring action may be brought by Trustees at a meeting, or a recommendation may be made by a senior team member as part of an administrative report.
- 13.17 Motions are to follow a standard identification and language convention in the meeting minutes, examples below:

YYYY-MM-# Moved by Trustee _____, Seconded by Trustee _____
That the _____ be (approved, approved as amended, rescinded or other language)
Carried.

The '#' in the motion and resolution numbers recommences at '1' at the August Board Meeting prior to a new school year and is numbered consecutively for the duration of the school year.

14.Procedural By-law 14: Delegations to the Board

Delegations to the Board

- 14.1 An individual or a group with a designated speaker who reside in the geographic area of the TLDSB and have an interest in matters related to public education may apply to be a Delegation to the Board.
- 14.2 All Delegations shall request the opportunity to appear before the Board through the Director by submitting a written application.
- 14.3 Delegations will *not* be received:
- a. by individuals or commercial enterprises who wish to promote products or services to the Board;
 - b. regarding personal issues related to the Delegation, a staff member or a student;
 - c. regarding employment issues that are covered under TLDSB collective agreements or other employment contracts;
 - d. about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;
 - e. until after the Delegation has pursued all other Board processes that currently exist to address their concern(s);
 - f. about matters that are currently the subject of a complaint or investigation by the Ontario Ombudsman, the Board's Human Rights Commissioner, or the Trustee Code of Conduct;
 - g. regarding matters that are not within the jurisdiction of the TLDSB;
 - h. twice within a 12-month period, unless the subject matter has changed substantially;
 - i. regarding subjects for which there are other opportunities for the Delegation to provide input to the Board, such as School Accommodation Review Meetings and the Board's Multi-Year Strategic Planning Process, etc.
- 14.4 If the delegation is a matter that is reasonable to come before the Board, the Chair, in consultation with the Director will decide whether or not a delegation request should be heard at a Committee of the Whole meeting, a Regular Meeting of the Board, or any other committee of the Board or referred to a staff member for follow up.
- 14.5 After consultation with the Chair's Council, the Director will inform all Trustees and the Delegation of the decision and, if appropriate, the date of the meeting and the time the presentation will be heard.
- 14.6 A copy of this By-law will be provided to the designated speaker.

Requirements of the Delegation

- 14.7 Individuals or groups wishing to make a Delegation to the Board must submit an application to the Director. The application package can be found in appendix 5 of the TLDSB Board By-laws.

- 14.8 Once informed of the date and time of the meeting, a person or a Delegation shall submit to the Director, at least six (6) business days prior to the date of the meeting at which the Delegation wishes to address, a written submission, stating in full the matter on which a presentation is to be made, naming the organization or interested parties to be represented and stating the authority of the spokesperson.
- 14.9 Only one spokesperson will be allowed for the Delegation regardless of the number of individuals attending as part of the Delegation.
- 14.10 If a Delegation is referred to a Board or committee meeting, five (5) minutes at the meeting will be allocated for the Delegation (to clarify the written submission and to answer questions of further clarification requested by Trustees.) Major modifications to any written submission are to be in writing. The matter will not be debated with the Board.

Delegations- General

- 14.11 Delegations will generally be heard at Regular meetings of the Board unless determined otherwise during the approval process. The Delegation shall be notified by the Director of the Board or committee meeting of the Board at which such issue is on the agenda and all final decisions in connection with the matter.
- 14.12 Delegations shall be heard at the time designated by the Presiding Officer of the meeting and usually will follow the order of business in the Agenda.
- 14.13 Five minutes at the meeting will be allocated for the delegation (to clarify the written submission and to answer questions of further clarification requested by trustees.) The time limit may be extended on a Clear Majority vote of the Trustees present and voting.
- 14.14 Trustees may only ask questions of clarification of the Delegation. Opportunity for debate or for new business related to the Delegation shall not be entertained.
- 14.15 As soon as the Chair is satisfied that all points have been clarified or the time limit has been reached, the speaker of the Delegation will be thanked by the Chair or Presiding Officer.
- 14.16 The Presiding Officer of the meeting reserves the right to terminate the presentation.
- 14.17 A decision of the Board will not be made at the time of the presentation/Delegation, but must be deferred for further consideration.
- 14.18 In consideration of the material/information presented, the Board may elect to;
- a. Receive the brief and oral presentation as information;
 - b. Refer the matter to staff for further study with subsequent reports to the appropriate committee;
 - c. Refer the matter to the Director for disposition.

15. Procedural By-law 15: Board Committees

- 15.1 The Board will establish and dissolve committees as necessary.
- 15.2 At the August Regular Meeting of the Board, Trustees will be given a list of committees requiring Trustee participation.
- a. Except in an election year, Trustees will identify their preferences for the committees they wish to sit on and submit these to the Chair's Council prior to the September Regular Meeting of the Board. Chair's Council will review Trustees' preferences and make recommendations for the appointments of Trustees to the committees at the September Regular Meeting of the Board.
 - b. Except in an election year, the Board will appoint Trustees to the committees at the September Regular Meeting of the Board. The term of the appointments is effective for a one (1) year term (unless otherwise established by the committee terms of reference or legislation) from the date of the September Regular Meeting of the Board, or until their successor is appointed.
 - c. During an election year, Trustees will serve on the committee they were appointed to in the previous year until the end of the Trustee Term. All Trustees will submit their preferences for committee involvement to the Chair's Council following the Inaugural Meeting. Chair's Council will review requests and make a recommendation for appointments of Trustees to the committees at the first meeting of the Board following the Inaugural Meeting and the Board will appoint Trustees to the committees at that meeting.
 - d. The committee membership will be that which is in the best interests of the Board, but personal Trustee preferences will be considered.
- 15.3 The Chair and Vice-Chair will be members of all committees with full voting and motion initiation privileges except those committees where membership is restricted by legislation of the Government of Ontario; these committees are considered *statutory* (i.e. - Supervised Alternate Learning Committee, Special Education Advisory Committee, Audit Committee, Suspension and Appeals Committee, Parent Involvement Committee).
- 15.4 With the exception of negotiating committees and Chair's Council, all Trustees are free to attend any *non-statutory* committee meeting.
- 15.5 A Trustee representative on a committee may report to the Board any reports or recommendations of that committee, and may initiate motions resulting from a committee meeting.
- 15.6 Student Trustees may have the same opportunity to sit on Board committees as other Trustees (where legislation requires that a committee must include one or more members of the Board, a student trustee cannot count as one of these.)
- 15.7 Elections for the Ontario Public School Boards Association (OPSBA) delegate, voting delegate, alternate voting delegate, and OPSBA Board of Directors member, will take place at the May Regular Meeting of the Board for positions for the upcoming school year. During an election year, these elections will take place at the Inaugural Meeting of the Board in November.

15.8 Committees, will:

- a. establish terms of reference;
- b. establish meeting dates;
- c. ensure the creation of agendas and the keeping of minutes;
- d. determine the decision-making process of the committee (i.e. by consensus or by vote).

15.9 A public Committee of the Whole Meeting may be held when the Board wishes to have an informal discussion of a matter or deal with a matter that is not described in the terms of reference for any Board committee. Any recommendation for action from the committee must be approved at a public Board meeting.

Classification of Board Committees

Statutory Committees

Committees established according to regulations within the Education Act.

Trustee committee members are appointment by the Board.

| Committee Name | Committee Chair | Trustee Membership | Trustee Term | Voting privileges | Meeting Frequency |
|--|--------------------------|---------------------------|------------------------------------|--------------------------|---|
| Supervised Alternative Learning | Determined by Committee | 1 Trustee, 1 Alternate | Yearly | Members | Within 20 school days after receipt of referral |
| Special Education Advisory Committee | Elected by Committee | 2 Trustees 1 Alternate | 4-year Term aligning with election | Members | At least 10x per year |
| Audit Committee | Elected by the Committee | 3 Trustees (incl. Chair) | 4-year Term aligning with election | Members | At least 3x per year |
| District School Council/ Parent Involvement Committee | Parent Representative | 1 Trustee | Yearly | Members | At least 4x per year |
| Suspension and Expulsions | Chair or Designate | 4 Trustees | As needed | N/A | As required |

Board (non-statutory) Standing Committees

Permanently established with a continuing existence and function and responsible for Board matters as described in the committee's terms of reference.

| Committee Name | Trustee Membership | Trustee Term | Voting privileges | Meeting Frequency |
|-----------------------------------|---------------------------|---------------------|--------------------------|--------------------------|
| Finance and Administration | 5 Trustees | 1 year | Members | 3-4x per year |
| Program and Planning | 5 Trustees | 1 year | Members | 3-4x per year |
| Governance and Policy | 5 Trustees | 1 year | Members | 3-4x per year |

Board Advisory Committees

Committees that are advisory in nature. May include community partner, staff, and Trustee membership.

| Committee Name | Trustee Membership | Trustee Term | Meeting Frequency |
|--|---|---|--------------------------|
| Equity Task Force | 2 Trustees 2 Student Trustees | 1 year | 4x per year |
| Indigenous Education Advisory Committee | Area Trustee for Wahta Mohawks 1 Trustee | Term for Area Trustee 1 year for Trustee | 3-4x per year |
| G7 Student Senate | 1 Trustee 2 Student Trustees | 1 year | 3-4x per year |

Ad Hoc Committees of the Board

- Established for a special purpose or to complete a particular task;
- Dissolved by Board motion when they have served the function for which they were created.

16. Procedural By-law 16: Establishing Borrowing By-laws

Borrowing Bylaws

- 16.1 From time to time, as required by the Board or by the Ministry of Education, a Borrowing By-law needs to be established.
- 16.2 An administrative report for a Borrowing By-law will be created by the Superintendent of Business. This report will be presented to Trustees for approval at a Regular Meeting of the Board.
- 16.3 A recommended motion will be presented to Trustees as part of the administration report. See example below:
 - a. That the borrowing By-law (capital) be approved.
 - b. That the borrowing By-law (current operations) be approved.
- 16.4 This also applies to a By-law created to authorize the issue of replacement debentures.

17. Procedural By-law 17: Officers and Signing Authorities of the Board

Officers and Signing Authorities of the Board

- 17.1 The Director shall be empowered to delegate record keeping duties including Minutes. All reporting functions shall be made to the Board through the Director.
- 17.2 The Superintendent of Business shall be the Chief Financial Officer and Treasurer of the Board.
- 17.3 The signing officers of the Board shall be the Chair, the Director, and the Superintendent of Business and any two signatures shall be sufficient for banking or other related transactions.
- 17.4 In the absence of explicit direction to individual Board members or to committees of the Board, it is the duty and responsibility of the Chief Executive Officer to carry out all operational or administrative functions on behalf of the TLDSB.
- 17.5 Individual Board members or groups of members shall not undertake any action, investigation or negotiation that may be construed as acting on behalf of the Board, except by explicit direction from the Board.

18. Procedural By-law 18: Board By-laws and Policies

Amendment to Board By-laws

- 18.1 The bylaws shall undergo a regular review by the Board of Trustees at least every 4 years, during the calendar year of the municipal election between January and June (prior to the election).
- 18.2 Advance notice of amendments to the by-laws will be presented at the Regular Meeting of the Board in August prior to the election for consideration at a subsequent Regular Meeting of the Board, or at a special Board meeting such that bylaws are reviewed and established prior to the commencement of the new term for Trustees.
- 18.3 The by-laws may be amended at any other time as needed provided advance notice is given at a Regular Meeting of the Board that the amendments will be considered at a subsequent Regular Meeting of the Board or special meeting of the Board.
- 18.4 Advance notice will include the provision of a copy of the exiting by-laws provided to Trustees with track changes showing the proposed amendments.
- 18.5 Any amendments must be approved by a Two-Thirds Vote after the advance notice.

Establishment of or updates to Board Policies

- 18.6 Trustees shall be responsible for the approval of new Board policies and the regular review (in accordance with the policy review schedule) of existing Board policies.
- 18.7 The policy review or establishment process shall be as follows
 - a. The new policy shall be set forth in writing or the existing policy shall be reviewed in alignment with the Policy review schedule. Reviews shall occur by a committee of the Board;
 - b. The policy shall be introduced at the Committee of the Whole Board and voted on at the next Regular Meeting of the Board;
 - c. Approval of a new or updated policy will require a Clear Majority vote.

Appendices

Appendix 1: Robert's Rules of Order Reference Chart

Appendix 2: Regular Meeting of the Board Agenda Template

Appendix 3: In Camera Committee of the Whole Meeting Agenda Template

Appendix 4: Inaugural Meeting/ Annual Organizational Meeting Agenda Template

Appendix 5: Presentations/ Delegations Application

Table of Rules Relating to Motions was extracted from the [Robert's Rules of Order Newly Revised \(RONR\) 12th Edition](#).

Table below is NOT inclusive of all motions that may be used by the Board.

Key to classification symbols:

M *Main motion: brings a question to the assembly for debate and action.*

S *Subsidiary motions: deal with the original main motion.*

P *Privileged motions: do not relate to any business but take precedence over everything else in the assembly.*

I *Incidental motions: deal with the procedure of the assembly at which point they take precedence over any other pending motions. These motions must be decided before business can continue.*

B *Motions that bring a question again before the assembly.*

M/B *Incidental main motions classed with motions that bring a question again before the assembly.*

| COMMON ACTIONS | CLASS | YOU SAY... | INTERRUPT SPEAKER | MUST BE SECONDED | DEBATABLE | AMENDABLE | VOTE REQUIRED | CAN BE RECONSIDERED |
|--|-------|--|----------------------|---------------------|--------------------------------------|-----------|------------------|--|
| Propose a motion (Main motion) | M | "I move to..." | No | Yes | Yes | Yes | Majority | Yes |
| Postpone indefinitely (Kills a motion under debate.) | S | "I move to postpone the question indefinitely." | No | Yes | Yes | No | Majority | Affirmative vote only |
| Amend a motion (The assembly must agree to amend the motion and then agree on the amendment before the amendment can be the main motion.) | S | "I move to amend the motion by..." | No | Yes | If motion to be amended is debatable | Yes | Majority | Yes |
| Commit or refer | S | "I move to commit/refer the matter to a committee..." | No | Yes | Yes | Yes | Majority | If committee has not begun consideration of the question |
| Postpone definitely (Question is put off until an expressed time.) | S | "I move we postpone this matter until..." | No | Yes | Yes | Yes | Majority | Yes |
| Debate, Limit or extend (Give a reasonable length of time for consideration of the question.) | S | "I move to limit discussion to two minutes per speaker." | No | Yes | No | Yes | 2/3 | Yes |
| Debate, Close (Previous question: immediately closes debate and brings the assembly to vote on motion.) | S | "I move the previous question" | No | Yes | No | No | 2/3 | Yes |

| COMMON ACTIONS | CLASS | YOU SAY... | INTERRUPT SPEAKER | MUST BE SECONDED | DEBATABLE | AMENDABLE | VOTE REQUIRED | CAN BE RECONSIDERED |
|---|-------|--|----------------------|--|-----------|-----------|---|------------------------|
| Lay on the table (Interrupts the current business to introduce urgent business immediately.) | S | "I move that the motion be laid on the table." | No | Yes | No | No | Majority | Negative vote only |
| Call for the orders of the day (Demand to take up the proper business in order.) | P | "I move for the orders of the day." | Yes | No | No | No | Must be enforced on demand of one member unless set aside by a 2/3 vote | No |
| Raise a question of privilege (Permits an urgent motion dealing with the rights and privilege of the members - e.g. complain about noise, room temp, intro of a confidential subject, etc.) | P | "Point of privilege!" | Yes | No, but if raised as a motion, then must be seconded | No | No | Chair Decides | No |
| Recess, if moved while business is pending (Gives the assembly a short break.) | P | "I move for a recess until..." | No | Yes | No | Yes | Majority | No |
| Adjourn (Closes the meeting.) | P | "I move to adjourn" | No | Yes | No | No | Majority | No |
| Fix the time to adjourn (Sets the time for the meeting to end.) | M | "I move to fix the time to adjourn at..." | No | Yes | Yes | Yes | Majority | Yes |
| Point of order (Meeting is not following proper rules.) | I | "I rise to a point of order," or "Point of order!" | Yes | No | No | No | Chair | No |
| Appeal (Overrule the chair's ruling.) | I | "I appeal from the decision of the chair." | Yes | Yes | Yes | No | Majority | Yes |
| Suspend the rules (Rules of order) | I | "I move to suspend the rules and consider..." | No | Yes | No | No | 2/3 | No |
| Objection to consideration of a question (Avoids a main motion if the assembly agrees that the motion should have never come before it.) | I | "I object to the consideration of the question." | Yes | No | No | No | 2/3 | Negative vote only |
| Division of a question (Separates different parts of a motion that can stand on their own.) | I | "I move to divide the question" | No | Yes | No | Yes | Majority | No |

| COMMON ACTIONS | CLASS | YOU SAY... | INTERRUPT SPEAKER | MUST BE SECONDED | DEBATABLE | AMENDABLE | VOTE REQUIRED | CAN BE RECONSIDERED |
|---|-------|---|---|--|---------------------------------------|-----------|---|---|
| Division of the assembly (Requires the chair to take a vote by each member rising to give her/his vote.) | I | "Division!" | Yes | No | No | No | Demand of single member compels Division | No |
| Parliamentary inquiry (Question on parliamentary procedure or the organization's rules to the chair.) | I | "A parliamentary inquiry, please." | Yes | No | No | No | Not voted on, but is responded by the chair | NA |
| Request for information (Request information from the chair about the matter at hand, need not be seconded.) | I | Without recognition, "request for information." | Yes | No | No | No | No Chair responds | No |
| Request for permission to withdraw or modify a motion (Asks the chair for permission to withdraw or modify a motion already stated by the chair.) | I | "I request for permission to withdraw/modify the motion ..." | If not granted by unanimous consent, can be moved by person requesting permission, or by another while the former has the floor | Yes, if motion is made by person requesting permission ; no if, made by another member | No | No | Majority | As to withdrawal, negative vote only, as to modification, yes |
| Take from the table (Takes up a motion or an order of business that was earlier laid on the table.) | B | "I move to take from the table ..." | No | Yes | No | No | Majority | No |
| Rescind (Takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted.) | M/B | "I move to rescind the motion relating to ..." | No | Yes | Yes | Yes | Majority | Negative vote only |
| Amend something previously adopted (Modifies a motion, amendment, bylaw, section, paragraph that was presented and adopted.) | M/B | "I move to amend ..." | No | Yes | Yes | Yes | Majority | Negative vote only |
| Reconsider (Assembly to reconsider a motion that was adopted <i>earlier that day</i>, but new information or a changed situation makes it appear that a different result might reflect the true will of the assembly.) | B | "I move that we now (or later) reconsider our action relative to..." Note: motion can only be made by member who voted on the winning side (be it for/against) and must be made on the same day action was taken. | Yes, when another has been assigned the floor, but not after they have begun to speak | Yes | Only if original motion was debatable | No | Majority | No |

Regular Meeting of the Board Agenda Template

Date:

Location:

Time:

1. Call to Order
2. Committee of the Whole Motion to Convene into In-Camera Committee of the Whole -4:30 p.m.
3. Private Session Agenda (to consider matters that fall under section 207(2) of the Education Act)
4. Rise and Report from In-Camera Committee of the Whole

Commencement of Public Regular Meeting of the Board – 6:00 p.m.

5. Land Acknowledgement
6. National Anthem
7. Roll call
8. Declaration of Conflict of Interest
9. Delegation(s)
10. Approval of Agenda
11. Business of the Board
 - Approval of previous Board Meeting Minutes
 - Recommendations from In-Camera Committee of the Whole Meeting
12. Administrative Updates
 - Director's Recognition
 - Presentations
 - Director's Report on Strategic Plan
13. Administrative and Committee Reports
 - For Action- Written
 - For Information- Written
 - For Information- Verbal
14. Trustee Reports
 - Student Trustee Reports
 - OPSBA Report
 - Trustee Community Updates
15. Correspondence
16. Next Meeting details
17. Adjournment



If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca

In-Camera Committee of the Whole Meeting Agenda Template

Date:

Location:

Time:

1. Call to Order
2. Declaration of Conflict of Interest
3. Delegation(s) (for matters that fall under section 207(2) of the *Education Act*)
4. Approval of Agenda
5. Board Business
 - Approval of Minutes from previous meeting
 - Receipt for information only minutes of In-Camera committee meetings
6. Confidential Administrative and Committee Reports
 - For Action- Written
 - For Information- Written
 - For Information- Verbal
7. Confidential Trustee Reports
 - Confidential OPSBA Report
8. Confidential Correspondence
9. Next Meeting details
10. Motion to Rise and Report to Board of Trustees in a public Board meeting
11. Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca



Inaugural Meeting / Annual Organizational Meeting Agenda Template

Date:

Location:

Time:

1. Call to order
2. Land Acknowledgement
3. O Canada
4. Declaration of Conflict of Interest
5. Announcement of Election Returns (Inaugural Meeting only)
6. Declaration of Office and Oath of Allegiance (Inaugural Meeting only)
7. Elections
 - Chair
 - Vice Chair
 - Chair's Council Trustee Alternate (if required)
 - OPSBA Delegate and Voting Member (Inaugural Meeting only, otherwise May)
8. Approval of Agenda/ Additions
9. Administrative Reports
 - Board Meeting Schedule for Approval
 - Board Committees (Inaugural Meeting only, otherwise August)
10. Annual Report
11. Trustee Reports
 - Student Trustee Report
 - OPSBA Report
12. Next Meeting
13. Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca



Presentation or Delegation to the Board Application

Please complete the following and submit to the office of the Director of Education:

Date:

Name:

Address:

Phone:

Email:

Please attach a brief description of the purpose of the presentation/delegation that is no more than one page in length.

This application will be reviewed and you will be contacted within ten (10) days following receipt by the Director's Office. You will be informed of the date, time, and location of your presentation or if your concern has been referred to a staff member for follow up. Once you have received confirmation of a presentation time, a written copy of your presentation will need to be received in the Director's Office at least six (6) days prior to the presentation date. (please refer to Procedural Bylaw)

Delegations should be aware that audio-visual recordings of the proceedings at all Board Meetings or Committee Meetings held in Open Session are posted on the Board's website for public access. The name of the Delegation, their presentation, any written submission(s) and related discussion form part of the Board's official public record of the meeting. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal contact information provided on the Delegation Application Form will not form part of the public record.

Signature: _____

Please call 1-888-526-5552 and request to be connected to Director's Office for a fax number or email address for submission.