

**Dorset Elementary School
Governing Board**

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Internal Rules of Procedures

Approved on October 15th, 2020.

Amended: October 2018

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Preamble

Established by virtue of the Education Act, the Governing Board exercises the functions and powers granted by said Act and those delegated by the School Board's by-laws. All the Governing Board's decisions shall be made in the best interests of the students (Art. 64).

Like any committee established under the School Board, the Governing Board establishes its own Internal Rules of Procedure (Art 67).

This present document, adopted by Resolution No. 00-00-01, states the Internal Management.

Rules of the Dorset School Governing Board.

Code of Conduct

Whereas the Governing Board exists to promote a better education for all of the students, and all participants are giving their time with good intentions, it is important that all involved; members, guests, concerned question period participant interact in a respectful manner. Respect being demonstrated by: according fellow participants their due, waiting one's turn to speak, following the directives of the chair etc. No participant shall be subjected to any derogatory commentary or harassment.

Appointment of the Governing Board

The Principal convenes in writing, a general meeting of all of the parents of students enrolled in the school in order for them to elect their representatives to the Governing Board.

Notice of this general meeting should be sent out on the first day of the new school year. Any nominations should be submitted to the Principal prior to the beginning of the general meeting.

During this meeting, the parents elect amongst their representatives to the Governing Board a representative to the School Board's Central Parents Committee. The assembly may designate a substitute who will be allowed to sit and vote on behalf of the representative should the latter be unable to attend.

Each year in September, all other categories of personnel elect their representatives, teachers, support staff, daycare staff if any, and non-teaching professionals.

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The number of representatives for each group is determined by the School Board. If the number of required parent representatives is not reached, the Principal assumes the functions and powers of the Governing Board. A lack of numbers of any other group does not prevent the appointment of the Governing Board or its functioning.

The duration of a parent representative's mandate is two (2) years. The elections are held in such a manner that half of the parent representatives are elected in any one year. The duration of the mandate of the representatives of all other groups is one (1) year.

Any member of the Governing Board having interests in a business which might cause a conflict between his or her own interests should expose the fact before the Principal by way of the form provided. ** (Art. 70).

Internal Rules of Procedure

Goal

The goal of these rules is to favourably and effectively guide the Governing Board's proceeding and activities. These rules shall be reviewed and adopted by each new Governing Board at the beginning of its term.

Definitions

In the current document, unless the context has a different meaning, the following are defined as:

School Board:	Lester B. Pearson School Board
School:	Dorset School
Members:	The Governing Board's members
Act:	The Education Act

Revision Procedure

The GB must review these rules at the beginning of its mandate and put them into effect by adopting annually. Subsequent revisions may be proposed by any member and will be adopted if a simple majority of the members agree at the subsequent meeting.

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Meetings of the Governing Board

The meetings of the Governing Board are open to the public. However, members may meet behind closed doors to examine any such topic that may be prejudicial to an individual.

1.1 Regular Meeting

Each year, the Governing Board designates by resolution, the day, time and location of its regular meetings. The parents, staff and members of the community are advised of these regular Governing Board meetings. The meeting time should not exceed 90 minutes. If the meeting is forecast to go longer, the chair would request a vote to accept an extension to the meeting at the start of the meeting.

1.2 Special Meeting

A special meeting may be called if the School Board is conducting a consultation which requires the Governing Board to give an answer before its regularly scheduled meeting. In this case, the Chair and the Principal call a special or emergency meeting of the Governing Board by contacting the members at least 24 hours in advance.

2.0 Agenda

The Principal and the Chair draft the agenda together. Any member may ask that an item be added to the agenda by requesting it to the Chair or the principal, where possible, seven (7) days in advance, but no later than 48 hours before the scheduled meeting. The topic should be within the Governing Board's jurisdiction and, if the item involves a resolution, a draft resolution should be submitted with the request. The agenda should be circulated to members at least five (5) days prior to a regular meeting and also, posted on the school notice board.

2.1 During a regular meeting

2.1.1 The agenda should include the following items:

Approval of the Agenda

Approval of the Minutes (of the previous meeting)

Public Question Period

Reports: Principal

Staff

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Parent Rep

Home and School

Daycare

Commissioners

Business Arising (preferably listed)

Pending Business

New Business

Correspondence

Varia (All items submitted after the agenda has been circulated and items added at the meeting should be put here, unless the Chair decided that the matter is urgent)

Date and Times of Meetings

Adjournment

2.1.2 After having received the agenda, any member and the principal may request that:

- One or several items be added
- The order of the items be modified

2.1.3 Once the agenda is adopted, no other items shall be accepted for discussion by the Chair, unless the members unanimously agree to it.

2.2 During a special meeting

Only the topics indicated in the notice for the meeting may be dealt with, unless all the members are present and agree to modify the agenda.

2.3 Question Period from the Public

The agenda shall indicate a question period for the public to allow participants to ask their questions, in person, to the Governing Board. A procedure will be set in place to advise these participants of any replies or responses to their questions or concerns. This reply will then be included or integrated into the respective minutes.

2.4 Correspondence

The agenda should include an item “Correspondence” addressed to the Governing Board. The Chair indicates any correspondence that is of particular interest. The correspondence is then placed in a file and circulated to members during the meeting. Members may have an item concerning this correspondence added to the agenda of the next meeting.

2.5 Presenting Documents

The agenda includes an item for the presentation of reports, written answers or received information that should be brought to the attention of the members. Any action arising out of these reports is to be deferred to the next meeting unless it has been listed as a separate agenda item or the members are unanimous in the agreement to deal with it immediately.

3.0 Convocation

- 3.1 Governing Board meetings are called by written notice with at least five (5) days prior to the meeting, (and posted in the website).
- 3.2 Parents and staff are advised of the dates scheduled for the meeting, except in emergency situations, when a meeting may be called by telephone or via email.

4.0 Call to Order and Quorum

- 4.1 The Chair declares the meeting open.
- 4.2 Quorum is a majority of the members, provided that at least half the number of parent representatives are present.
- 4.3 After three (3) consecutive convocations, at least seven (7) days apart, where a meeting of the Governing Board cannot be held because quorum is not reached, the School Board, may order the suspension of the Governing Board’s functions and powers for a time period such as deemed necessary by the School Board, transfer functions and powers to the school’s Principal.
- 4.4 If quorum is not reached within a reasonable delay (no later than one half hour past the time indicated on the convocation), the Chair adjourns the meeting.

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5.0 Functions and Powers of the Chair

The Chair is elected by the members of the Governing Board at the beginning of each school year. The Governing Board may also choose to elect a Vice-Chair, whose main role would be to support the Chair and, where possible, fulfill the functions of the Chair when the Chair is unable to do so.

- 5.1 The person presiding as Chair conducts all processing, maintains order, peace and decorum, and endures the smooth running of the meeting.
- 5.2 The Chair receives the motions and submits them to the Governing Board for study and debate. The Chair continues to exercise their functions when presenting their own motions.
- 5.3 The Chair shall vote on all motions. In the case of a tie, the Chair has an additional vote.

In the Chair or Vice-Chair's absence or inability to act, a person from among the eligible members to the office takes the Chair. This person has the same powers and is subject to the same obligations as those of the Chair.

6.0 General Rules of Governing Debate

6.1 Participating in debates

Only the members and the Principal have the right to participate in debates.

However, a resource person, a member from the administration or an invitee may be authorized to participate in debates, provide information or answer questions. School Commissioners may also participate.

The right to speak is given in the same order as individuals have requested it. The Chair is subject to the same procedure as the other members.

- 6.1.1 Discussions are limited to the items on the agenda.
- 6.1.2 Discussions shall be formal and should not take on the form of a dialogue. The individual given the floor shall address the Chair; the Chair addresses the Assembly. One cannot intervene until given permission by the Chair.
- 6.1.3 Contributions to the discourse of our Governing Board, either in meetings or electronic discussion should not serve to discredit, or malign the staff, administration, parents or students of our school.

7.0 Motions & Votes

7.1 With the exception of the following motions:

Agenda

Suspension of rules

Appeal of the Chair's decision

Time limit

Referral for study

Adjournment of suspension of meeting

Tabling or withdrawal of motion

Motion to split

Secret ballot

Postponing of a motion or a dossier

Nomination

Any motion may be submitted in writing. If verbally stated, the motion should be remitted in writing with the recording secretary before the question is put to a vote. As soon as a motion is presented, the proceedings are carried on in 4 stages:

7.1.1 Resolutions

At the Chair's request, the mover presents and explains their resolution.

7.1.2 Question Period

Any participant may ask one or several questions in order to get the information necessary to give an opinion. At this stage, they shall limit their interventions to precise questions, and only questions.

7.1.3 Discussion Period

Any participant may then intervene to indicate and explain their position. A member has the right to speak on an amendment just as they have a right to speak on the main resolution.

7.1.4 Right of Reply

The mover is always the last to speak on their resolution.

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7.2 Voting

- 7.2.1 When everyone who wished to speak on a motion has done so, the Chair calls the vote.
- 7.2.2 At the request of a member, the Governing Board shall decide to hold a secret ballot.
- 7.2.3 Any decision should be adopted by the majority of any of the attending members having the right to vote.
- 7.2.4 An attending member may abstain in the vote.
- 7.2.5 A motion may be amended once.
- 7.2.6 No sub-amendment is permitted.
- 7.2.7 The Governing Board shall settle all motions put to a vote.
- 7.2.8 The Chair should vote on all motions. In the case of a tie, the Chair also has a deciding vote.

8. Alternates

In categories where alternates (substitutes) have been elected, the following procedure will take place. The list will be made with the alternate's names. When a member indicates to the chair that they are unable to attend the meeting (preferably a week in advance), the chair will refer to the list and send out an email. This will be done a rotational basis, hence, the first person will be asked and if able to fill in, the next person on the list will be asked for the next absence. The list will be in alphabetical order.

9. Adjournment

- 9.1 When all items on the agenda have been discussed, the meeting may be adjourned.
- 9.2 The adjournment is the Chair's prerogative. The Chair may exercise this power without a motion being presented to this end.
- 9.3 As soon as the meeting is adjourned, no decision can be taken and the meeting cannot be re-opened.
- 9.4 If there is any business outstanding from any regular or special meeting, that meeting may be adjourned to a later time or day. Notice and details of the adjourned meeting shall be posted, as appropriate, so as to inform all the members and the public of the details.

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- 9.5 Any regular or special meeting may be adjourned to another time on the same day or to a subsequent day. The Principal will post, when possible, in locations previously agrees upon, the details of the adjourned meeting.

10. Period for the Public

- 10.1 At the Public meetings of the Governing Board, members of the community are invited by the Chair to ask questions of public interest during the question period.
- 10.2 The question period is provided at the beginning of the meeting, after the call to order, the declaration of attendance, the adoption of the agenda, and if need be, after the adoption of the minutes.
- 10.3 The individuals wishing to take the floor shall introduce themselves and address all of their questions to the Chair.
- 11.3.1 There is no right of reply, unless clearly authorized by the Chair, to allow the individual who took the floor to ask more questions.
- 11.3.2 The question period duration is 10 minutes, unless otherwise stated by the Chair.

11. Sub-committees & Ad Hoc Committees

- 11.1 The mandate of a sub-committee is to gather information, investigate situations and alternatives, and report or provide recommendations to the Governing Board.
- 11.2 Sub-committees will be formed as required.
- 11.3 Each sub-committee will appoint a Chair at the time of its formation. The Chair will report the progress of the sub-committee to the Governing Board.
- 11.4 Any documentation or reports prepared by the sub-committee should be brought to the Governing Board for approval prior to distribution, unless the mandate given to the sub-committee stipulates otherwise.

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12. Minutes

12.1 The minutes of the meeting are taken by the person who is designated by the Governing Board; this individual then records all the minutes in a minute book.

12.2 After the minutes have been read and adopted at the beginning of the next meeting, they are signed by the Chair and the Principal or the person designated by him/her.

However, the Governing Board may skip the reading of the minutes if every member attending the meeting where they are approved received a copy at least six (6) hours prior to the meeting.

12.3 Each item recorded in the minute book is designated by a number and a title.

12.4 The minutes report on the decisions taken.