

# Margaret Manson Elementary School

## Governing Board: Internal Rules of Management

### 2022-2023

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Established by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws. All the Governing Board's decisions must be made in the best interest of the students (Art.64).

As members of the Governing Board (GB) we have been given the responsibility and opportunity to contribute to the overall success of our school. The Internal Rules of Management is essential for all members to help guide us in our work throughout the year. The Governing Board reserves the right to change the Internal Rules of Management in an upcoming meeting; by way of discussion followed by a motion.

#### **1. Meeting Scheduling and Location**

- Each year, the Governing Board designates by resolution, the day, the time, and the location of its regular meetings. The parents, staff and members of the community are advised of these Governing Board meetings.
- We will hold a minimum of 8 meetings, ensuring meeting availability to discuss important topics and vote on necessary items to support the on-going activities of the school or to review consultations/documents for the board.
- September 20, 2022, October 11, 2022, November 8, 2022, January 11, 2023, February 7, 2023, April 4, 2023, May 9, 2023, June 13, 2023
- The meeting time is from 6:30 to 8:00 pm. The Chairperson reserves the right to evoke closure on any topic (after a reasonable amount of time) or defer the topic for future meetings. Every effort will be made to end the meeting by 8:00.
- All members are asked to respect the meeting time.
- Meetings will either be held in the school library when in-person or online using a web conferencing platform.
- When meeting online, the link to access the meeting will be distributed via email before the meeting.
- Public will be asked to register via email to the GB email address to attend the meeting and submit their questions ahead of time.
- Online meetings can be recorded for minute-taking purposes only and only with the consent of all attendees.

#### **2. Substitutes and Quorum**

- Substitutes are invited to attend all meetings.
- Substitutes will be copied on all correspondence, except for a topic which is deemed highly confidential. Once information is minuted and approved, the content will be shared.

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- If a parent elected member is unable to attend a meeting, the individual should send an email to all GB parent members at least 24 hours in advance, so quorum can be assured prior to the meeting.
  - The first Parent Substitutes to reply to all GB members will replace the parent absent and will vote in their place.
- If a quorum is not reached, the members in attendance will record their presence and the Chairperson will ask for a motion to continue the meeting for information purposes only or ask for adjournment.
- All members are required to send their regrets to ensure that the schedule of each member is respected.

### 3. Agenda and Minutes

- In the event that a board member would like to add something to the agenda for a future meeting, simply contact the chairperson at least one week prior to the meeting.
- The Agenda will be made available on the Governing Board Google Drive 2 days before the scheduled meeting.
- The Governing Board shall be given all necessary documentation of a complex nature such as Board Correspondence, School Fees, Course Allocations etc. 2-4 days prior to the Governing Board meeting, in order for members to properly study the information to be voted on. In some cases where this will not be possible, the Governing Board members will take a sufficient study period to familiarize themselves with the information.
- The following order will be followed for the agenda:
  1. Start of Meeting / Assess quorum
    - In situations where we lack quorum, a member can call in for the discussion and vote. A phone number list of members will be made available.
  2. Adoption of the Agenda
    - A motion must be passed to change the agenda. Once the agenda is adopted, no other item will be accepted for discussion by the Chair, unless the members unanimously agree to it.
  3. Adoption of Minutes from the last meeting
    - Minutes will be made available on the Governing Board Google Drive at least 2 days before the beginning of the meeting.
    - Previous minutes will only be posted on the website once the minutes have been approved by the GB.
  4. Home and School and the Graduation Committee
    - The order allows them to leave the meeting following their presentation.

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5. Business arising from the minutes
    - This ensures that we address pending items. The chair may adjust the order on the agenda if more pressing items must be discussed.
  6. New business
    - Items may be included and marked as time-permitting. Those items may be deferred to the next meeting if time does not allow for discussion.
  7. Field Trips and Upcoming Events
  8. Reports
    - Each presenter will be limited to 5 minutes. Reports should be shared in advance if possible, or at a minimum they should be sent to the Secretary the next day
  9. Correspondence
  10. Public Question Period
    - The meetings of the Governing Board are open to the public. It will consist of a maximum of 10 minutes. Major topics will be noted and may be deferred to a future meeting at the discretion of the Chairperson. The chair also reserves the right to limit the Question Period.
  11. Date and time of next meeting
- Pending topics will be noted in Minutes and on the Agenda for tracking purposes.

#### 4. Discussion Process

- Please raise your hand to speak (this applies to meetings via web conferencing as well.)
- Only one individual at a time may exercise his/her right to speak.
- Make every effort to speak on issues under discussion and avoid straying to closed issues. To respect the agenda and to end each meeting on time, please be brief on comments made during discussions.
- During a Motion Period, the process for a decision is
  1. Proposal is presented
  2. Questions are raised and discussed
    - Each member of the GB has a right to express their opinion/comments during question period on any item.
  3. Once the Chair feels that adequate discussion has taken place, the Chair will request that individual who brought the topic to the table call for a motion
  4. Formal motion is presented by a voting member of GB
  5. Chair calls the vote
- Members of the GB have the right to vote. The Principal, Commissioner, H&S Liaison and any grad committee representative are non-voting members. A substitute can only vote if they

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are replacing someone in the meeting. A substitute can replace an elected member for a portion of the meeting if the elected member is late or must leave early. The partial replacement must be noted in the minutes.

- Each Field trip, fundraiser, rental, or other topic will be motioned individually. This will be to allow for clarity and accountability on which of the trips, fundraisers and rentals presented, have been approved or not approved at the Governing Board. There may be exceptions to this situation, i.e. school board Physical Education trips presented or daycare lunch/after school activities presented at the same time.

### **5. Process on how to approve activities in-between Governing Board Meetings**

- Emergency ad-hoc meetings will be restricted to truly extenuating unanticipated circumstances – not resulting due to lack of planning. Ad-hoc meetings will not be used for major agenda topics where discussion is required (i.e. budget approvals.)
- Phone-ins are allowed as long as there is a physical location where Public can attend.
- Meetings must be public. No exceptions. Meetings must be publicized to the public 24 hours in advance. Principal will send an email 24 hours prior to an ad hoc meeting.

### **6. Fundraising Policy**

- The Fundraising policy which will be approved for the 2022-2023 school year should be followed to make decisions in the best interest of the school community. The fundraising guidelines are at the discretion of the Governing Board.
- Fundraising Approval / Documentation Process outlined in the policy should be followed before and after approving fundraising.
- The policy and form will be reviewed annually and made available on the GB section of the school website.