

REVIEW OF MEETINGS (PART 1)

Theme: MEETINGS (PART ONE)	Issue/Problem	Questions for Consideration	Bylaw Subsection	Operational or Governance
Agenda	Concern regarding Board agenda clearing as new Committee Chairs/Vice-Chairs are unaware of the best/current practice requiring their attendance at agenda clearing meetings.	<p>Should Standing Committee Chairs and Vice-Chairs formally participate in determining the content of Board meeting agenda?</p> <p>Should Board Vice-Chair be included?</p> <p>Current provision, 5.12.1a: <i>“The content of the agenda for Board will be determined by the Board Chair in consultation with the Director or designate”</i></p> <p>Similarly, should Vice-Chairs of Committees formally participate in determining the content of Committee meeting agendas?</p> <p>Current provision, 5.12.1b: <i>“The content of the agenda for Committee will be determined by the Committee Chair in consultation with the Director or designate”</i>.</p>	(5.12.1a) and (5.12.1b)	Governance
	Concern regarding staff missing the three business day deadline for providing agenda/background materials.	How can staff deadlines (3 business days prior to meeting) be enforced?	(5.12.2)	Operational
Notice of Motion	Need to confirm and clarify whether a Committee notice of motion can only be submitted by a member of the Committee.	Who can submit a notice of motion at a Committee meeting: any Trustee or only member of the Committee?	(5.15)	Governance

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	Concern regarding who can subsequently move/second a motion after its advance notice.	If a notice of motion was given as advance notice, must it be moved at a subsequent meeting by the same mover/seconders?	(5.15)	Governance
	"Notice of motion for consideration" is used in the Board/Committee agenda materials while there is no reference to this term in the Bylaws. So, under the Bylaws "notice of motion for consideration" does not exist.	Should the Board refrain from using term "Notice of motion for consideration" in agenda materials? Technically, the notice of motion for consideration is a motion to be considered at the meeting. What new language could be used in agenda materials?	(5.15)	Operational
Suspending Provision of Bylaws	Current Bylaws state that Committees are not permitted to suspend any provision of the Bylaws, but CW/PPC have been making motions to change the rules around speaking time.	Should Bylaws be revised to allow for Committees to suspend provisions of the Bylaws?	(1.2.2) and (5.13.10 – 5.13.11)	Governance
Mover/Seconders Requirement to Put an Agenda Item on the Floor	Under current practices, after approval of meeting agenda, Chair presiding over the meeting calls for a mover and seconder to put each matter/item of the agenda on the floor. Excerpt from December 18, 2020, Chairs/Vice-Chairs training materials: All staff reports contain a recommendation – read the recommendation out loud for the Committee and call for a mover and seconder to put the matter on the floor. This is required before any debate can begin, even if the	Should we remove the requirement to have a mover/seconders for items already approved in the agenda? If a mover/seconders are still required, should we apply the requirement consistently, and allow the mover to speak last, as per regular procedure for moving a motion? If mover/seconders are no longer required, should we clarify that it is the responsibility of the Chair/presiding officer to keep meetings moving?	TBC – stated in training documents (Dec 18, 2020, Chairs/Vice-Chairs training materials)	Governance

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	<p><i>recommendation is just to receive the report for information. (We are now moving to agenda item number one. The recommendation contained on page three of your agenda, and reads as follows. May I have a mover and seconder for this matter please?)</i></p> <p>School boards and municipalities generally do not require a mover/seconder for items to be considered after the approval of the agenda (Toronto Catholic DSB, Vancouver SB, Ottawa-Carleton DSB (OCDSB), Hamilton-Wentworth DSB, Thames Valley DSB). Robert’s Rule of Order also does not have this requirement. The Chair (presiding officer) is expected to execute this function and move the meeting along the approved agenda.</p>			
	<p>Concern that the rules re withdrawal a motion prior to a vote are not quite clear. Some Trustees quote the first part of the Bylaws (5.15.7) but forget the second (5.15.8):</p> <p><i>5.15.7 A motion that has been moved and seconded is considered to be on the floor and will be decided by a vote, unless withdrawn.</i></p> <p><i>5.15.8 A member who moved a motion may withdraw it from consideration before the vote is taken on the motion, provided that the</i></p>	<p>Should these two provisions [5.15.7 and 5.15.8] be combined for clarity?</p>	<p>(5.15.7) and (5.15.8)</p>	<p>Governance</p>

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	<p><i>seconded or no other member present objects to the motion from being withdrawn.</i></p> <p>The Bylaws requires a mover and a seconder to put a motion on the floor for consideration. The Board, however, does not require a seconder for certain procedural motions in accordance with the Robert’s Rules (see Appendix A attached).</p>	<p>Should the Bylaws state that certain motions do not require a seconder?</p> <p>If so, should we clarify which motions do not require a seconder in the Bylaws?</p> <p>Should we attach Appendix A – Parliamentary Procedure Chart as an appendix to the Bylaws or as part of a governance procedure supporting Bylaws?</p>	<p>(5.15), (5.15.7)</p>	<p>Governance</p>
<p>Quorum of Special Committees and Subcommittees</p>	<p>Need to clarify whether ex-officio members may be counted towards quorum at any Committee (as defined in s. 1.6), including Subcommittee and Special Committee or at Standing Committee only. Current Bylaws Definitions (1.6) and applicable provisions (4.4.5, 4.4.10 and 5.10.7) are unclear.</p> <p><i>1.6 Definitions: “Ex-Officio Member” means a member of a Committee by virtue of holding the Chair or Vice-Chair position of the Board. An ex-officio member is not a regular member but has the same voting rights and privileges as any other member of a Committee. Quorum (i.e., the minimum number of regular members necessary to conduct a Committee meeting) does not increase with the attendance of ex-</i></p>	<p>At which meetings are ex-officio members counted towards quorum?</p> <p>Should 4.4.5 be amended to state that the Chair and Vice-Chair of the Board are ex-officio members of all Committees? Or, should the definition of “Ex-Officio Member” in 1.6 be amended?</p>	<p>(1.6), (4.4.5), (4.4.10) and (5.10.7)</p>	<p>Governance</p>

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	<p><i>officio member(s) at the meeting, but an ex-officio member will count towards quorum.</i></p> <p><i>4.4.5 The Chair and Vice-Chair of the Board will be ex-officio members of each Standing Committee, with full voting privileges.</i></p> <p><i>4.4.10 A Trustee who is not a member or an ex-officio member of a Committee cannot move a motion, vote or be counted towards quorum, but may attend the meeting and speak to a motion under consideration by the Committee.</i></p> <p><i>5.10.7 An ex-officio member will be counted towards quorum at a Committee meeting</i></p>			
<p>Approval of Reports for Receipt</p>	<p>Need to confirm and clarify whether reports for receipt should be voted on.</p> <p>Robert’s Rules indicate that a vote to receive information is not necessary. Presentation or submission of a report for receipt constitute the receipt. The practices at school boards vary.</p> <p>Under Board’s current practices, oral updates, Director’s leadership reports, reports from Trustees representing the Board at external organizations, Student Trustees’ reports, etc., are not voted on.</p>	<p>Do reports for receipt need to be voted on?</p> <p>What would it mean if a report for receipt is not carried/passed?</p> <p>If approval of reports for receipt is still required, should we clarify that approving a report for receipt does not approve any staff commitments/plans mentioned in the report?</p> <p>If approval of reports for receipt is still required, should the Bylaws clarify that all types of reports for information (both oral and written) would have to be voted on.</p>	<p>TBC</p>	<p>Governance and Operational</p>

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Public/Private Meetings	The Integrity Commissioner, through her annual report (April 2019-September 2020), recommended recording private meetings.	Should the Board record private meetings? If so, should the Bylaws outline the process details?	(5.4)	Governance and Operational
	Concern with current Bylaws' alignment/compliance with the Ombudsman's report on open meetings.	Should the Bylaws include limitations on what can and cannot be discussed using the 'chat' function?	(5.8)	Governance

APPENDIX A

Purpose	Language	Secunder	Debate	Amend	Vote	Section
Amend a Motion	“I move that the motion be amended by...”	Yes	Yes	Yes <u>Note:</u> Only two amendments to a motion are permitted on the floor at one time.	Majority <u>Note:</u> Amendments are voted on in the reverse order of which they were introduced.	5.15.19 to 5.15.23
Appeal ruling of the Chair	“I move to appeal the ruling of the Chair”	No	No	No	Majority <u>Note:</u> If tie vote, Chair’s ruling is upheld.	5.15.35 to 5.15.36 5.15.45 to 5.15.46
Private Information (If in public, must move into closed session. The matter must fall within sections 207(2) and 207 (2.1) of <i>Education Act</i>)	“I move that the Board resolve into Committee of the Whole or Committee convene into closed session to discuss ____.”	Yes	Yes	Yes	Majority	5.4.1 to 5.4.5, and 5.4.11 to 5.4.13
Declare a Conflict of Interest Note: Must withdraw from room and/or not participate via electronic means if in private session.	“I rise to declare a possible conflict of interest on the following item as [insert reason].”	No	No	No	n/a	5.4.7, 5.4.9, 5.6.1 5.9.3, 5.14.4 5.15.5, 6.2.1 6.2.2 Section 5(1) and (2) of the <u>Municipal Conflict of Interest Act</u>
Defer or Postpone a Motion to a Specific Time	“I move that consideration of the matter be postponed to....[insert set time]”	Yes	Yes (re: merits of postponement)	Yes (re: specific time)	Majority	5.15.14 (e)
Defer or Postpone a Motion Indefinitely (Board only)	“I move that consideration of the matter be postponed indefinitely”	Yes	No	No	Majority	5.15.14 (d) 5.15.18 (a) 5.15.20 (c)

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Divide a Motion into Separate Parts (“ad seriatim”)	“I move that the matter be voted on as separate parts, as follows...”	Yes	Yes	Yes	Majority	5.14.5
End/Adjourn a Meeting	“I move that the meeting be adjourned”	Yes	No	No	Majority	5.10.5 and 5.10.6 (re: a meeting must adjourn if a quorum is lost)
End Debate and Vote On the Motion (Call the Question)	“I would like to call the question”	Yes	No	No	Majority	5.13.12 – 5.13.16
Enforcing a Meeting Rule or Raising a Point of Order	“I would like to raise a point of order, regarding section ___ of the Bylaws”	No	No	No	Majority	5.13.5 and 5.15.30-5.15.36
Extend the Meeting Time Note: 30-minute intervals after 11 p.m.	“I move to extend the meeting time until ____.”	Yes	Yes	Yes (re: defined time only)	Majority	5.15.25
Lay a Motion on the Table (put aside temporarily)	“I move that the matter under discussion be tabled”	Yes	No	No	Majority Note: If vote carries, motion is put aside until taken from the table by majority vote.	5.15.14(f)
Member’s rights or privileges have been disrespected	“I would like to raise a question of personal privilege as follows. I suggest the following remedy.”	No	No	No	n/a	5.15.37 to 5.15.46

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Minority Report (At Board – must be removed from consent agenda prior to the meeting (section 5.12.9) to consider alternate recommendation)	“I do not agree with the recommendation of the committee wish to provide a minority report on item...”	No	No (alternate recommendation can be considered / debated)	No	n/a (except for an alternate recommendation)	5.14.13 to 5.14.16
Motion to Receive (for information)	“I move that item ___ regarding ___ be received.”	Yes	Yes	Yes	Majority	n/a
Motion to Reconsider a Previous Decision of the Board (Requires previous notice of motion and applies to Board only)	“I move that a previous decision regarding ___ of ___ be reconsidered.”	Yes	Yes	No	Two-thirds majority of Board	5.15.26 - 5.15.29
Recess	“I move that a recess be called for ___ minutes”	Yes	No	No (except length of recess)	Majority	5.10.5 5.15.34 5.15.42
Recorded vote (Board only)	“I request a recorded vote on item ___.”	No	No	No	n/a	5.14.10 to 5.14.12
Relinquish the role of Chair (as presiding officer) to engage in discussion/debate or move a motion	“I wish to pass the Chair to Vice-Chair ___ or to Trustee ___”	No	No	No	n/a	5.13.8

APPENDIX A

<p>Refer <u>Note:</u> Main motion or main motion as amended only.</p>	<p>“I move that the matter be referred to staff for ___ or to ___ Committee.”</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Majority</p>		<p>1.6, 5.15.24</p>
<p>Reorder the Agenda</p>	<p>“I move that the agenda be reordered, as follows...”</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Majority</p>		<p>5.12.3</p>
<p>Take a Matter from the Table (when previously put aside at the same meeting)</p>	<p>“I move that motion ___ be taken/lifted from the table.”</p>	<p>Yes</p>	<p>No</p>		<p>No</p>	<p>M a j o r i t y</p>	<p>1.6, 5.15.14(j) 5.15.20(g)</p>