

By-laws of the Halton District School Board

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REVISION HISTORY

Executive Summary of Changes to the By-Laws effective June 19, 2019

- The Delegations by-law included information that falls within the domain of Governance Policies and/or Governance Procedures. The Delegations by-laws was rescinded concurrent with the approval of Delegation Governance Policies and Governance Procedures.
- Grammar, spelling and other general housekeeping changes have been made throughout the by-laws.

Executive Summary of Changes to the By-Laws effective April 17, 2019

- The Committees and Naming of Schools by-laws included information that falls within the domain of Governance Policies and/or Governance Procedures. The Committees and Naming of Schools by-laws were rescinded concurrent with the approval of their respective Governance Policies and Governance Procedures.

Executive Summary of Changes to the By-laws effective October 17, 2018

1. Additions to the by-laws:

- Part I: Definitions have been updated to include Presiding Officer and Student Trustee
- Part II: Trustee Communications section has been updated to include that correspondence directed by Board motion shall be shared publicly in the Chair's Report in the Board agenda package, and shared on the Board website.
- Part II: Trustee Communications section has been updated to include that Trustees are encouraged to liaise with various levels of government in their role as Trustee.
- Part IV: Regular Meeting section has been updated to include that a motion to approve Trustee absences is required in keeping with the attendance requirements of the Education Act.
- Part IV: Participation in Meetings through Electronic Means section has been added.
- Applicable references to legislation have been added throughout the by-laws.

2. Modifications to the by-laws:

- Part III: Role of the Chair section has been amended as per applicable legislation
- Part IV: Motions section has been amended to include that amendments must not be contrary to the main motion in keeping with Robert's Rules of Order.
- Part VI: Meeting Minutes section has been amended as per applicable legislation.
- Part VI: Recess and Adjournment of Meetings section has been amended in keeping with Robert's Rules of Order.

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- Part VI: Recess and Adjournment of Meetings section has been amended to include that Motions to Extend Meetings will now require the length of extension (e.g. 15 minutes, 30 minutes). Subsequent motions to extend will be permitted as required.
- Part V: Debate of a Motion section has been amended to specify that debate of information items is limited to two opportunities and debate of action items is limited to three opportunities, each no longer than three minutes, with one follow-up allowed within the time limit – motions to extend debate beyond these limits can be accommodated for more significant items.
- Part V: Suspend the Rules of Order section (previously entitled Waiving the Rules) has been updated in keeping with Robert's Rules of Order.
- Part IX: Amendments to the By-laws has been amended to require a 2/3rds majority (currently just a simple majority) in keeping with Robert's Rules of Order.
- Grammar, spelling and other general housekeeping changes have been made throughout the by-laws.

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PART I: INTERPRETATION

1. If there is a conflict between any legislation, government policies or guidelines (the "Legislation") and these by-laws, the Legislation shall prevail and take precedence over the by-laws.
2. In these by-laws of the Halton District School Board, gender-neutral terminology has been used.

DEFINITIONS

1. 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 made under the Education Act, and Ministry of Education policies and guidelines made thereunder;
 - b) "BOARD" means the Board of Trustees of the Halton District School Board;
 - 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;
 - g) "PRIVATE SESSION" means a meeting of a Committee of the Whole Board or other committee of the Board closed to the public;
 - h) "PRESIDING OFFICER" means the person chairing a meeting of the Board or committee of the Board;
 - i) "PUBLIC SESSION" means meetings of the Board and meetings of the Committee of the Whole Board or other committees of the Board that are open to the public as required by section 207(1) of the ACT;
 - j) "STUDENT TRUSTEE" means a person elected as a student trustee in accordance with s. 55 of the Education Act, R.S.O. 1990, c.E.2 and any regulation thereunder;
 - k) "TRUSTEE" means a person elected, acclaimed or appointed to the office of Member of the Board pursuant to the Municipal Elections Act, S.O. 2001, c.25 and the Education Act, R.S.O. 1990, c.E.2;
 - l) "VICE-CHAIR" means the Vice-Chair of the Board, except where otherwise indicated as meaning Vice-Chair of any committee of the Board.

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PART II: MEMBERS

ROLE OF INDIVIDUAL TRUSTEES

1. 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.
2. 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.

TRUSTEE COMMUNICATIONS

1. Correspondence directed by Board motion shall be shared publicly in the Chair's Report in the Board agenda package, and shared on the Board website.
2. The Chair shall speak on behalf of the Board at system wide public events (e.g. Student Excellence, Celebrating Service). In the absence of the Chair, the Vice-Chair will speak. If neither the Chair nor Vice-Chair are able to attend, another Trustee will be invited to speak at the discretion of the Chair in consultation with the Vice-Chair.
3. The local Trustee shall speak at special events that occur at the schools in their ward, such as anniversary celebrations, commencements, grand openings. In the absence of the local Trustee, the Chair may speak. If neither the local Trustee nor the Chair are able to attend, the Vice-Chair may speak. In the absence of the local Trustee, Chair and Vice-Chair, another Trustee may be invited to speak at the discretion of the local Trustee.
4. The Chair shall make Trustees aware of all system wide and school events or milestones so they may attend in order to show their support and interest. Trustees in attendance shall be recognized but not invited to speak.
5. Trustees are encouraged to liaise with local provincial and federal politicians to assist them in understanding local issues and needs and to encourage them to make education a high priority.

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PART III: OFFICERS

OFFICERS OF THE BOARD

1. In accordance with the Act, the Director of Education is the Chief Executive Officer, Education Officer and Secretary of the Board.
2. The Superintendent of Business Services shall be the Treasurer of the Board.
3. 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 General Manager of Budget as defined by the Halton District School Board policy.

ROLE OF THE CHAIR

1. The Chair of the Board acts as spokesperson to the public on behalf of the Board about matters that affect governance or the Board's role, Trustee Code of Conduct issues, individual Trustees, or the Director of Education.

PRESIDING OFFICER AT BOARD MEETINGS

1. The Chair of the Board, or in the Chair's absence, the Vice-Chair of the Board, shall preside at all meetings of the Board.
2. The Presiding Officer shall call the meeting to order at the hour appointed. They shall preserve decorum and rule on questions of privilege, orders of the day, points of order, personal privilege, parliamentary inquiry and points of information.
3. In the event that neither the Chair nor the Vice-Chair of the Board are present at five minutes after the hour appointed for the start of a meeting, the Director of Education or delegate shall call the meeting to order, provided there is a quorum present, and the Board shall choose a Trustee as a Presiding Officer pro-tempore, until such time as either the Chair or Vice-Chair of the Board arrives.

ELECTION OF THE CHAIR AND VICE-CHAIR

1. The Director of Education shall preside at the inaugural meeting of the Board and the annual organizational meetings of the Board until a Chair of the Board is elected in accordance with the following procedure:
 - a) The Director of Education will call for indications of interest in the position of Chair;
 - b) Each Trustee will be given the opportunity to indicate their interest and/or indicate support for any other Trustee;
 - c) Trustee(s) who have confirmed their interest in the position of Chair may speak to their interest for a period not to exceed three minutes, in the order in which their interest was drawn from the ballot box;
 - d) After all candidates have had the opportunity to speak, the Director of Education shall appoint two senior administrators to act as scrutineers, call the vote by secret ballot and distribute the ballots;

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- e) In the event that only one Trustee wishes to be a candidate for the position of Chair, no vote will be required and that Trustee shall be declared the Chair for the coming year;
- f) Each Trustee will record the name of one of the candidates on their ballot. Trustees participating from a remote location, if any, will email their vote to both of the scrutineers. All ballots will be deposited into a ballot box. Scrutineers will verify the votes of the paper ballots and emails;
- g) The candidate receiving a majority of votes cast by all Trustees present shall be declared the elected Chair for the coming year;
- h) Should no candidate receive a majority of the votes cast, a further vote shall be held, for which the candidate receiving the least number of votes from the previous vote shall be eliminated from the slate of candidates. This process shall be repeated until one candidate has received a majority of the votes cast;
- i) Where there are only two candidates (or only two candidates remaining) and they each receive the same number of votes, the name of each candidate will be placed on a separate ballot and placed in a ballot box from which the Director of Education shall draw one ballot. The candidate whose ballot is drawn by the Director of Education will serve as Chair for the coming year;
- j) In the event that the candidate 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 (h) above shall be followed to determine which of the names with the least number of votes will be eliminated. The candidate(s) whose name(s) the Director of Education draws from the ballot box shall remain a candidate; and the name not drawn will be eliminated from the next round of voting;
- k) 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;
- l) At the conclusion of the election of the Chair and the Vice-Chair, the Chair shall move a motion to destroy the ballots.

VACATED POSITIONS

1. 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. The election shall be held at the first Board meeting held after the vacancy occurs.

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PART IV: MEETINGS

REGULAR MEETINGS

1. The regular meetings of the Board shall be held at the head office of the Halton District School Board 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. In accordance with the 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".
3. If a Trustee will not be in attendance at a regular meeting of the Board, the Trustee shall advise the Director's office of same in writing together with the reason for the absence.
4. The results of a motion indicating whether or not the Board authorized a Trustee's absence from a regular meeting of the Board shall be entered in the minutes of the Board meeting.

INAUGURAL AND ANNUAL MEETINGS OF THE BOARD

1. After a regular election of Trustees under the *Municipal Elections Act, 1996*, the inaugural meeting of the Board shall be held at the Halton District School Board's head office commencing at 7:00 pm on the first Wednesday following the commencement of the term of office of the Trustees as specified by the *Municipal Elections Act, 1996*.
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 Act.
4. All elected or appointed Trustees shall make and subscribe the declarations in s.209(1) of the Act and may swear or affirm allegiance in s.209(3) before a Judge or Justice of the Peace, or in the absence of a Judge or Justice of the Peace, before the Director of Education.
5. In each year that is not a municipal election year; an annual organizational meeting shall be held at the head office of the Halton District School Board commencing at 7:00 pm on the first Wednesday following the anniversary of the start of the Trustees' term of office as set out by the *Municipal Elections Act, 1996*.

SPECIAL MEETINGS OF THE BOARD

1. Special meetings of the Board may be called by:
 - a) the Chair; or
 - b) where reasonable efforts have been made to contact the Chair and the Chair cannot be reached, at the call of the Vice-Chair of the Board, in consultation with the Director of Education; or
 - c) on the written request of a majority of the Members of the Board, made to the Director of Education.

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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 of Education 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.

QUORUM

1. The presence of a majority of all Members of the Board (regardless of vacancies) is necessary to form a quorum. Subject to the Ontario *Municipal Conflict of Interest Act*, a quorum must remain throughout an entire Board meeting.
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 Officer and the recording secretary to note the lack of a quorum, have the fact recorded in the minutes, and the remaining Trustees may fix the time to which to adjourn or adjourn until the next regular meeting of the Board.

GENERAL

Notice of Meetings

1. The Director of Education or delegate shall notify the public of all meetings of the Board by posting the agenda on the Halton District School Board's website.
2. Printed or electronic notice of all regular meetings of the Board, together with the agenda and reports referenced in the agenda, shall be delivered in the Trustee's preferred format 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.

Participation in Meetings Through Electronic Means

1. Any Member or Student Trustee may participate in meetings of the Board or committees of the Board by electronic means in accordance with the Act, the regulation governing same, any policies and guidelines issued by the Minister of Education and the Halton District School Board's policy.

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Meeting Agendas

1. The Public Session agenda for each meeting of the Board shall be established by the Chair in consultation with the Vice-Chair and the Director of Education and/or delegate.
2. The Public Session agenda for regular meetings of the Board shall be in the form as shown in Appendix "A" attached hereto.
3. The Public Session Agenda contains a Consent Agenda section for regular items that are reviewed by the Board but that do not usually require debate. Any item may be extracted from the Consent Agenda for further discussion and a vote at the request of a Trustee. Extracted items will be reviewed immediately following the consent agenda.
4. 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 regular Board meeting regardless of whether prior notice has been given.

Communications During a Meeting

1. All meetings of the Board in Public Session:
 - a) shall be video-voice recorded; and
 - b) may be transmitted electronically.
2. No person may speak at a meeting of the Board, except as recognized by the Chair.
3. 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.

Motions

1. 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 Director of Education in writing by no later than noon on Thursday of the week prior to the regular Board meeting at which it will appear under future action items on that regular Board meeting agenda.
 - b) At the subsequent regular Board meeting, the motion will be considered as an action item for a vote.
 - c) Notwithstanding (a) and (b), a Trustee may make a motion related to any action item on the agenda without prior notice. Amendments to motions must be relevant or germane to the main motion being amended and must not be contrary to the main motion. Please refer to Robert's Rules of Order for examples.
 - d) A Trustee may also make a motion at a regular Board meeting without prior notice to deal with an urgent matter that cannot be dealt with at the next regular Board meeting and arose after the Public Session agenda has been delivered to the Board or a non-material matter, provided a motion to permit the motion without prior notice is first passed by a two-thirds majority of those present, or quorum, whichever is greater.

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Meeting Minutes

1. Minutes of the meetings of the Board shall be kept in accordance with the provisions s.198(1)(a) of the Education Act, and shall be received for approval by Trustees at the next regular Board meeting.
2. Minutes of the Board meetings will include:
 - a) the type of meeting, date, time of commencement and adjournment, and place of the meeting;
 - b) the signatures of the Director of Education and Chair of the Board;
 - c) all motions moved and seconded and results of vote;
 - d) all notices of motions;
 - e) all points of order and appeals and their dispositions;
 - f) when a vote count ordered or a vote taken by ballot, the number of votes on each side;
 - g) recorded votes when requested;
 - h) the attendance of Trustees, including results of motions to authorize trustee's absences, and the time of arrival and departure of Trustees not in attendance for the entire duration of a meeting;
3. A copy of the draft minutes will be included in the agenda package. Any amendments to the agenda package will be noted in a revised package posted to the website as Revised.

Recess and Adjournment of Meetings

1. At any time during a meeting, the Chair of the meeting may at their discretion, declare a temporary recess.
2. The Chair shall declare the Board meeting to be at an end at such time as the business of the agenda has been completed.
3. 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. for a specified number of minutes or as soon as is practical. Should the business of the agenda still not be completed when the extension expires, the Chair shall call for another motion to extend the meeting.
4. If a motion to extend the meeting is not moved, or is moved but does not pass, the Chair will call for a motion to adjourn the meeting to a set date and time to complete the the remainder of the unfinished agenda items.

Cancellation of Meetings

1. 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.
2. Where the amount of business is insufficient to warrant a regular Board meeting, the Director will give notice of the cancellation of a meeting in the same manner as the notice of a regular meeting of the Board without the time requirement.

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3. 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.
4. In the event of a cancellation of a regular board meeting, agenda items from the cancelled meeting will be brought forward to the next regular board meeting.

Committee of the Whole Board in Private Session

1. All meetings of the Board and its committees shall be open to the public, except where matters listed in s.207(2), s. 207 (2.1) or s. 218.3 (10) of the Act are to be discussed, at which point the Board may close the meeting to the public or resolve itself into Committee of the Whole Board in Private Session.
2. The Private Session agenda for each Committee of the Whole Board meeting shall be the responsibility of the Vice-Chair in consultation with the Chair and the Director of Education and/or delegate.
3. The Private Session agenda for regular meetings of the Committee of the Whole Board shall be in the form as shown in Appendix "B" attached hereto.
4. 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.
5. Trustees in Committee of the Whole Board may make motions to recommend 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 motion and a vote in Public Session. For greater clarity, no motion is binding on the Board unless it is a motion of the Board and not a committee of the Board, including a Committee of the Whole Board.
6. Private Session will be chaired by the Vice-Chair of the Board, or in the absence of the Vice-Chair, an alternate Trustee elected by the Board, who will make a motion in Public Session to adopt the recommendations of agenda items from the Private Session.
7. Audio or video recording devices may not be used by anyone at any Private Session or closed meeting of the Board.
8. Student Trustees are not entitled to be present at the part of a Private Session regarding s.207 (2) (b) of the Act.

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APPENDIX A – BOARD MEETING - PUBLIC SESSION MEETING AGENDA

1.0 Opening

1.1 Welcome

1.1.1 Call to Order, Trustee and Student Trustee Attendance and Motion to authorize absences

1.1.2 Motion to Move into Committee of the Whole (Private Session)

1.1.3 Committee of the Whole (Private Session) Rises

1.1.4 Acknowledgement of Traditional Lands

1.2 Approval of Agenda

1.3 Declarations of Possible Conflict of Interest – Trustees and Student Trustees

2.0 Delegations/Presentations to the Board

2.1 Inspire Award Presentations (first meeting of every month)

2.2 Delegations/Presentations

2.3 Chair's Acknowledgement of Delegations/Presentations

3.0 Consent Agenda *

3.1 Approval of Consent Agenda Action Items when applicable

3.1.1 Draft Minutes of the Regular and Special Board Meetings **for approval**

3.1.2 Recommendations from Committee of the Whole Board **for approval**

4.0 Periodic Information Items when applicable

4.1 Order Paper

4.2 Inspire Awards Report

4.3 Director's Monitoring Reports

4.4 Administrative Procedures Review Report

4.5 Portable Inspection Report

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4.6 Other Periodic Information Reports

5.0 Ratification / Action

5.1 Approval of Business Transacted in Private Session

5.2 Action Items 4.2.1 (topic)

6.0 Communication to the Board

6.1 Student Trustee Reports

6.2 For Action (date):

6.2.1 (topic)

6.3 For Information (date):

6.3.1 (topic)

6.4 Notice(s) of Motion

6.5 Director's Report

6.6 Communications from the Chair

6.7 Committee Reports

6.8 Trustee Questions and Comments

7.0 Adjournment

*Items may be extracted from the Consent Agenda at the request of a Trustee. These items will be reviewed immediately following the Consent Agenda.

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APPENDIX B – COMMITTEE OF THE WHOLE BOARD MEETING - PRIVATE SESSION MEETING AGENDA

1.0 Opening

- 1.1 Call to Order and Trustees and Student Trustees Attendance
- 1.2 Declarations of Possible Conflict of Interest – Trustees and Student Trustees
- 1.3 Approval of the Agenda

2.0 Consent Agenda Items

- 2.1 Approval of Consent Agenda Action Items
 - 2.1.1 Draft Minutes of the Committee of the Whole Board – Private Session Meeting (date)

3.0 Periodic Information Items

- 3.1 Order Paper

4.0 Recommendations

- 4.1 Recommendations
 - 4.1.1 Item #1

5.0 Communication to the Board

- 5.1 For Information
 - 5.1.1 Item #1
- 5.2 Notice(s) of Motion
- 5.3 Director's Report
- 5.4 Communication from the Chair
- 5.5 Trustee Questions and Comments regarding matters listed in s.207 (2), s. 207 (2.1) or s. 218.3 (10) of the Act

6.0 Adjournment

- 6.1 Rise into Public

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PART V: PARLIAMENTARY AUTHORITY

RULES OF ORDER

1. Subject to the provisions of Part I, Section 1, in all cases not provided for by these special rules of order below or where the below special rules of order render a situation absurd, the rules and practice of latest edition of Robert's Rules of Order ("Robert's Rules of Order") shall govern as far as applicable.

DEBATE OF A MOTION

1. Debate of a motion will only take place after it has been moved, and where required, seconded and after the Presiding Officer states the motion.
2. The mover of a motion may alter the wording, or withdraw the motion, up until such time as the motion is stated by the Presiding Officer. Once stated by the Presiding Officer, and thereby recorded in the minutes, the motion is in control of the Board and cannot be withdrawn without the Board passing a motion to do so.
3. Where a Trustee is the author of a report, that Trustee shall be given the opportunity to move any recommendations in that report and/or immediately respond to any questions of clarification directed to the Trustee.
4. A Student Trustee is not entitled to move a motion but is entitled to suggest a motion on any matter at a meeting of the Board or committee the student sits on. If no Trustee moves the suggested motion, the minutes of that meeting shall show the suggested motion.
5. Student Trustees may participate in the debate of a motion in the same manner as Trustees.
6. If a motion is debatable, the Trustee moving the motion may be the first to speak to the motion.
7. Any other Trustee desiring to speak shall so indicate and await recognition by the Chair, except when Robert's Rules of Order permit the interruption of a speaker.
8. First time speakers will be given priority over second time speakers.
9. For Information and Action Items, no Trustee or Student Trustee shall speak longer than three minutes at any one time. That time will include one follow-up question if required. Trustees and Student Trustees will speak no more than twice to a particular information item and no more than three times to a particular action item. Should debate need to continue, a motion to extend debate may be made.
10. Trustees and Student 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 Presiding Officer;
 - e) confine all remarks and questions to the motion which is the subject of discussion; and
 - f) recognize that the Presiding Officer controls the floor.
11. When the question under consideration contains two or more unrelated items, a Trustee alone may demand a division of the question and the items will be voted on separately. A Trustee may also move a motion to divide a question that is a single-subject motion but has two or more

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parts. The motion to divide the question must pass first before the individual part motions are considered.

12. A Trustee may move to amend a motion on the floor, or to amend an amendment.
13. Any Trustee or Student 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 who is speaking to the question.
14. No Trustee or Student Trustee shall be interrupted while speaking, except by a Trustee to move a motion that permits interruption in accordance with Robert's Rules of Order, including a privileged motion and point of order. In such a case, the Trustee speaking shall remain silent until the motion is decided or ruled on by the Presiding Officer. A Trustee so interrupting shall speak to the motion, point of order, etc. only that is the subject for the interruption.
15. At any point prior to the vote being called on a motion, a Trustee may move that a matter be referred to a committee, postponed to a certain time, or postponed indefinitely. The maker of a motion may move to withdraw that motion before a vote is taken on it. The maker of a motion may withdraw the motion without permission of the Board if done before the Presiding Officer states the motion or debate as begun.

VOTING ON A MOTION

1. Unless these by-laws or Robert's Rules of Order provide otherwise, the voting threshold to pass a motion shall be a majority of the Trustees present and voting.
2. The Presiding Officer shall put a question to a vote when the Presiding Officer is satisfied that all of the Trustees and Student Trustees permitted to speak have done so.
3. 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 Trustees present and voting, or a quorum of the Board, whichever is greater, to pass.
4. After the Presiding Officer has put a question to a vote, there shall be no further debate and no Member shall cross or leave the room. The decision of the Presiding Officer as to whether the question has been finally put shall be conclusive.
5. 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. Trustees who have declared a conflict of interest during any meeting not open to the public must leave the room during the debate and not return until after the vote. It is recommended that a Trustee or Student Trustee who has a conflict of interest during a meeting open to the public leave the meeting room during the debate and not vote on the motion in which they have an interest.
6. A recorded vote on all Action Items will be reflected in the meeting minutes.
7. Student Trustee votes will be sought but not required and shall not be counted in determining the outcome of any Board decision but may be recorded. Student Trustees may abstain from any vote.
8. Where the number of votes for and against is tied, the question shall be declared defeated.
9. The result of the vote shall be tabulated and declared by the Presiding Officer and recorded in the minutes. Unanimous votes shall be declared and recorded as such. Motions requiring two-thirds majority of those Trustees present and voting shall be declared as carried if at least a two-thirds majority are in favour.

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10. Any motion that is lost may not be reintroduced at a subsequent meeting of the Board during the current term of the Board or within a period of (four) 4 months, whichever is less.

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PASSING THE GAVEL

1. The Chair will pass the gavel to the Vice-Chair of the Board and allow the Vice-Chair to preside at a Board meeting under the following circumstances:
 - a) in order to speak to a motion;
 - b) while a motion that the Chair has moved is being debated; or
 - c) when a ruling of the Chair has been challenged.
2. The Vice-Chair of the Board will pass the gavel back to the Chair as soon as the circumstances listed above no longer exist.

SUSPEND THE RULES OF ORDER

1. A Trustee may bring a motion to suspend a rule of order contained in these by-laws or in Robert's Rules of Order, to apply only to the meeting at which the motion has been brought, and such a motion must receive at least a two-thirds majority of those present and voting, or a quorum of the Board, whichever is greater, to pass.

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PART VI: AMENDMENTS TO THE BY-LAWS

1. These by-laws may be amended at any regular Board meeting of the Board provided the motion passes by at least a two-thirds vote of the Trustees present and voting and previous notice of the amendment is given to the Board at the regular Board meeting held immediately prior to the regular Board meeting at which the vote on the amendment is held.
2. Previous notice of an amendment to the by-laws may only be given upon a recommendation of the Policy, By-laws and Governance Committee and the notice shall include the precise written amendment; the rationale for the amendment; a copy of the current form of by-law and the by-law as it will read if the amendment is adopted.