The Eastern School District will hold a duly constituted regular meeting in a location to be determined by the Board and at a regular meeting time.

All regular and special meetings of the Eastern District School Board will be advertised in the media and will be open to the public and the media. In-camera sessions to deal with matter specified in regulation will not be open to the public. Under normal circumstances, an agenda and all supporting documents will be made available to members five days prior to the date of the regular meeting.

**Regulations**

1. **Definitions**

   The following definitions apply in the case of Board meetings:
   
a) **Special Meeting** - a meeting called by the Chair, open to the public, with seven days public notice to deal with one or more items specified as the reason for the meeting being called; in the case of items of emergency, no prior notice is required.
   
b) **Regular Meeting** - a meeting open to the public held the second Wednesday of each month in a location agreed to by the Board, unless change by the Chair with seven days public notice.
   
c) **Conference Session** - an information meeting not open to the public to study issues of concern to the Board.

   The following definitions apply in the case of Board Committees:
   
a) **Ad Hoc Committee** - a small committee established by the Board to consider a specific assigned subject matter and report back to the Board by a specified date.
   
b) **Advisory Committee** - a committee established by the Board, legislation, or Ministerial Directive to advise the Board on matters within its terms of reference.
c) **Committee of the Whole** - the School Board Meeting as a committee of all its members to:
   i. consider items in private; or
   ii. suspend the Board's normal rules of debate

d) **Standing Committee** - a committee established by the Board to consider a portion of the Board's regular on-going decision making functions.

e) **Sub-Committee** - a small committee established by a committee of the Board, subject to ratification by the Board, to consider a specific subject.

f) **Ex Officio** - by virtue of or because of an office (e.g., because the person is Chairperson of the Board).

g) **Majority** - 50% plus one

h) **Authority** - The composition, tenure, terms of reference, powers and duties of committees will be as required by law, collective agreements or as approved by the Board.

2. **Order of Business**

   1. Approval of Agenda
   2. Minutes of Previous Meeting
   3. Business Arising from the Minutes
   4. Correspondence
   5. Public Input
   6. Superintendent's Executive Summary Report
   7. Committee Reports/Recommendations
   8. Other Business

3. **Standing Committees**

   1) Standing committee members shall be chosen at the June Board Meeting. Following the election of the Board Chairperson, Vice-Chairperson and Secretary, the second order of business at the June Board Meeting shall be the selection of trustees to serve on Board standing committees. However, in an election year this will be done in July.

   2) The Chairperson of the Board will be an ex officio member of all standing, ad hoc and advisory committees but not sub-committees thereof, with all the rights and privileges of a member thereof including the right to vote.

   3) The Superintendent of Education and the assigned Director(s) will be ex officio members of standing committees. They may participate in discussions but do not have the right to vote.

   4) Subject to ratification by the Board, standing committees may establish sub-committees for any purpose within their terms of reference. If the principal committee agrees, sub-committees may include persons who are not members of the principal committee.
5) Standing committees shall meet as required. The Chairperson of a standing committee may convene meetings or, in consultation with the Superintendent of Education or assigned Director, may cancel a scheduled meeting when there is not enough business to justify holding a meeting.

6) The Committee Chairperson, on the written request of a majority of the members of a committee, will convene a meeting for the stipulated reasons.

4. **Rules of Order**

   Robert's Rules of Order will be observed in Board and committee meetings except:
   a) There will be no limit on debate in Committee.
   b) Votes may be taken, but no votes will be recorded in Committee.

5. **Agenda**

   All items on committee agendas are to be approved by the committee chairperson in consultation with the Superintendent of Education or designate, provided that:
   a) committee members have the right to place a motion on a committee agenda;
   b) referrals by the Board are considered by the committee within the time specified in the motion, or where time is not defined, as soon as possible.

   The Superintendent of Education or his designate will ensure delivery of the notice and agendas for all committee meetings. Copies will also be sent to all other members of the Board.

6. **Quorum**

   A quorum of all committees will be a majority of the committee members unless otherwise decided by the Board. Ex Officio Board members may not be counted for quorum.

7. **Composition**

   Members of the Board may attend and enter into discussions at all meetings. All Board members have the right to participate in discussion, but do not have the right to vote on matters coming before the committee.

   The chairpersons of all other committees, except as designated by the Board, will be chosen by the Board Chairperson.

   The Board will provide its committees with reasonable support for carrying out the responsibilities outlined in the committees' terms of reference. The assignment of staff support to committees will be in accordance with recommendations provided by the Superintendent of Education.
8. **Policy Adoption**

All matters of policy will require notice of motion through a first reading. Following a first reading, public input will be sought prior to second reading which shall not occur earlier than the next regular meeting.

All matters of emergency policy will require a two-thirds majority of the Board and may be adopted at one meeting. All matters of policy will become effective the date of second reading unless otherwise specified.

All matters of policy are to be rescinded using the formal policy readings.

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Appendix A

Committee of the Whole

At a determined time on the agenda during its regular Board meeting, or at a time separate from a regular board meeting, the Board may meet privately in "closed session" for work or discussion sessions.

The purpose of resolving into Committee of the Whole is:

a) to consider in private Board business relating to sensitive personnel, student, legal, policy and planning, or financial matters.

b) to suspend the Board's normal rules of debate in discussion issues and formulating recommendations for later Board decisions at meetings open to the public.

A motion "that the Board resolve into Committee of the Whole" must be duly moved and seconded and requires a majority vote for adoption.

When a Committee of the Whole meeting is scheduled immediately before a public Board Meeting, the committee will endeavour to rise promptly at the scheduled time for the public session. If the committee has not completed its agenda by that time, it will rise and report progress, and reconvene at the conclusion of the public session to complete its unfinished business.

Decisions taken by the Board further to Committee of the Whole discussions and recommendations must be made at a public meeting, and shall be reported in the public minutes of that meeting.

Composition - all Board members.
Minutes - no minutes shall be recorded
Reporting Procedure - School Board

The following matters may be considered in private session by the Board acting as Committee of the Whole:

a) the security of the property of the Board;

b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board, or a pupil or the pupil's parent or guardian;

c) the acquisition or disposal of a school site;

d) decisions in respect of negotiations with employees of the Board; or;

e) litigation affecting the Board.
Standing Committees, Established

Standing Committees are permanent committees established to regularly carry out an in-depth review and make recommendations to the Board on policy issues specific to their terms of reference, and to consider and report on matters referred by the Board or a Board committee.

The Board will operate with the following standing committee:

a) **Policy, Planning and Development Committee**:  
   Membership of the Policy, Planning and Development Committee shall consist of the Board Chairperson and five (5) trustees appointed by the Board Chairperson. The appointed trustees shall hold their position for a period of one year.
   
   Minutes of this committee’s meetings shall be distributed to all Board members and to the Superintendent of Education.

b) **Finance and Audit Committee**:  
   Membership of the Finance and Audit Committee shall consist of the Board Chairperson and five (5) trustees appointed by the Board Chairperson. The appointed trustees shall hold their position for a period of one year.
   
   Minutes of this committee’s meetings shall be distributed to all Board members and to the Superintendent of Education.

c) **Executive Committee**:  
   Membership of the Executive Committee shall consist of the Board Chairperson, Vice-Chairperson and Secretary. The appointed trustees shall hold their position for a period of one year.
   
   Minutes of this committee’s meetings shall be distributed to all Board members and to the Superintendent of Education.
Appendix B

Policy, Planning and Development Committee
Terms of Reference

1. Oversee a strategic planning process and develop policies which provide the blueprint for the District’s operational and financial priorities.

2. Meet as required with representatives or other area boards of education and municipalities to discuss matters of mutual interest.

3. Develop an annual report on the District’s performance vis-a-vis the Strategic Plan which explains this performance to the public in ways that attempt to promote public understanding, involvement and support.

4. Identify and recommend to the Board areas of operation which should be reviewed with respect to potential improvements in economy, efficiency, and effectiveness.

5. Ensure that the policies, regulations, rules and procedures of the Eastern School District reflect the values and important issues of the District, and that the policies are consistent with the philosophy, goals, objectives, plans and legal obligations of the District. With respect to this responsibility, the Policy, Planning and Development Committee is to ensure that policy development is not an event, but a process that:

   a. Ensures that policies/regulations are routinely reviewed so that they conform with the mission, values, philosophy, goals, and the legal obligation of the organization.

   b. Identifies through discussion, consultation, and finally Board approval, areas of policy/regulation development that need attention.

   c. Recommends to the Board the allocation of human resources necessary to address policy/regulation needs. The allocation may range from giving specific tasks to individuals to establishing ad hoc committees.

   d. Recommends to the Board time lines and/or terms of reference for those assigned to work on policy/regulation development.

Reporting Procedure - School Board
The mandate of the Finance and Audit Committee includes the following responsibilities:

1. Review, prior to submission to the Board, all financial information and financial statements of the District and the external auditors' report thereon.

2. Review with the external auditors of the District the arrangements for and scope of each proposed audit of the accounting records, and report to the Board any significant reservations the committee or the external auditors may have about such arrangements or scope.

3. Review periodically with the District’s external auditors their respective activities, independence and the nature of their respective recommendations, and report on them at least annually to the Board.

4. Evaluate Finance and Audit Committee members periodically. Ensure there is at least one member that has financial reporting expertise and members are independent of the District and its management.

5. Meet as required with representatives or other boards of education and municipalities to discuss matters of mutual interest.

6. Establish a realistic budget for the programs, services, activities and operations of the Eastern School District.

7. Monitor active operational and financial activity.

8. Finalize and approve a business plan that reflects budget priorities and District operational plan.

9. Ensure that the Time Lines for Budget and Business Planning Regulation is implemented.

10. To report back to the Board on District rental rates.

11. On a quarterly basis, the Board will be provided with management reports comparing actual results to budgets and business plans, commentary on variance analysis and projections for the entire fiscal year.

12. Monitor with the Director of Corporate Services on a regular basis and report back to the Board the results of tendering of goods and services and capital projects of the District.

13. Review annually and recommend back to the Annual Meeting of the School Board on the appointment of the Board’s auditor.

14. Review and develop the Student Transportation Services policies and related regulations.
15. To examine the nature and frequency of student transportation policy exceptions.

16. To review existing Board agreements with CUPE regarding bus driver assignment.

17. To identify and document the funding requirements in terms of bus/fleet replacement, and the transportation demands being made on existing buses.

18. To provide an annual report on transportation issues to the Board.

19. To report back to the Board on an annual basis, for information only, the District capital projects and the District maintenance program.

Reporting Procedure - School Board

Executive Committee
Terms of Reference

1. Review and monitor, with the Superintendent of Education, the workload demands placed upon senior staff in their support of the Board and its various committees and where necessary, assign priority status to senior staff committee assignments.

2. Coordinate and liaise with the Department of Education.

3. Provide a forum for trustees and senior staff to review all aspects of the management of the system and the prudent use of the Board’s resources, as well as a system of internal controls.

4. Coordinate the schedule of Board business and consider Board business between meetings.

5. Meet as required with representatives or other area boards of education and municipalities to discuss matters of mutual interest.

6. Direct matters to the attention of the Board, establish sub-committees as required, and recommend ad hoc committees as required.

7. Consider private Board business relating to sensitive personnel, student, legal, policy and planning, or financial matters between Committee of the Whole meetings.

8. Review and monitor with the Superintendent, the human resources policies and practices of the Board.

Reporting Procedure - School Board