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## **PART I – INTERPRETATION**

1. The Halton District School Board recognizes the Education Act and other statutes, the Ontario Regulations made thereunder, and Ministry of Education policies and guidelines are of the superior authority to the by-laws of the Board.
2. In these and all other by-laws of the Halton District School Board, the singular includes the plural, and masculine, feminine and plural forms are interchangeable.
3. In these and all other by-laws of the Halton District School Board, the following terms have the following meanings:
  - a) “ACT” means the *Education Act R.S.O. 1990 c.E.2* as amended from time to time; and includes, unless the context otherwise necessarily requires, Ontario Regulations and Ministry of Education policies and guidelines made thereunder;
  - b) “BOARD” means the Board of Trustees of the Halton District School Board which, in accordance with the Education Act, is a public school Board representing Halton Region;
  - c) “CHAIR” means Chair of the Board, except where otherwise indicated as meaning chair of any committee of the Board;
  - d) “COMMITTEE” means any statutory, standing, ad-hoc or advisory committee established by the Board.
  - e) “DIRECTOR OF EDUCATION” means Chief Education Officer, Chief Executive Officer and Secretary of the Halton District School Board;
  - f) “MEMBER” means a Trustee of the Halton District School Board, as defined herein.
  - g) “PRIVATE SESSION” means Committee of the Whole Board in Private Session.
  - h) “PUBLIC SESSION” means meetings of the Board and meetings of the Committee of the Whole Board that are open to the public as required by section 207(1) of the *ACT*.
  - i) “TRUSTEE” means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the *Municipal Elections Act, S.O. 2001 c.25*;
  - j) “VICE-CHAIR” means the Vice-Chair of the Board, except where otherwise indicated as meaning vice-chair of any committee of the Board.

## **PART II – INAUGURAL AND ANNUAL MEETINGS OF THE BOARD**

### **Inaugural Meeting of the Board**

1. The Inaugural meeting shall be held on the first Wednesday of December following a regular Municipal Election, at the J.W. Singleton Education Centre.
2. The Director of Education shall call the meeting to order, and shall proceed to read the names and wards of the duly elected Trustees, as certified by the Clerks of the four Municipalities of Halton.
3. The Director of Education shall certify that the Trustees have met the eligibility requirements of Part VII of the *Education Act*.
4. The Director of Education shall invite a Judge or Justice of the Peace, or if none available shall personally serve, to swear the Declarations and the Oaths of Allegiance of the Trustees.
5. The Director of Education shall preside over the election of Chair of the Board for the ensuing year, in accordance with the following procedure:
  - a. The Director will call for nominations for the position of Chair;
  - b. Any Trustee may nominate any other Trustee;
  - c. The Director will ask the nominee to confirm that they agree to stand for the position;
  - d. A seconder for the nomination is required;
  - e. The call for nominations shall remain open for a period of at least one minute following the last nomination received, after which the Director of Education shall declare nominations closed;
  - f. Nominator(s) may speak to their nomination, for a period not to exceed five minutes, in the order in which the nominations were received;
  - g. Nominee(s) may speak to the nomination, for a period not to exceed five minutes, in the order in which they were received.
  - h. After all nominators and nominees have had the opportunity to speak, the Director shall call the vote, and distribute the ballots.
  - i. The nominee receiving a majority of votes cast by all Trustees present shall be declared the elected Chair for the coming year;
  - j. Should no nominee receive a majority of the votes cast, a further vote shall be held, for which the nominee receiving the least number of votes from the previous vote shall be eliminated from the slate of nominees. This process shall be repeated until one nominee has received a majority of the votes cast.
  - k. Where there are only two nominees, or in the case of paragraph (k) above, two nominees remaining, and they each receive the same number of votes, the name of each nominee will be placed on a separate ballot and placed in a ballot box from which the Director of Education shall draw one ballot. The nominee whose ballot is drawn by the Director will serve as Chair for the coming year.

1. In the event that the nominee with the greatest number of votes nevertheless did not receive a majority, and the two or more candidates with the least number of votes received the same number, the process of drawing lots as described in paragraph (k) above shall be followed. The nominee whose name the Director draws from the ballot box shall remain a nominee, and the name(s) not drawn will be eliminated from the next round of voting.
  
- m. With the newly elected Chair presiding, the Board shall then elect a Vice-Chair, using the same procedure as for the election of the Chair.

#### **Annual Organizational Meeting**

6. In each year that is not a Municipal election year, an annual organizational meeting shall be held, on the first Wednesday of December, at the J.W. Singleton Education Centre.
  
7. The Director of Education shall call the meeting to order, and preside over the election of the Chair, who will in turn preside over the election of the Vice Chair, in accordance with the procedures for the “Inaugural Meeting” as described in this By-Law.

#### **Vacated Position**

8. In the event that the position of Chair or Vice-Chair becomes vacant for any reason throughout the year, a new Chair or Vice-Chair as the case may be, shall be elected in the same manner as at an annual organizational meeting, as soon after the position is vacated as is practicable.

## **PART III - REGULAR MEETINGS OF THE BOARD**

### **General**

1. The regular meetings of the Halton District School Board shall be held on the first and third Wednesdays of each month, September through June, with public session commencing at 7 p.m., except when the first or third Wednesday falls during a school vacation period. In such cases, a regular meeting of the Board may be rescheduled.
2. All meetings of the regular Board in public session:
  - (a) shall be video-voice recorded; and
  - (b) may be transmitted electronically.
3. No person may speak at a meeting of the Board, except as recognized by the Chair.
4. Decorum at Board meetings will be strictly upheld. All persons attending meetings of the Board shall show respect for others in their language and conduct. The Chair shall expel any person who interrupts or disrupts a meeting of the Board, as per s.207(3) of the Education Act.

### **Committee of the Whole In Private Session**

5. All meetings of the Board and its committees shall be open to the public, except where matters listed in s.207(2) of the Education Act are to be discussed, at which point the Board may resolve itself into "Committee of the Whole Board in Private Session" (hereinafter referred to as "Private Session").
6. Private Session shall precede public session. Where additional time is required to complete the business of the Private Session agenda, the Board can by resolution go back into Private Session following the Public Session of the Board meeting.
7. Trustees may vote to make recommendations to the Board on matters brought before them in Private Session, and any such recommendations will be brought forward at a meeting of the Board in Public Session for a vote in Public Session.
8. Private session will be chaired by the Vice Chair of the Board or in the absence of the Vice Chair an alternate, who will bring forward any recommendations arising out of private session for a vote in public session.
9. Audio or video recording devices may not be used at any private session meeting of the Board.

### **Notice of Meetings**

10. The Director of Education or delegate shall notify the local news media of all meetings of the Board.
11. Written or printed notice of all regular meetings of the Board, together with the agenda and reports referenced in the agenda, shall be delivered by the Director of Education or delegate to the address of each member of the Board at least ninety-six (96) hours before the time of the meeting.

### **Right of Director to Add an item**

12. Notwithstanding anything to the contrary contained in the by-laws, whenever in the opinion of the Director of Education, there is a matter that requires action as a matter of urgency, such matter shall be added to the agenda of any meeting regardless of whether prior notice has been given.

### **Meeting Agendas**

13. The agenda for each meeting shall be prepared by the Chair in consultation with the Vice-Chair and the Director of Education and/or delegate.
14. The agenda for regular meetings of the Board shall be in the form as shown in Appendix “A” attached hereto.

### **Trustee Motions**

15. A Trustee wishing to make a motion at a Board meeting shall do so in accordance with the following procedure:
  - (a) Written text of the motion along with an explanatory rationale shall be delivered to the Secretary of the Board in writing by no later than 4 p.m. Thursday of the week prior to the meeting at which it will appear as an information item on the agenda.
  - (b) At the subsequent meeting, the motion will be considered as an action item for a vote.
  - (c) Notwithstanding (a) and (b), a Trustee may bring a motion related to any item on the action agenda without prior notice.
  - (d) A Trustee may also make a motion at a Board meeting without prior notice, provided a two-thirds majority of those present, or quorum, whichever is greater, waive the requirements of (a) and (b) above.

### **Minutes**

16. Minutes of the meetings of the Halton District School Board shall be kept in accordance with the provisions s.198(1)(a) of the *Education Act*, and shall be received by Trustees at the next regular Board meeting.
17. Minutes of the Board meetings will include:
  - n. the date, time, and place of the meeting
  - o. the signature of the Secretary and Chair of the Board;
  - p. actions approved by the Board
  - q. statements for the record, upon request by an individual Trustee, provided the request is received prior to the comments being made;
  - r. the attendance of Trustees, including absences with notice of regrets, absences without notice, and the time of arrival and departure of Trustees not in attendance for the entire duration of a meeting.

### **Trustee Attendance**

18. The onus for reporting notices of regret shall be on individual Trustees, who must advise the Director’s Office prior to the meeting if regrets are to be noted in the minutes.
19. In accordance with the *Education Act*, s.228 (1), “ A member of a Board vacates his or her seat if he or she... (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board”.

### **Recess and Adjournment of Meetings**

20. At any time during a meeting, the Chair of the meeting may at their discretion, declare a temporary recess.
21. The Chair shall call for a motion to adjourn the Board meeting at such time as the business of the agenda has been completed, which if approved by a majority shall close the meeting.
22. In the event that the business of the agenda has not been completed by 10 p.m., the Chair shall call for a motion to extend the meeting past 10 p.m. as soon as is practicable.
23. If a motion to extend past 10 p.m. is not moved, or is moved but does not receive support from the majority of Trustees present, the Chair will call for a motion to recess the meeting, with the remainder of the unfinished agenda items to be continued at another date and time.

### **Cancellation of Meetings**

24. Where the amount of business is insufficient to warrant a regular meeting of the Board; or in the event of inclement weather or emergency, the Chair, in consultation with the Vice-Chair and the Director of Education or delegate, may cancel the meeting. If after reasonable efforts the Chair cannot be reached, the Vice-Chair, in consultation with the Director or delegate may cancel a meeting.
25. Where the amount of business is insufficient to warrant a regular meeting, the Director will give notice of the cancellation of a meeting in the same manner as the notice of regular meeting of the Board.
26. In the event of a cancellation due to inclement weather or an emergency, the Director of Education or delegate will notify Trustees by telephone and/or e-mail, and a notice of cancellation shall be posted on the Board website and at the meeting place.

#### **PART IV – SPECIAL MEETINGS OF THE BOARD**

1. Special meetings of the Board shall be held:
  - a) at the resolution of the Board; or
  - b) at the call of the Chair, in consultation with the Vice-Chair and Director of Education; or
  - c) where reasonable efforts have been made to contact the Chair and the Chair cannot be reached, at the call of the Vice-Chair, in consultation with the Director of Education; or
  - d) on the written request of six members of the Board, made to the Director of Education.
  
2. Notice of special meetings of the Board shall be given in the same manner as prescribed for notice of regular meetings. Where the need for a special meeting is urgent, the Director may give Trustees verbal notice of a special meeting, but in such circumstances Trustees must receive notice no less than forty-eight (48) hours before the time of the meeting, and any such notice must include a description of business to be transacted, and the reason for the urgency.
  
3. No other action items other than those included in the notice shall be considered.

## **PART V – QUORUM**

1. The presence of a majority of all trustees (regardless of vacancies) is necessary to form a quorum.
2. Subject to compliance with the provisions of the Act and the relevant policy of the Board, a Trustee who participates in a meeting through electronic means shall be deemed to be present at such meeting and such presence shall be included for the purposes of the count of the quorum.
3. 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 Trustees present and the Board shall forthwith stand adjourned until the next regular meeting of the Board.
4. When the number of Trustees at a meeting falls below a quorum during the course of the meeting, and quorum is not reconstituted within 30 minutes, no further business can be legally transacted and it shall be the responsibility of the presiding Chair and the Recording Secretary to note the lack of a quorum, have the fact recorded in the minutes, and the meeting shall be deemed to be recessed to be reconvened at the call of the Chair.

## **PART VI – OFFICERS OF THE BOARD**

### **Officers of the Board**

1. The Director of Education shall serve as Chief Executive Officer, with the responsibility to carry out or delegate to be carried out all administrative functions of the Halton District School Board.
2. The Director shall also act as Secretary of the Board, but may delegate the duties of Recording Secretary.
3. The Superintendent of Business Services shall be the Treasurer of the Board.
4. The Signing Officers of the Halton District School Board shall be one of the Chair and the Vice-Chair of the Board, together with one of the Director of Education and the Treasurer or Manager of Budget.

### **Presiding Officer at Board Meetings**

5. The Chair of the Board, or in the Chair's absence, the Vice-Chair, shall preside at all regular meetings of the Board.
6. The presiding officer shall call the meeting to order at the hour appointed. He or she shall preserve decorum and decide upon all questions of order.
7. In the event that neither the Chair nor the Vice-Chair are present at five minutes after the hour appointed for the start of the meeting, the Chief Executive Officer or delegate shall call the meeting to order, providing there is a quorum present, and the Board shall choose a Chair pro-tempore, until such time as either the Chair or Vice Chair of the Board arrives.

### **Role of the Chair and Individual Trustees**

8. The Chair of the Board acts as spokesperson to the public on behalf of the Board.
9. Individual board members or groups of members shall not undertake any action, communication or negotiation that may be construed as acting on behalf of the Board, except by explicit direction of the Board.
10. A Trustee may nevertheless act individually as an elected official, providing they do not indicate in any way that they are acting on behalf of the Board.

## **PART VII – RULES OF ORDER**

1. Subject to the provisions of Part 1, Section 1, in all cases not provided for by these rules, the rules and practice of Robert's Rules of order shall govern as far as applicable.

### **Debate of a Motion**

2. A Trustee may introduce a motion, upon being recognized by the Chair, as appropriate to the agenda. Debate of the motion will only take place after it has been moved, and where required, seconded.
3. The mover and seconder of a motion may alter the wording, or withdraw the motion, up until such time as the motion is stated by the Chair and is on the floor. Once stated by the Chair, and thereby recorded in Minutes, the motion belongs to the floor and cannot be withdrawn without a motion to do so which has received majority approval by the Board.
4. The Trustee moving the motion may be the first speaker to the motion.
5. Any other Trustee desiring to speak shall indicate by up-raised hand and await recognition by the Chair. Speakers may speak when recognized by the Chair, and may not speak to the issue again until all other Trustees who wish to speak have had the floor.
6. It is customary for the Vice Chair to maintain a speakers' list
6. No Trustee shall speak longer than three minutes at any one time.
7. Trustees shall at all times during debate:
  - a) maintain a courteous tone;
  - b) avoid reference to the personalities or motives of other members;
  - c) respectfully avoid comment while another speaker has the floor;
  - d) address all remarks and questions to the Chair; and
  - e) confine all remarks and questions to the motion which is the subject of discussion.
8. When the question under consideration contains two or more distinct propositions, the propositions may be considered and voted upon separately at the request of any Trustee.
9. A Trustee may move to amend a motion on the floor, or to amend an amendment. Any such motion is debatable and requires a majority affirmative vote of trustees present..
10. Any Trustee 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 the question.
11. No Trustee shall be interrupted while speaking, except to be called to order by a Trustee on a matter of privilege or a point of order. In such a case, the Trustee speaking shall remain silent until the point of order has been decided by the Chair. A Trustee so interrupting shall speak to the point of order only.
12. At any point prior to the vote being called, a Trustee may move that a matter be referred to a Committee, postponed indefinitely, or postponed to a certain time. Such a motion is debatable and requires a majority to pass.

### **Voting on a Motion**

13. The Chair shall put a question to a vote when he or she is satisfied that the speaker's list has been exhausted.
14. A Trustee may move to call the question while some speakers still remain to be heard, but such a motion must be seconded and requires a two-thirds majority of those present, or quorum, whichever is greater, to pass.
15. Any one Trustee may request a recorded vote on any question, but must do so before the Chair puts the question to a vote.
16. After the Chair has put a question to vote, there shall be no further debate and no member shall walk across or out of the room. The decision of the Chair as to whether the question has been finally put shall be conclusive.
17. Every Trustee present, including the Chair, but excluding those Trustees who have declared a conflict of interest, shall vote on all questions put to a vote.
18. The Chair shall call for a show of hands indicating all those in favour, and then all those opposed, to the question.
19. Student Trustee votes will be sought but shall not be counted in determining the outcome of any Board decision.
20. Where the number of votes for and against is tied, the question shall be declared defeated.
21. The result of the vote shall be declared by the Chair, but if any Trustee questions the declaration, the Chair shall call for a recorded vote.
22. Any motion decided in the negative may not be reintroduced at a subsequent meeting during the current term of the Board or within a period of 4 months, whichever is less.

### **Challenging the Chair:**

23. Any Board member may bring a motion to challenge the Chair on any ruling of the Chair.
24. The trustee who challenges the Chair shall provide the rationale for the challenge, and the Chair may provide the rationale for the ruling, but the motion is otherwise not debatable.
25. The Chair will call a vote as to whether the ruling of the Chair stand, with a majority vote in the favour affirming the Chair's decision.

### **Waiving of the Rules**

26. A Trustee may bring a motion to waive any rule contained in these By-Laws or in Roberts Rules of Order, to apply only to the meeting at which the motion has been brought, and such a motion must receive a two-thirds majority of those present, or quorum, whichever is greater, to pass.

## **PART VIII – DELEGATIONS TO THE BOARD**

### **Requests to Delegate**

1. An individual or group may request the opportunity to present a delegation to the Board of Trustees at a Regular or Special Meeting of the Board. All such requests will be subject to the approval of the Chair, which will not be unreasonably withheld.
2. Requests to delegate shall be submitted in writing to the attention of the Chair, care of the Secretary of the Board (Director of Education) or designate, and received by no later than noon on the Tuesday of the week preceding the meeting of the Board at which the delegate intends to present.
3. The Secretary of the Board or designate will provide a copy of this By-Law along with a confirmation that the request to delegate has been received, to every individual who submits a written request in accordance with section 2 above.
4. The Chair shall allow up to six (6) delegations per meeting, and will give priority to delegates who intend to address issues that appear on the 'Ratification/Action' section of the agenda, considering delegations for approval in the order in which requests are received.
5. A delegate will be advised that their request to present has been accepted and placed on the upcoming agenda as soon after the submission deadline as is practicable.
6. Where a request to delegate proposes to deal with subject matter which will not appear on the forthcoming Board meeting agenda, but will appear on a future agenda, the Chair may defer the request to a subsequent meeting, and will so advise the delegate.
7. The Chair will immediately notify the delegate and Trustees, along with a written rationale, should a request to delegate on a particular topic be denied, or should the delegation be deferred to a meeting which will take place after the matter which they which to address has been decided.
8. Where an individual or group requests the opportunity to delegate the Board more than once on the same or a related topic, the Chair may at his or her discretion deny the request, or reduce the time that the delegate is allowed to present, and in any event will only approve the request where satisfied that new material will be presented.
9. Where there are multiple delegations on a particular topic, and where there is an overlap in the material to be presented, the Chair may reduce the time allocated to each delegate, and/or request that the delegates combine their presentation, and will so advise the delegate(s) at the time that their delegation is confirmed.

### **Written Transcripts Required**

10. A delegate who has received confirmation that they will appear on the next agenda must provide to the Secretary of the Board or designate a written copy of their presentation by no later than noon on the Thursday preceding the Board meeting at which they are scheduled to delegate.
11. The written copy so provided will be reviewed by the Chair to ensure its compliance with these By-Laws. No changes to the delegation will be accepted after 4 p.m. of the Thursday preceding the Board meeting at which the delegation is to be presented.
12. The written delegation materials will be distributed to Trustees with the other Board Agenda materials, as per this by-law.

### **Eligibility to Delegate**

13. Where a request to delegate has been accepted, and the delegate is unable to attend the Board meeting for which their delegation has been scheduled, a substitute delegate may be recognized by the Chair, but any such delegate may only give the original, approved presentation, submitted in accordance with section 10 above.
14. Except by special invitation or at the discretion of the Chair, delegates must be at least fourteen years of age. Anyone under the age of 14 may submit a written delegation to Trustees through the Chair.
15. Employees of the Board, or representatives of employee groups shall not utilize delegations to the Board to express their views relative to their employment or professional interests.

### **Presentation of Delegations**

16. Each delegation shall be allowed up to five minutes for their presentation to the Board.
17. After being recognized by the Chair, a delegate may present their delegation, adhering strictly to the written materials previously submitted and reviewed by the Chair.
18. Following the delegates presentation, the Chair will ask the Trustees if there is any point arising out of the delegation which they wish clarified by either the delegate or staff. Except for such questions of clarification, neither Trustees nor staff shall enter into discussion with a delegate, or engage in debate.
19. Any delegate or substitute spokesperson(s) for a delegate is expected to refrain from the use of abusive or derogatory language, or from making any statement concerning the character or performance of named individuals, including students, staff, citizens, or Trustees of the Halton District School Board. Any written delegation which violates this section will be refused by the Chair. Any delegate who violates this section during their presentation shall be ruled out of order by the Chair, and may be asked to discontinue their presentation.

### **Special Delegation Night**

20. Notwithstanding the other sections of this By-Law, the Chair of the Board may at his or her discretion call a Special Delegation Night, specifically for the purpose of hearing delegations on a particular topic, for which all provisions of this By-Law will apply, with the exception that a maximum of 25 rather than 6 delegations will be allowed.

## **PART IX – COMMITTEES OF THE BOARD**

1. The Board may from time to time approve the formation of any of the following types of committees:

### **Standing Committees**

2. The following Trustee standing committees address longstanding and ongoing issues relating to the decision-making responsibilities of the Board of Trustees:
  - Director's Performance Review Committee
  - Policy and By-law Committee
  - Program & Accommodation Committee
  - Communications Committee

Standing Committees of the Board shall, as directed by the Board from time to time, submit a report to the Board of their activities and any recommendations.

### **Statutory Committees**

3. The following Committees, their membership and mandate are defined pursuant to legislative requirement or Ministry of Education policy.
  - Audit Committee
  - Joint Health & Safety Committee
  - Parent Involvement Committee
  - Program and Accommodation Review Committee
  - Special Education Advisory Committee (SEAC)
  - Student Discipline Committee
  - Supervised Alternative Learning for Excused Pupils (SALEP)

### **Ad Hoc Committees**

4. Trustees may, from time to time, form working groups known as 'Ad Hoc Committees' to address specific issues, which may result in a report or recommendation to the Board of Trustees.

### **Advisory Committees**

5. The Board may from time to time form Advisory Committees for a short or a long term objective, where it would benefit from the expertise and/or experience of participants of non-Trustees.

### **Striking Committee**

6. The Striking Committee, comprised of the Board Chair, the Vice-Chair and the Director, shall make recommendations to the Board of Trustees regarding Trustee representation on the committees listed above.
7. The Striking Committee shall ensure that each Trustee, except the Chair, is appointed to at least one Committee, or alternatively appointed as a Board representative on at least one community or external organization.
8. The Striking Committee shall bring its report to the Board for approval by no later than January of each year, and may bring further recommendations regarding additional committee appointments for approval throughout the year as required.

9. In formulating its recommendation to the Board, the Striking Committee will investigate and take into consideration the interests, knowledge and skills of individual Trustees, geographic balance, continuity of membership, time commitments and potential conflicts of interest.
10. The Striking Committee will not recommend the appointment of any Trustee to a committee or position against his/her expressed objection.

### **General**

11. Chairs and Vice-Chairs for each Committee will be elected at the first meeting of the committee following the Board's Inaugural or Annual Organizational meeting, for a term of one year.
12. Notwithstanding the above, the Director's Performance Review Committee will be chaired by the Vice Chair of the Board.
13. Committees will meet as required, at the call of their respective Chairs, and may bring recommendations to the Board of Trustees for approval.
14. No committee may bind or speak for the Board of Trustees.
15. The Director will appoint staff as required to provide administrative support, information and expertise to Board Committees.
16. The Chair of the Board shall be an ex-officio voting member of all Board committees.
17. The Director of Education or delegate shall attend all committee meetings as required.

### **Resignation**

18. A member or an appointee of a committee may resign from a committee by indicating their intent to do so in writing, and submitting their written resignation to the Chair of the Board as well as to the Chair of the Committee from which they intend to resign.

### **Dissolution**

19. Subject to the requirements of law, a committee shall be dissolved:
  - a. at any time upon resolution of the Board, or
  - b. in the case of an Ad Hoc or Advisory Committee, upon delivery of a final report to the Board; or
  - c. in any event, at the end of the term of office for the Board

## **PART X – AMENDMENTS TO THE BY-LAWS**

### **Amendment to the By-laws**

1. No amendment or addition to the by-laws shall be made unless written notice of a motion referencing the intent, proposed wording and a brief rationale shall be presented at a Board meeting at least two weeks preceding the meeting at which the amendment will be considered as an action item for a vote.
2. The written notice of the motion shall be delivered to the Secretary of the Board in writing by no later than 4 p.m. Thursday of the week prior to the meeting at which it will appear as a notice item on the agenda.
3. A motion to refer a proposed by-law amendment to a meeting of the By-laws Committee requires the approval of a majority affirmative vote of Trustees present.
4. A motion to amend the By-Law requires the approval of a majority of all Trustees.

## APPENDIX “A”

### BOARD MEETING AGENDA

\* *Private Session of the Board, if necessary, will precede and/or follow the Board Meeting, as appropriate.*

	<b>Estimated Time</b>
<b>1.0 Opening</b>	
1.1 Welcome, Call to Order and Roll Call	
1.2 Approval of the Agenda	
1.3 Declarations of Conflict of Interest	
1.4 Notice(s) of Motion	
<b>2.0 Delegations to the Board</b>	
2.1 Delegations / Presentations	
2.2 Acknowledgements	
<b>3.0 Ratification / Action</b>	
3.1 Minutes of the Regular and Special Meetings	
3.2 Approval of Business from Private Session*	
3.3 Order Paper	
3.4 Action Items	
<b>4.0 Communication to the Board</b>	
4.1 Student Trustee Reports	
4.2 Information items and Future Action	
4.3 Committee reports	
4.4 Director’s Report	
4.4.1 Board Correspondence	
4.4.2 Monitoring Reports	
4.4.3 Other	
4.4.3.1 Future Agenda Items	
4.5 Communications from the Chair	
4.6 Trustee Questions and Comments	
<b>5.0 Adjournment</b>	
5.1 Adjournment	