Trillium Lakelands
DISTRICT SCHOOL BOARD

By-laws

Updated: October 2026

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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. In spring 2026 the Ministry of Education made changes to the role of the Trustee under *Bill 101: Putting Student Achievement First Act* which have been reflected in these updated By-laws where applicable.

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 participating in setting the TLDSB's strategic directions, establishing TLDSB policies, providing input regarding the TLDSB budget and allocation of resources, performing the Director's Performance Appraisal (DPA) of the CEO, and receiving system updates from the Chief Executive Officer (CEO) (formerly known as 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 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 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 (which may include staff or other members) formed to address a specific matter. An Ad Hoc Committee will be struck via board motion, and will disband once the matter for which the committee is struck is resolved.

Advisory Committee

Means a committee that includes Trustee representation, staff members, and community partners (if applicable) that is advisory in nature. While an advisory committee member can provide general input and suggestions at the committee table, the committee cannot table motions to be advanced to the board for ratification.

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 annually in November or December (except in an election year when an Inaugural Meeting occurs in place of the Annual Organizational Meeting) . The election of the Chair and Vice Chair for the Board of Trustees, the establishment of Chair's Council, the determination of the Board meeting schedule for the upcoming calendar year, and the presentation of the Annual Report occurs at the Annual Organizational Meeting. Committee reports may be presented at the Annual Organizational Meeting if required in order to comply with Ministry (or other) due dates or deadlines.

Board

Means the Board of Trustees and the Chief Executive Officer 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 4. 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.

Chief Education Officer (CEdO)

Is an individual appointed by the CEO; must have pedagogical qualifications for advancing student achievement and well-being as outlined in *Regulation 206/26: Directors of Education and Chief Education Officers*. The CEO may undertake the CEdO role if they meet the required qualifications.

Chief Executive Officer (CEO)

Means an individual with business related qualifications and experience in financial and operational oversite as outlined in *Regulation 206/26: Directors of Education and Chief Education Officers*. This Chief Executive Officer (CEO) role was previously referred to as the Director of Education. Under the *Education Act,* the CEO is considered a member of the Board by virtue of office. Despite being a member of the Board, the CEO not entitled to exercise a binding vote, nor are they a member of the Board for the purpose of electorate approval of compensation.

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

Means 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 CEO 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 and the CEO pursuant to Procedural By-law 14: Delegations.

Chief Executive's Council (CEC)

Is a meeting typically attended by the CEO Superintendents and the Executive Officer for Facilities Services (collectively referred to as the Senior Team). The CEC meets on a weekly basis during the school year to discuss pedagogy and operational matters of the Board. The Executive Assistant to the CEO attends CEC Meeting to maintain minutes of the meeting. The Manager of Communications Services attends the meeting as required.

Inaugural Meeting

The first meeting of the Board following the commencement of the new term of office for Trustees following a municipal election. The Municipal Elections Act s. 6(1) requires that the four-year term of office for elected Trustees is to begin on November 15 following the Municipal Election. Boards are required to hold their first meeting within seven days of the new term commending; therefore, an inaugural meeting must be called within seven business days of November 15 following each Municipal Election. The announcement of municipal election returns, swearing in of new Trustees, elections for Chair, Vice Chair and Chairs Council Alternate (if required), presentation of the Annual Report, and presentation of a proposed meeting schedule for the following calendar year occurs at the Inaugural Meeting. Committee or

other reports may be added to the agenda if required to comply with Ministry (or other) due dates or deadlines.

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, when all elected Trustee positions are occupied, at a Board meeting, five Trustees must be present (in person or by electronic means) in order to form a quorum and formally conduct business at the meeting because the Board is constituted with nine Trustees. In years where an Indigenous Trustee is named by a first nation within the board in alignment with *Ontario Regulation 462/97: First Nations Representation on Board,* the Board would be constituted of 10 Trustees, and a quorum for Board Meetings would be six (6) trustees.

Regular Meeting of the Board

Means the formal 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, 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* and regulations made under the Act(s), 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.

Year

Will be distinguished by either ‘calendar year’ (between January and December) or ‘school year’ (the timeframe in which staff and students are engaged in a learning cycle based on the board calendar created under *Regulation 304: School Year Calendar*, and approved by the Ministry of Education; typically, the timeframe of a school year occurs between end of August and/or the beginning of Sept and the end of June each year).

Procedural Bylaw 1: Determination and Communication of Meeting Schedules

Established schedule of meetings

1.1 A minimum of six (6) meetings of the Board of Trustees (five regular meetings and either an Annual Organizational Meeting or an Inaugural Meeting if it is an election year) will be scheduled during each school year.

1.2 Regular Meetings of the Board in public session shall normally be held on the fourth Tuesday of the following months: August, October, February and April, and on the second or third Tuesday of June during all school years of a Trustee Term.

1.3 The Annual Organizational Meeting of the Board will occur on the fourth Tuesday in November or on the first Tuesday in December (depending on the school year calendar), in all school years of a Trustee Term, with the exception of during a municipal election year.

1.4 During a municipal election year there will be no Annual Organizational Meeting, rather, an Inaugural Meeting of the Board will be held on third Tuesday in November (to align with requirements under the Municipal Elections Act that the Inaugural meeting be held within seven days of the first day of the term, which is established as November 15)

1.5 All meetings of the Board, including the Annual Organizational Meeting and the Inaugural Meeting shall commence at approximately 5:30 p.m.

1.6 The Board, at each Annual Organizational Meeting or Inaugural Meeting, will approve a schedule of locations and dates for all Regular Meetings and the Annual Organizational Meeting (or Inaugural Meeting in an election year) of the Board for the following calendar year.

1.7 Changes to the Board Meeting schedule must be adopted via Board motion per item 1.8, below, or in alignment with any provisions as outlined in *By-law 9: Regular Meetings of the Board or By-law 11: Special Meetings of the Board*.

1.8 A resolution to cancel or alter the date of a future meeting may be approved at any meeting 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

Considerations for calling Committee of the Whole (Public or In-Camera) meetings

1.10 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.

1.11 A closed (In-Camera) Committee of the Whole Meeting may be called 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 scheduled on an as-required basis.

1.12 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.

1.13 A recommendation from a closed meeting of a Standing Committee of the Board shall be brought to a closed Committee of the Whole Meeting for its consideration.

1.14 Any recommendation 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.

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

1.15 The local news media shall be notified by the CEO or designate of all meetings of the Board, including Public Committee of the Whole Meetings.

1.16 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.

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, including In-Camera 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 during the roll call section of the agenda;
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 *the Education Act* and BD-*2045 Trustee Code of Conduct Policy.*

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. 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*;
g. provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and,
h. 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 CEO or delegate shall call the meeting to order and the Board shall elect one of themselves to act in the capacity of 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.

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

Attendance at Meetings of the Board

3.1 *TLDSB BD-2025 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy* outlines all requirements and considerations related to Trustee attendance at meetings under the *Education Act* (section 228 (1)(b) and (e)) and *Ontario Regulation 463/97: Electronic Meetings and Meeting Attendance*.

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 Motions 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.

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).

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 in order for there to be discussion/ debate opportunity 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 Newly Revised*, 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.

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 CEO 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.

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 seven (7) business days following the first day of the term of office of the Trustee (November 15).

8.2 The meeting shall commence at 5:30p.m.

8.3 The Inaugural Meeting the Board the following business will be conducted:

a. The CEO shall act as the Presiding Officer until the election of the Chair, and shall call the meeting to order
b. The CEO shall proceed to read the returns of election to the Board as certified by the municipal clerks.
c. The CEO shall arrange for Trustees to take the Declaration and Oath/Affirmation of Allegiance.
d. Elections for Chair, Vice-Chair, Chair's Council Alternate (if required) shall take place following the election process as outlined starting in section 8.6 of these by-law.
e. Brief updates from the CEO or from Trustees may be shared.
f. The Annual Report from the previous year will be presented by the CEO
g. A schedule of Board meetings for the following calendar year will be proposed.
h. Committee or other administrative reports will only be presented if required to meet legislated or other timelines.

8.4 If elections for OPSBA are in effect, 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 April o Regular Meeting of the Board, to align with the reporting timelines for the year as determined by OPSBA).

Annual Organizational Meeting

8.5 Each year, other than 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 5:30p.m., and at this meeting the following business will be conducted:

a. The CEO shall act as the Presiding Officer until the election of the Chair, and shall call the meeting to order
b. Elections shall take place for the position of Chair, Vice Chair and Chair's Council Alternate (if there is not Past Chair) following the election process starting in section 8.7 of this by-law.
c. Brief updates from the CEO or from Trustees may be shared
d. The Annual Report from the previous year will be presented by the CEO
e. A schedule of Board meetings for the following calendar year will be proposed
f. Committee or other administrative reports will only be presented if required to meet legislated or other timelines

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

Election of Chair

8.6 Elections will proceed as follows

a. The CEO shall preside over the election of the Chair.
b. The CEO shall name the scrutineers appointed for the elections
c. The CEO shall call for nominations for the office of the Chair
d. The nomination process will be opened
    i. Any Trustee may self-nominate or nominate any other Trustee for this office.
    ii. No seconder is required.
    iii. The nominee is asked if they accept the nomination.
    iv. Nominations shall remain open for a period of at least one minute following the receipt of the last nomination.
    v. Nominations shall then be declared closed.
    vi. 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.
    vii. 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.
e. A vote, by secreted ballot shall be conducted
f. The scrutineers shall count the votes and announced the results
    i. The member receiving a Clear Majority shall be declared elected.
    ii. The final count shall not be declared.
    iii. The person with the Clear Majority shall be the Chair.
g. 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
    i. 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

8.7 The Chair shall preside over the election of the Vice-Chair. The procedure shall be as set out for the election of the Chair starting in section 8.6 d) of these by-laws.

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

8.8 The position of past Chair will be assumed by the last individual who was the Chair.

8.9 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. Further information related to the Chairs Council can be found starting in section 8.15 of these by-laws.

Term of the Chair and Vice Chair

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

Election of the OPSBA Delegate/ Voting member

8.11 If OPSBA elections are in effect, the Board shall elect an OPSBA delegate/ voting member and an OPSBA voting member alternate.

8.12 The process for election shall follow the election process as outlined for the Chair.

8.13 If there is only one nominee, the individual may be acclaimed.

8.14 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 April Regular Meeting of the Board in order to meet OPSBA's reporting timelines.

Establishment of the Chair's Council

8.15 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 CEO or designate will attend all meetings of Chair's Council, except any meeting regarding the CEO's r's employment.

8.16 The Executive Assistant to the CEO will attend Chair's Council to maintain minutes.

8.17 Chair's Council shall meet at minimum once per month during the school year.

8.18 The business of Chair's Council shall be limited to:

a. planning and discussion related to the Regular Meeting of the Board and Committee of the Whole Meeting Agendas,
b. recommending to the Board the names of Trustees to be appointed to the Standing Committees, Statutory Committees, Ad Hoc Committees, and Advisory Committees,
c. discussing agendas for Trustee learning sessions and,
d. any discussion related to the CEO's performance appraisal as required in alignment with O. Reg.83/24: Director of Education Performance Appraisal. Note that Chairs Council will act as the appraisal committee and seek input from the whole board of Trustees.

8.19 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).

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 outlines the ability of members of the public to attend Regular Meetings of the Board in-person as observers or via electronic means as observers.

Time and location of Board Meetings

9.4 The Regular Meetings of the Board shall normally be held 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 CEO 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 CEO 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 CEO 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 receiving reports that may include recommendations brought forward from the Senior Team, Committee of the Whole, or any Statutory or Standing Committees of the Board, and receive reports for information from the Senior Team, Trustees, and Advisory 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 CEO 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.*

Procedural By-law 10: Committee of the Whole Meetings

Public Committee of the Whole Meetings of the Board

10.1 Committee of the Whole meetings of the board shall be called by the Chair on an as-needed basis and in alignment with *Procedural By-law 1: Determination and Communication of Board Meeting Schedules*, and with s. 15.9 of these By-laws. 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* outlines the ability of members of the public to attend committee meetings of the Board in-person as observers or via electronic means as observers.

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 when the need arises to discuss matters as outlined in Section 207 (2) of the *Education Act.*

10.7 During a regular meeting of the Board there may be urgent cause to move into an In-Camera Committee of the Whole meeting to discuss matters that fall under section 207(2) of the *Education Act*. If it is required for the Board to move into an In-camera meeting during the course of a public meeting, the public meeting of the board would temporarily recess, and at the conclusion of the In-Camera Committee of the Whole

meeting a motion will be tabled to rise and report back to the public meeting of the Board.

10.8 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

10.9 Written notice of all public Committee of the Whole meetings together with the agenda and supporting information, shall be transmitted by the CEO 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.

10.10 Written notice of any pre-planned In-Camera Meetings will be posted without disclosing the details of an In-Camera meeting and the agenda will be distributed to Trustees at least ninety-six (96) hours before the time of the meeting. In the event that the Board has cause to move into an In-Camera Meeting during the course of a public meeting of the Board, the requirement for a formal In-Camera meeting agenda and noticed is waived.

10.11 Notice of cancellation of a meeting will be transmitted by the CEO or designate in the same manner and within the same timelines as Section 10.9

10.12 In the event of inclement weather or an unanticipated emergency, the CEO 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

10.13 The Chair/ Presiding Officer for the Committee of the Whole meeting (public and In-Camera) will be the Vice-Chair.

10.14 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 CEO r or designate. The preparation of the Agenda and Minutes will be in accordance with the *Procedural By-law 13: Agendas*

10.15 *Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole* **Board** *.*

10.16 A quorum for meetings of Committee of the Whole Board shall be as defined in *Procedural By-law 4: Quorum.*

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 three (3) members of the Board.

11.2 In accordance with the *Education Act,* the CEO 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 CEO 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 CEO 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*.

Procedural By-law 12: Electronic Participation in Meetings

Public access in person or via livestreamed Meetings of the Board

12.1 In accordance with Ontario 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 option to attend to public Board meetings or Committee of the Whole Meetings either via in-person attendance (at the host site for the meeting) as observers or to observe the meeting via virtual live viewing at tldsb.ca. The virtual live viewing will permit public observers to hear participants in the meetings

12.3 In order to maintain the integrity as a publicly accessible meeting, in the event that a livestream is halted for an extended period of time 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

12.4 Trustees may only participate in a meeting of the Board, a meeting of the Committee of the Whole Board, or a Standing Committee meeting via electronic means as approved by the Chair for the reasons outlined in *TLDSB BD-2050 Electronic Meetings and Trustee Meeting Attendance Policy* and *Regulation 463/97: Electronic Meetings and Meeting Attendance.*

12.5 Any approved 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.

12.6 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.

12.7 Trustees who are approved under BD-2050 to participate in a meeting via electronic means must ensure their camera and microphones are in working order and that their camera remains on throughout the meeting to protect the integrity of voting and participation opportunities.

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Procedural By-law 13: Agendas

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 CEO to ensure an Agenda is prepared for each Board meeting for Chairs Council to review and approve.

13.2 In alignment with section 8.15 of these By-laws, Chair's Council will meet with the CEO to review a draft Agenda, and to discuss reports and recommendations to be distributed as part of the agenda package.

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 or presentations from the CEO;
b. Recommendations/reports of all Board committees;
c. Recommendations from Committee of the Whole Board meetings – In-Camera session (if/ where applicable);
d. Administrative reports and recommendations from the Senior Team;
e. Topics arising from Board members' requests; such requests must be received by the CEO prior to the Chair's Council meeting and approved by Chair's Council for inclusion in an Agenda;
f. Report of the Student Trustees;

g. Trustee Community Updates
h. Correspondence;
i. Items for future business from previous meetings, including Notices of Motion; and
j. approved 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 prior to the Board Meeting. Urgent matters may only later be added to the Agenda with a Two-Thirds Vote to approve the addition.

13.5 All Board meeting Agendas will include the TLDSB logo and mission statement.

13.6 Agendas will generally be prepared in accordance with the templates outlined in the appendices to these By-laws.

a. The order of business for a Regular Meeting of the Board shall be in accordance with appendix 2 of these By-laws.
b. In-Camera Committee of the Whole Meeting shall be in accordance with appendix 3 of these By-laws.
c. 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 Territory Acknowledgement; Moments of silence

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

13.8 When appropriate, a moment of silence may be held following the National Anthem, at the discretion of the CEO and Chair, and at the direction of the Chair to Trustees, to honour or recognize global tragic events or the passing of a current student or staff member.

Roll Call

13.9 Every public meeting of the Board, Committee of the Whole, or Standing Committee of the Board shall include on the agenda an item entitled 'roll call' wherein the Chair shall identify who is present in-person, who is absent, who is present via electronic means as approved under O. Reg 463/97, and in alignment with the *BD-2025 Trustee Attendance at Public Meetings of the Boar, Standing Committee Meetings and Committee of the Whole Meetings Policy*, and, in the case of a Board Meeting only who is absent via approved board motion under section 228(1)(b) of the *Education Act*.

13.10 A motion will be tabled to accept the roll call; the motion serves as confirmation that the electronic and in-person attendance, and absences have been accurately stated by the Chair.

13.11 If a Trustee has requested to be absent at a current or future public Board Meeting (only) in alignment with section 228(1)(b) of the *Education Act* and *BD-2025 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy*, an additional motion related to requests for approval of current or future absences can be brought forward for consideration under the roll call section of the agenda.

Administrative Reports

13.12 Any report for action (written) or for information (written) brought forward to the Trustees and Student Trustees by a member of the senior team or by the representative of a Board Committee must be shared in the form of an administrative report outlining information and context, and any recommendations where appropriate. Reports may include attachments and supplementary documents. The agenda will also include a section 'for information- verbal' reports.

Correspondence

13.13 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

13.14 Minutes of meetings shall be taken at each Regular Meeting of the Board, special meeting of the Board, and Committee of the Whole meetings.

13.15 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.

13.16 Approved meeting minutes will be printed, signed by the CEO and the Chair and stored in accordance with the TLDSB Records Retention Procedure. Approved minutes shall be posted in the 'Board Meetings' section of the public website.

Motions

13.17 Motions can be presented at Statutory or Standing committees, Committee of the Whole, or Board meeting, but those motions do not bind the Board until adopted at a public, Regular Meeting of the Board

13.18 Motions brought forward from a Statutory or Standing Committee Meeting, are typically done so as part of an administrative report that includes a recommendation related to the motion for consideration.

13.19 Motions brought forward from an In-Camera Committee of the Whole meeting may be presented verbally following the motion to rise and report from In-Camera to a public session of the Board.

13.20 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.

13.21 An electronic index of all motions passed by the Board shall be maintained and updated by the CEO's office.

Procedural By-law 14: Delegations to the Board

Delegations to the Board

14.1 An individual or a group residing in the geographic area of the TLDSB may apply for one designated speaker to present to the Board of Trustees as a delegate. Applications will be considered only in relation to matters that fall under the scope and purview of the role of the Trustee under the Education Act, Bill 101, and any other associated legislation or regulations, and fall within the jurisdiction of TLDSB.

14.2 Trustees are not responsible for the day-to-day operations and therefore cannot receive delegations or make formal recommendations related to operational matters of the Board. Concerns about operational matters should be addressed with the school principal and/or relevant superintendent.

14.3 All Delegations shall request the opportunity to appear before the Board through the CEO's office by submitting a written application.

14.4 All approved delegates must understand that the purpose of a delegation is to be heard; debate at the time of the presentation will not occur. Questions may be asked by Trustees for clarification during the presentation. The delegate will be contacted following the Board meeting regarding any follow up action.

For further clarity, the following list includes (but is not exhaustive) examples of matters that are operational in nature and therefore are matters for which delegations will not be received:

a. for the promotion of products or services by individuals or commercial enterprises,
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. 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;
f. regarding subjects for which there are other opportunities for the Delegation to provide input to the Board, such as the Board's Multi-Year Strategic Planning Process, Policy input process, etc.; for the purposes of attempting to appeal a decision that has been made in clear alignment with TLDSB established procedure
g. regarding any matter that has fiscal implications for the Board.

14.5 Delegations will not be received twice in a 12-month period unless the subject matter has changed substantially.

14.6 After consultation with the Chair's Council, the CEO 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.

14.7 A copy of this By-law will be provided to the designated speaker.

Requirements of the Delegation

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

14.9 Once informed of the date and time of the meeting, a person or a Delegation shall submit to the CEO, 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 governance 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.

14.10 Only one spokesperson will be allowed for the Delegation regardless of the number of individuals attending as part of the Delegation.

14.11 If a Delegation is referred to a Board or committee meeting to present, 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

14.12 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 CEO of the time and date of the Board or committee meeting of the Board at which such issue is on the agenda,

14.13 Delegations shall be scheduled on the agenda as designated by the Presiding Officer of the meeting and usually will follow the order of business for agendas outlined in these By-laws.

14.14 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.) The time limit may be extended on a Clear Majority vote of the Trustees present and voting.

14.15 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.

14.16 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.

14.17 The Presiding Officer of the meeting reserves the right to terminate the presentation.

14.18 A recommendation of the Board will not be made at the time of the presentation/Delegation, but must be deferred for further consideration.

14.19 In consideration of the material/information presented, the Board may elect to;

a. Receive the brief and oral presentation as information only
b. Refer the matter to the CEO for further action

14.20 The CEO’s office will communicate any action taken with respect to the delegation, to the delegation spokesperson.

14.21 The directive of the Trustees regarding the delegation (per 14.19) is final and cannot be appealed.

Procedural By-law 15: Board Committees

15.1 The Board will establish and dissolve committees as necessary and/or in alignment with legislation.

15.2 Trustees will be given a list of committees requiring Trustee participation in alignment with section 15.10 of this By-law.

a. In line with the timelines outlined in section 15.10, below, Trustees will identify their preferences for the available committees that Trustees serve on, and submit their preferences to the Chair's Council.
b. Committees vary in length of term therefore the selection of available Committees may vary during each cycle wherein a Trustee submits their expression of interest related to serving on committees.
c. Chair's Council will review Trustees' preferences and make recommendations for the appointments of Trustees to the committees at a Meeting of the Board.
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 Trustees are free to attend any *non-statutory* committee meeting or any statutory meeting that is open to the public.

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 If elections for the Ontario Public School Boards Association (OPSBA) requirements for Boards to elect a voting delegate and alternate voting delegate are in effect, elections, will take place at the April 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 (unless an associated regulation outlines the committee terms);
b. establish meeting dates;
c. ensure the creation of agendas and the keeping of minutes;

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.

15.10 The Classification of Board Committees, information about Board Committee Membership (including length of term) and additional information is outlined below:

Classification of Board Committees and Committee Membership

Committee Membership Term
Length of Term for Standing, Advisory and select Statutory Committees

The length of the term for all Standing and Advisory Committees, and for select Statutory Committees (that do not have a term specified in legislation) will be as follows:

Committee participation term 1:

a. At the time of the new Trustee Orientation OR the Inaugural Meeting of the Board (whichever comes first), Trustees will be provided with a description and meeting dates of Standing, Statutory, and Advisory Committees with available Trustee positions, and asked to identify via submission the top three that they are interested in serving on.

b. Chairs Council will review the Trustee submissions, and, based on a combination of Trustee preference and membership needs, assign Trustees to Committees

c. The Chair of the Board will share the Committee Membership list with Trustees, who may begin to attend their committee meetings as scheduled

d. A report will come to the following meeting of the Board, for approval, regarding Committee participation; should the report not pass or alterations to membership be required, Chairs Council will revisit any changes or concerns shared by Trustee(s)

e. Unless otherwise required by legislation or regulation, Trustees will serve on their assigned Committee for approximately 2 years (until the second Annual Organizational Meeting following the Inaugural Meeting)

Committee participation term 2

f. Prior to the second Annual Organizational Meeting following the Municipal Election/ Inaugural Meeting, Trustees will be provided with a description and meeting dates of Standing, Statutory and Advisory Committees with available positions and asked to identify the top three that they are interested in serving on

g. Chairs Council will review the selections, and, based on a combination of Trustee preference and membership needs, assign Trustees to Committees

h. A report will come to the Annual Organizational Meeting of the Board for approval, regarding Committee participation.

i. Unless otherwise required by legislation or regulation, Trustees will serve on their assigned Committee until he next municipal election/ end of the Trustee term

Exceptions to Committee Membership appointments

1. The Indigenous Education Advisory Committee membership always includes the Trustee that covers the geographic area that covers Wahta Mohawk First Nation as a permanent member and the Indigenous Trustee appointed by a First Nation with whom the Board has an Educational Services Agreement (ESA). In the event there is no Indigenous Trustee appointed an additional Trustee on the Committee will be selected each term.

2. The Audit Committee will be comprised of the members of Chairs Council elected as Chair and Vice Chair, and either the past Chair or Chairs Council Alternate (in the event there is no past chair) at the Inaugural Meeting. Due to the training involved in Audit Committee, the Trustees elected as Chairs Council at the Inaugural Meeting will serve as the Committee for the duration of the four-year Trustee term.

Length of Term for Statutory Committees where term is outlined in legislation:

The following Statutory Committees have fixed terms as outlined in legislation as follows:

- Special Education Advisory Committee (SEAC)- four-year term aligning with the election
- Audit Committee: four-year term aligning with the election
- Committee for Suspension Appeals and Expulsion Hearings: No term, Trustees appointed by the Chair on an as needed basis

Length of Term for Ad Hoc Committees

The length of term for an Ad Hoc Committee will align with the purpose and mandate of the Committee. Ad Hoc Committees are dissolved when their mandate is met. The approximate term of the Ad Hoc Committee should be specified as part of a Board motion to establish an Ad Hoc Committee. If not specified, a motion to dissolve the Committee must be tabled when the Committee work has been completed.

Statutory Committees

Committees established according to regulations within the *Education Act*
Trustee Committee Members are appointed by the Board
*Committees include community partners in alignment with their respective regulations

Committee Name	Committee Chair	Trustee Membership	Voting privileges	Meeting Frequency	Committee Term
Supervised Alternative Learning*	Trustee member	1 Trustee, 1 Alternate	Members	Within 20 school days after receipt of referral	2 years
Special Education Advisory Committee*	The Chair is a community representative elected by	2 Trustees 1 Alternate	Members	At least 10x per year	4 years

	Committee; one of the serving Trustees reports to Board				
Audit Committee*	Trustee Chairperson or Trustee Elected by the Committee	Three Trustees voted to serve as Chairs Council as of the Inaugural Meeting	Members	At least 3x per year to meet legislative requirements	4 years
District School Council/ Parent Involvement Committee*	N/A; Superintendent-led	1 Trustee	N/A	At least 4x per year	2 years
Suspension and Expulsions	Chair or Vice Chair	4 Trustees as assigned by the Chair of the Board	N/A	As required	N/A

Rules for attendance at Statutory Committee Meetings is outlined in *BD- 2050 Electronic Meetings and Trustee Meeting Attendance Policy*

Board (non-statutory) Standing Committees

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

Committee Name	Committee Chair	Trustee Membership	Voting privileges	Meeting Frequency	Committee Term
Finance and Administration Committee	Trustee elected by Committee	5 Trustees	Members	3-4x per year	2 years
Program, Planning, Equity and Leadership Committee	Trustee elected by Committee	5 Trustees	Members	3-4x per year	2 years
Governance and Policy Committee	Trustee elected by Committee	5 Trustees	Members	3-4x per year	2 years

Rules for attendance at Standing Committee Meetings is outlined in *BD- 2050 Electronic Meetings and Trustee Meeting Attendance Policy*

Board Advisory Committee

Committees is advisory in nature.

Members cannot make recommendations to the Board

Includes community partner, staff, and Trustee membership

Committee Name	Trustee Membership		Meeting Frequency	Committee Term
Indigenous Education Advisory Committee	Indigenous Trustee Area Trustee for Wahta Mohawks		3-4x per year	2 years

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.

Procedural By-law 16: Borrowing By-law

Borrowing Bylaws

16.1 In alignment with section 247 of the *Education Act* and subject to any other provisions of the *Education Act* and regulations made under the Act, TLDSB may borrow money or incur debt for any permanent improvements.

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

Officers and Signing Authorities of the Board

17.1 The CEO shall be empowered to delegate record keeping duties including Minutes. All reporting functions shall be made to the Board through the CEO.

17.2 The signing officers of the Board shall be the Chief Executive Officer, the Chief Financial Officer and Treasurer of the Board, and any two signatures shall be sufficient for banking or other related transactions.

17.3 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.

17.4 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.

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, and at minimum during the calendar year of the municipal election (prior to the election.

18.2 Advance notice of the proposed amendments to the by-laws as a result of the scheduled review will be presented at a Governance and Policy Committee Meeting and advanced to the 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 the request of the Trustees at any other time as needed provided advance notice is given at a Governance and Policy Committee Meeting or 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.

18.6 The By-laws may be amended or update out of cycle and may be presented directly to Trustees at a Board meeting for approval in a manner that differs from the process as established in this By-law if the proposed updates are as a result of a Ministry directive or a requirement to secure compliance with new Ministry of Education regulations or legislation.

Establishment of or updates to Board Policies

18.7 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 via recommendations from the Governance and Policy Committee.

18.8 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 and the operational Procedure related to TLDSB policy and procedure development.
b. Reviews shall occur by an assigned Trustee, and other appropriate stakeholders (including the opportunity for public input via Engage with TLDSB website) before being presented, with recommended changes marked up, at a Governance and Policy Committee meeting;
c. The policy shall be introduced at a Governance and Policy Committee Meeting, and if so, recommended by the Committee, will be advanced to the next Regular Meeting of the Board for recommended changes to be ratified;
d. Approval of a new or updated policy will require a Clear Majority vote.

Appendices

Appendix 1: Robert's Rules of Order Quick Reference

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

Appendix 1: Roberts Rules of Order Quick Reference

This reference document has been adapted from Robert's Rules of Order; and is intended as a summary guide only to support extended understanding of process. Refer to Procedural By-law 6: Rules of Order, and/or the most recent edition of Robert's Rules of Order for any additional questions or clarification.

Guiding Principles

1. All board members have a right to participate in discussion, if they wish, before anyone else may speak a second time.

2. Only urgent matters may interrupt another speaker

3. Only one motion can be discussed at a time

Motions

A motion represents what is being discussed and considered by the board. Any board member can put a motion on the table after being recognized by the Chair, and as long as there is not a current outstanding motion on the table.

A motion requires a seconder to be discussed and considered. It there is not seconder, there is to be no further discussion on the matter. Each motion must be properly disposed of (passed, defeated, tabled, referred to committee etc.) before moving on.

Members must be recognized to speak, except in specific circumstances

A member must raise their hand and be recognized by the Chair before speaking. A member may interrupt a speaker for these reasons *only*:

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Examples- how to proceed with certain actions during a meeting

You want to bring a recommendation forward

After recognition by the Chair of the Board, present your motion.
A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the Chair of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers.
Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question.
This cuts off discussion and brings the assembly to a vote on the pending question only.
Requires a 2/3rds vote.

You believe the discussion has drifted away from the agenda and want to bring it back.

"Call for orders of the day."

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The Chair of the board will ask you to state your question and will attempt to clarify the situation.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required.
If no notice is given, a 2/3rds vote is required.

Quick reference for the most common motions					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds.	√
Close Discussion	√			2/3rds.	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Regular Meeting of the Board Agenda Template

Date:
Location: **Time:**

*Commencement of the Committee of the Whole Meeting (*only if/ as required)*

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 Ed Act)*
4. *Motion to Rise and Report to a Public Meeting of the Board*

Commencement of the Public Meeting of the Board

1. Call to order
2. Territory acknowledgement
3. National anthem
4. Student Presentation (as applicable) and/or swearing in of New Student Trustees (Aug only)
5. Roll call
6. Declaration of possible conflict of interest
7. Delegation(s)
8. Approval of the agenda
9. Business of the Board
    a. Approval of the previous meeting minutes
    b. Recommendations from In-Camera (if/as required)
10. CEO's Update on the Strategic Plan
    a. CEO's Recognition
    b. CEO' Report
    c. Superintendent Updates or presentations
11. Administrative and Committee Reports
    a. For Action- Written
    b. For Information- Written
    c. For Information- Verbal
12. Trustee Reports
    a. Student Trustee Reports
        i. G7 Student Senate Report
        ii. OSTA-AECO Report
    b. Trustee Community Updates
13. Correspondence
14. Next Meeting
15. Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tldsb.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 the agenda

5. Business of the Board
a. Approval of Minutes from previous meeting
b. Receipt for information only minutes of In-Camera committee meetings

5. Confidential Administrative and Committee Reports
a. For Action- Written
b. For Information- Written
c. For Information- Verbal

7. Confidential Trustee Reports

8.. Confidential Correspondence

9.. Next Meeting details

10.. Motion to Rise and Report to Board of Trustees in a public Board meeting

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

Inaugural Meeting / Annual Organizational Meeting Agenda Template

Date:
Location:
Time:

1 Call to order

2 Territory Acknowledgement

3 National Anthem

4. Student presentation (as applicable)

5. Announcement of Election Returns (Inaugural Meeting only)

6. Declaration of Office and Oath of Allegiance (Inaugural Meeting only)

7. Roll call

8. Declaration of Conflict of Interest

9. Elections
   a. Chair
   b. Vice Chair
   c. Chair's Council Trustee Alternate (if required)

10. Approval of Agenda/ Additions

11. Administrative Reports
   a. Annual Report Presentation
   b. Board Meeting Schedule for Approval
   c. Board Committees Information
   d. Reports from Committee (if required to meet legislated deadlines)

12. Trustee Reports
   a. Student Trustee Report
   b. Trustee Community Updates

13. Next Meeting

14. Adjournment

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

Appendix 5: Delegation Application

Presentation or Delegation to the Board Application

Please complete the following and submit to the office of the Chief Executive Officer (CEO) :

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. Please review your presentation topic and content to confirm that it aligns with By-law 14: Delegations.

This application will be reviewed and you will be contacted within ten (10) days following receipt by the CEO'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 CEO'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 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.