

# Sainte-Agathe Academy Governing Board

## Internal Rules of Procedure 2016-2017

Approved on October 4<sup>th</sup>, 2016

### 1.0 DEFINITION:

For the purpose of this document, unless otherwise stated the following words signify:

❖ School Board	Sir Wilfrid Laurier School Board
❖ Chairperson	Elected Chair of the SAA Governing Board
❖ Members	The members of the Governing Board
❖ Principal	Principal of Sainte-Agathe Academy
❖ Secretary	Secretary/Treasurer appointed by the Governing Board
❖ In camera	Meeting or portion of meeting closed to the public

#### 1.1 Composition of the Governing Board

- 3 Elementary School parent representatives
- 3 High School parent representatives
- 2 Elementary School teachers
- 2 High School teachers
- 1 Support Staff representative
- 2 Community Members
- 2 Student representatives (second cycle of high school)
- The School Principal
- The Secretary/Treasurer

### 2.0 MEETINGS OF THE GOVERNING BOARD:

The meetings of the Governing Board are public. However, the members may decide that they be held in camera for the purpose of examining any matter liable to be prejudicial to a person. Only persons who have been authorized by the Governing Board may attend an in camera meeting.

#### 2.1 Regular Meeting:

The Governing Board shall establish, by resolution, the day, time and place of its regular meetings.

#### 2.2 Special Meeting:

The Chairperson, the Secretary or three (3) members may call a special meeting of the Governing Board.

#### 2.3 Adjourned Meeting:

Any regular or special meeting which begins to run too late may be adjourned, by resolution of the Governing Board, and continued another time and date.

### **3.0 NOTICE OF MEETING:**

- 3.1 In the case of a regular meeting, the proposed agenda and all related documents shall be transmitted to the members 48 hours before the meeting is held. These documents constitute the notice of meeting.
- 3.2 A special meeting is called by a notice sent to each member by the Chairperson at least two (2) school days before the meeting is to be held.
- 3.3 This notice shall stipulate the date, time and place of the meeting as well as the matters to be discussed.
- 3.4 No notice is required for an adjourned meeting of the Governing Board.
- 3.5 A member who anticipates being absent at a meeting shall advise the Chairperson as soon as possible.
- 3.6 A member who has missed two meetings without advising the Chairperson may be requested to vacate his/her post. Another parent representative may then be appointed to finish that mandate.

### **4.0 OPENING OF MEETINGS:**

#### **4.1 Chairmanship:**

- 4.1.1 At the scheduled time, the Chairperson shall call the meeting to order.

#### **4.2 Verification of the Procedure for Calling the Special Meeting:**

- 4.2.1 At the opening of a special meeting, the Chairperson shall ascertain that the notice calling the meeting has been sent to each member.
- 4.2.2 In case of non-compliance, the meeting shall be closed forthwith.
- 4.2.3 The mere presence of a member constitutes a waiver of the notice calling the meeting unless he/she specifically attends the meeting to object to the holding of the meeting.

#### **4.3 Verification of Quorum:**

- 4.3.1 The quorum of any meeting shall be attained when the majority of members are present, and must include at least half of the parent representatives.
- 4.3.2 If the "quorum" has not been reached at the end of the thirty (30) minute delay, the members who are present shall register their presence and leave.
- 4.3.3 The Governing Board shall cease its sitting as soon as there is no longer "quorum"

### **5.0 AGENDA – REGULAR MEETING:**

- 5.1 The chairperson and principal shall prepare the proposed agenda.

5.1.1 The agenda shall include two question periods for the public one at the beginning and one towards the end of the agenda.

**5.2 At a Regular Meeting:**

5.2.1. After having read the proposed agenda, any member or the Chairperson may request:

- ❖ the addition of one or several items;
- ❖ the modification of the wording of an item;
- ❖ the modification of the order of business.

5.2.2 Once the agenda has been accepted, no other matter may be dealt with by the Chairperson.

**5.3 At a Special Meeting:**

Only matters mentioned in the notice calling the meeting may be dealt with and decided, unless all the members are present at the special meeting and decide otherwise.

**6.0 MINUTES:**

6.1 The Secretary with the help of the Chairperson will prepare and distribute the minutes to all members. Members are expected to review and bring a copy of the minutes to the meeting.

6.2 The minutes of each meeting shall be approved at the beginning of the following regular meeting and modifications shall be made if the facts recorded are inaccurate.

6.3 Once approved by the Governing Board, the minutes shall be signed by the Chairperson, the Principal and the Secretary, who shall then enter it in the register known as the "Minutes of Proceedings".

6.4 Official extracts of the proceedings may be obtained from the Chairperson.

6.5 The Chairperson shall keep the register and documents of the Governing Board for the current school year.

6.6 The Chairperson will forward a copy of the signed minutes to the Principal for posting on the school website. A copy of the minutes shall also be sent to the school secretary to be placed in a register which is open to the public.

**7.0 DEBATE PROCEDURES:**

**7.1 Participation in the Deliberations:**

Only the members may take part in the deliberations of the Governing Board. However, a member of the school board or a resource person may be authorized by the Chairperson to supply information or to answer questions.

**7.2 Information:**

The Chairperson shall call the item on the agenda and explain the matter or invite a member, the Principal or a resource person to do so.

### **7.3 Making a Motion:**

If the point is on the agenda, a member may present a motion to the assembly on the said subject. Such motion must be seconded.

### **7.4 Deliberations on a Motion:**

When a motion is presented, the deliberations shall proceed in four (4) stages:

#### **7.4.1 Presentation:**

The Mover or, at the invitation of the Chairperson, any other person shall present and explain the motion.

#### **7.4.2 Question Period:**

- A. Any member may interrupt to ask one or several questions in order to obtain more information deemed essential to take a position on the motion.
- B. At this stage, the member shall only ask very specific questions.

#### **7.4.3 Debate:**

- A. The Chairperson shall go once around the table to give each member who wishes to speak an opportunity to do so.
- B. The Chairperson may go around the table a second time if he or she deems it necessary.
- C. A member has the right to speak on an amendment in the same way as on a main motion.

#### **7.4.4 Right to Reply:**

- A. The Mover is always the last one to speak on a motion in order to explain his/her arguments.
- B. The Mover shall not take the floor during the discussions, but he/she may exercise his/her right to reply at the end of the debate.

### **7.5 Voting:**

- 7.5.1 When everyone wishing to express an opinion on a matter has had the opportunity to do so, the Chairperson may put the motion to a vote.
- 7.5.2 At the request of a member, the Governing Board may also decide to hold a secret vote. Notwithstanding the preceding, the election of the Chairperson is by secret ballot.
- 7.5.3 In exceptional circumstances, the Chairperson may request a vote on a motion by e-mail. Non-reply by a member of an email motion will constitute an abstention.
- 7.5.4 The decisions shall be taken by a majority of the votes of the members present and entitled to vote, unless otherwise stated in the Education Act, the by-laws or these rules.

- 7.5.5 A member present may abstain from voting.
- 7.5.6 The Chairperson shall vote on each motion and, if votes are equally divided, he/she has the decision vote.
- 7.5.7 The Principal may participate in the discussions, but does not have the right to vote.

## **8.0 TECHNICALITIES:**

### **8.1 Main Motion:**

- 8.1.1 A main motion introduces an item of business.
- 8.1.2 The Chairperson may consider only one main motion at a time.
- 8.1.3 Once the vote is concluded, a member may make a new motion on the item of business being discussed.

### **8.2 Amendment of a Main Motion:**

- 8.2.1 Whenever a main motion is duly received by the Chairperson, any member may propose an amendment on the motion during the debate.

The purpose of the amendment is to:

- ❖ add words;
- ❖ strike out words, or
- ❖ substitute words,

while maintaining the main essence of the motion.

- 8.2.2 The Chairperson may consider only one amendment or sub-amendment at a time.

### **8.3 How to make an Amendment:**

- 8.3.1 Once a motion has been moved, the Chairperson may consider an amendment on the motion.
- 8.3.2 The debate is strictly on the amendment, in the same manner as for a main proposition.
- 8.3.3 The amendment is then put to a vote.
- 8.3.4 If the amendment is defeated, the main motion is debated and a vote is taken, unless another amendment is proposed.
- 8.3.5 If the amendment is accepted, the amended motion is debated and a vote is taken.

#### **8.4 Repeal of a Motion:**

Once a motion has been moved, it belongs to the assembly and may not be repealed (cancelled) without the consent of the majority of the members of the Governing Board.

#### **8.5 Voting:**

8.5.1 Whenever a member requests a vote, the Chairperson shall ask the assembly if it is ready to vote on the motion. This request may not be debated.

8.5.2 If the assembly is not ready to proceed with the vote, the debate resumes.

#### **8.6 Adjournment or Closure of the Meeting:**

8.6.1 The motion to adjourn the meeting interrupts the business of the Governing Board and unfinished business is taken up at another hours of the same day or a subsequent day. The motion to adjourn may be debated and amended.

8.6.2 When the Governing Board has considered all business on the agenda the closure of the meeting is moved.

#### **9.0 DECORUM:**

Each member must:

9.1 Obtain the right to speak before taking the floor. Only one person at a time may take the floor. A member shall request permission to take the floor by raising his/her hand.

9.2 Address the Chairperson not the assembly or a member in particular.

9.3 Avoid repeating the content of preceding statements and not speak to other issues.

9.4 Not speak to an issue that has already been put to a vote by the Chairperson.

#### **10.0 POWERS AND DUTIES OF THE CHAIRPERSON:**

10.1 The Chairperson is to be elected from among the parent representatives of the Governing Board who are not employees of the Sir Wilfred Laurier School Board. The Governing Board shall appoint a replacement parent representative to exercise the powers of the Chairperson in case of absence or illness.

10.2 The Chairperson's term is one full year. The Chairperson's annual mandate finishes with re-election or election of a new Chairperson at the first Governing Board meeting following the General Assembly in September of each school year.

10.2.1 In the absence of a Chairperson, the Principal shall preside over the first meeting of the Governing Board of the school year until election of a new Chairperson.

10.3 The Chairperson shall preside over the meetings of the Governing Board and maintain order. In the Chairperson's absence, the appointed replacement shall run the meeting.

10.4 The Chairperson has, among others, the following powers:

- 10.4.1 Restrain members within the Internal Procedural Rules in order to run the assembly as smoothly as possible.
- 10.4.2 Follow the agenda, unless the order of business has been modified with the consent of the assembly, and define the purpose of each debate.
- 10.4.3 Explain or invite someone to explain each matter of business or respond or invite someone to respond to members' questions.
- 10.4.4 Encourage all members to participate freely in debates and discussions.
- 10.4.5 Decide who has the right to speak first; when more than one member raises his/her hand at the same time, the Chairperson shall recognize the person he/she saw first.
- 10.4.6 Restrict the debate to the matter of business and enforce the rules of decorum.
- 10.4.7 Bring out the opinion expressed by the assembly.
- 10.4.8 To end meetings of the governing board before 9:00 p.m.

## **11.0 THE SECRETARY/TREASURER**

- 11.1 The governing board shall appoint a secretary/treasurer who shall be paid a per-meeting stipend to be determined by the governing board.
- 11.2 The Chairperson with the help of the Secretary is responsible for sending the proposed agenda and all related documents to the members 48 hours before each meeting is held. These documents constitute the notice of meeting.
- 11.3 The Secretary with the help of the Chairperson shall record and prepare the minutes of each meeting and forward a copy to the school administration to make available in a public register and on the school website.
- 11.4 The Secretary/Treasurer do not have the right to vote unless he/she is an elected parent representative.

## **12.0 DUTIES AND RESPONSIBILITIES OF THE GOVERNING BOARD:**

- 12.1 All decisions taken by the Governing Board must be done so in the best interest of the students of Saint-Agathe-Academy.
- 12.2 Every member of the governing board who has a direct or indirect interest in an enterprise that places the member's personal interest in conflict with the interest of the school must, on pain of forfeiture of office, disclose the interest in writing to the principal, abstain from voting on any matter concerning the enterprise and avoid influencing the decision relating to it. The member must, in addition, withdraw from a meeting while the matter is discussed or voted on.
- 12.3 The Governing Board must prepare an annual budget which shall be presented at the October meeting and an annual report of activities which shall be presented in June, both of which must be submitted to the School Board at the end of each school year.

- 12.4 The governing board shall analyze the situation prevailing at the school, principally the needs of the students, the challenges tied to student success and the characteristics and expectations of the community served by the school. Based on the analysis and the strategic plan of the school board, the governing board shall adopt, oversee the implementation of and periodically evaluate the school's educational project.
- 12.5 The governing board shall encourage the communication of information, dialogue and concerted action between students, parents, the principal, teachers and other school staff members and community representatives, and their collaboration in helping students to achieve success.
- 12.6 The governing board is responsible for approving the school's success plan, and any updated version of the plan, proposed by the principal. The governing board shall make public the educational project and the success plan of the school. Each year, the governing board shall report on the evaluation of the implementation of the success plan. A document explaining the educational project and reporting on the evaluation of the implementation of the success plan shall be distributed to the parents and the school staff. The governing board shall see to it that the wording of the document is clear and accessible.
- 12.7 The governing board is responsible for approving the rules of conduct and the safety measures proposed by the principal. The rules and measures may include disciplinary sanctions other than expulsion from school or corporal punishment; the rules and measures shall be transmitted to all students at the school and their parents.
- 12.8 Based on the principal's proposal, the governing board shall approve textbooks and instructional materials for students at the school.
- 12.9 The school board must consult with the governing board concerning
- 1) the amendment or revocation of the deed of establishment of the school;
  - 2) the selection criteria for the appointment of the principal;
- 12.10 The governing board is responsible for approving the time allocation proposed by the principal for each compulsory or elective subject.
- 12.11 The governing board is responsible for approving the programming of educational activities, proposed by the principal, which entail changes in the students' regular time of arrival and departure or which require the students to leave school premises.
- 12.12 The governing board is responsible for approving the short-term (less than one year) use of the premises or immovable placed at the disposal of the school, proposed by the principal, subject to the obligations imposed by law for the use of the school premises for election purposes and to agreements for the use of school premises entered into by the school board before the issue of the deed of establishment of the school.
- 12.13 The governing board is responsible for adopting the school's annual budget proposed by the principal, and shall submit the budget to the school board for approval.



## **13.0 E-mails**

- 13.1.1 E-mails are to be used for the purpose of communication with governing board members only.

## Timeline of Proposals and Consultations for Governing Board

*This timeline is approximate.*

Month	Proposal/Consultation
September	<ul style="list-style-type: none"> <li>▪ Preparation of general assembly of parents</li> <li>▪ General assembly</li> <li>▪ Elections of chair, replacement chair, secretary/treasurer</li> <li>▪ Elections of parent representative to Central Parents' Committee</li> <li>▪ Election of representative to SEAC (Special Needs) committee</li> <li>▪ Review and adoption of Internal Rules</li> </ul>
October	<ul style="list-style-type: none"> <li>▪ Presentation of governing board budget for current school year</li> <li>▪ Review of School Success Plan</li> </ul>
November	<ul style="list-style-type: none"> <li>▪</li> </ul>
December	<ul style="list-style-type: none"> <li>▪</li> </ul>
January	<ul style="list-style-type: none"> <li>▪ Review Financial Report</li> <li>▪ Approves subject time allocations</li> <li>▪ Discuss whether promotion to increase enrolment is necessary or desired</li> <li>▪ Approve enrolment criteria document</li> </ul>
February	<ul style="list-style-type: none"> <li>▪ Approves Student Services and Special Education Policy</li> <li>▪ SWLSB Budget Building document approval</li> <li>▪ Review of criteria for selection of principal</li> </ul>
March	<ul style="list-style-type: none"> <li>▪ Review and approve Code of Conduct</li> <li>▪ Annual review of Evaluation (report cards)</li> </ul>
April	<ul style="list-style-type: none"> <li>▪ Review Financial Report</li> <li>▪ Approve student supervision policy</li> <li>▪ Adopts annual budget for following year</li> <li>▪ Approves school fees for the following year</li> <li>▪ Approve Deeds of Establishment (sent by board)</li> </ul>
May	<ul style="list-style-type: none"> <li>▪ Review of Educational Project</li> <li>▪ Approves textbook and instructional materials purchases for the following year</li> </ul>
June	<ul style="list-style-type: none"> <li>▪ Approves programming of educational activities for following year</li> <li>▪ Chairperson presents annual report and governing board budget for approval</li> </ul>