

# Macdonald High School Governing Board

## Rules of internal management 2015-2016

Adopted:

September 23 2015

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Notes:

These internal rules were originally based on the St Thomas High School Rules of Order. They have been modified each year since first adopted.



<p><b>Secretary</b></p>	<p>9. A Secretary may be named from within the members of the Governing Board or may be hired from outside of the members of the Governing Board. Fees for hiring a Secretary are to be paid from the Governing Board budget.</p> <p>10. The Secretary takes attendance noting late arrivals and early departures for quorum and minute purposes, prepares, corrects and distributes the minutes to the other members of the Governing Board.</p>
<p><b>Treasurer</b></p>	<p>11. A Treasurer must be named from the voting members of the Governing Board.</p> <p>12. All expenses must be pre-approved by the Governing Board.</p> <p>13. All requests for reimbursement of expenses submitted to the Treasurer should be accompanied by a receipt and must be accompanied by the Motion approving the expense.</p> <p>14. All requests for the issuing of cheques must be signed by the Treasurer.</p> <p>15. Once the cheque has been issued, a copy of the cheque shall be forwarded to the Treasurer.</p> <p>16. The Treasurer shall submit a written statement to the Governing Board at every meeting.</p>
<p><b>Conduct &amp; Responsibilities</b> Ref EA.71</p>	<p>17. Each member must:</p> <ul style="list-style-type: none"> <li>• Act effectively and in good faith in relaying the needs, concerns and advice to the Governing Board</li> <li>• Respect the Rules of Internal Management</li> <li>• Prepare for and attend the Governing Board meetings</li> <li>• Contribute to the meetings and participate in Governing Board activities</li> <li>• Address himself to the chair and not to a member in particular</li> <li>• Maintain a respectful demeanor at meetings and Governing Board activities</li> <li>• Support the democratic decision of the Governing Board regardless of personal opinion</li> <li>• Inform the chairperson of any foreseen absences from Governing Board meetings and activities</li> </ul>
<p><b>Agenda</b></p>	<p>18. The Principal and the Chairperson draft the agenda together. Any member may ask that an item be added to the agenda by requesting it to the Chairperson or to the Principal at least four (4) days in advance.</p> <p>19. After having received the agenda, any member and the Principal may request that:</p> <ul style="list-style-type: none"> <li>• one or several items be added or deleted</li> <li>• the order of the items be modified</li> </ul> <p>20. Once the agenda is adopted, no other item will be accepted for discussion by the Chairperson, unless the members unanimously agree to it.</p> <p>21. <b>During a special meeting</b> Only the topics indicated on the meeting notice may be dealt with, unless all members present are in agreement to modify the agenda.</p>

**22. Question period from the public**

Each meeting will include a question period for the public to allow observers to ask their questions to the governing board. SEE 37-41

**23. Correspondence report**

The agenda will include an item to report on the correspondence addressed to the governing board. Unless a member notifies the governing board prior to the meeting, this correspondence should not be subject to immediate discussion.

**24. Reports**

The agenda will include opportunities for the members to present their reports, as well as for an administrative report from the Principal.

**25. Tabling of documents**

The agenda includes an item for the tabling of other reports, written answers or received information that must be brought to the attention of the members.

**Quorum**  
Ref. EA 61  
Ref. EA 62

**26.** The Chairperson calls the meeting to order after declaring quorum.

**27.** If quorum is not achieved the meeting may continue, but no votes may be held.

**28.** If a member abstains from a motion, it does not affect quorum.

Ref. EA 54

**29.** A member foreseeing his absence at any of the meetings must inform the Secretary, Chairperson or the Principal. After two absences without prior notice, the Chairperson will contact the member and seek justification for the lack of attendance and remind the member of their duties. Should the member be absent without notice at the subsequent meeting, the Chairperson will request the member's resignation.

**Debates and discussions**

**30. Decorum**

- One must be granted the right to speak by the Chairperson before exercising it.
- Only one individual at a time may exercise the right to speak.
- One asks for the right to speak by raising one’s hand.
- The individual speaking addresses the Chairperson, not the assembly or any member in particular.
- The member taking the floor avoids repeating previous interventions and tries only to submit facts that are pertinent to the motion being discussed.
- The right to speak cannot be granted after a motion is put to the vote.
- Any member of the Governing Board has the right to ask questions and to request information in order to decide if he or she will vote for or against a motion.

**31. Participation in debates or discussions**

Only the members and the Principal are allowed to participate. However, a resource person or a member from the administration may be authorized to provide information or answer questions.

The right to speak is given in the same order as individuals have requested it. The

Chairperson is subjected to the same procedure as the other members.

**Motions and votes**  
*Ref. EA 63, 64*

32. A motion will be seconded and it must be decided by a majority vote for the purposes of efficient administration of Governing Board matters. With the exception of Acceptance of Agenda and Minutes which only need a motion.
33. At any time during the discussion a member may call for the vote.
34. At the request of any member, the governing board shall hold a secret ballot.
35. No motion may be amended unless agreed to by the original mover.
36. The votes "in favor", "opposed" and "abstentions" are tallied. The Chairperson declares the result of the vote as "carried", "defeated" or "tied". In the case of a tie the chairman has a second casting ballot.  
The results of the vote are consigned to the minutes.

**Public question period**

37. At public meetings of the governing board, observers are invited by the Chairperson to ask questions of public interest during the question period.
38. A question period will be provided prior to adjournment.  
The duration of the question period should be limited to fifteen minutes each. With an allocation of 5 minutes per topic; issues may be tabled for discussion at a later date.
39. The individual wishing to take the floor must introduce himself and address all his questions to the Chairperson.
40. There is no right of reply, unless clearly authorized by the Chairperson, to allow the individual who took the floor to ask more questions.
41. The questions and comments expressed must be pertinent to the mandate of the governing board and its present agenda. If a question is not pertinent to the agenda, the question may be noted and responded to at a later time. The Chairperson may refer a question to a member, the Principal or any resource person present.

**Adjournment**

42. When all items on the agenda have been discussed, the meeting may be adjourned.
43. The adjournment is the Chairperson's prerogative. The Chairperson may exercise this power without a motion being presented to this end.  
As soon as the meeting is adjourned, no decision can be taken and the meeting cannot be re-opened.
44. Monthly regular meetings will be brought to closure at 9:00 PM unless the majority of the voting members present agree to continue beyond the specified time.

**Minutes**  
*Ref. EA 69*

45. Each item recorded in the minute book is designated by a number and a title.
46. The minutes report on the decisions taken.

<p><b>Forfeiture or removal</b> Ref. EA 71</p>	<p>47. The minutes state positive votes, dissenting votes and abstentions. No reason is given to justify the votes, except when a member specifically requests that his reasons be recorded.</p> <p>48. The minute book may be consulted during the school's opening hours by anyone who is interested since the book is of public domain. If a person wishes to consult the minute book, an appointment must be made with the Principal's office.</p> <p>49. The Principal or the person designated by him may publish a true extract of the minute book, according to the EA, for a fee of \$0.25 a page.</p> <p>50. When the minutes are approved with corrections, the corrections made cannot alter the substance of the original decisions taken, nor can they add components that were not included in the said decisions.</p> <p>51. The approval of the minutes cannot be subject to discussion or result in an ancillary motion, an amendment or a sub-amendment.</p> <p>52. The minutes must indicate the partial presence or absence of any members at the meeting. The time of arrival and the time of departure must be recorded.</p> <p>53. Members must disclose any conflict of interest and remove themselves from any discussion/vote on any matters wherein they have a conflict of interest upon pain of forfeiture. A motion may be presented to remove a member believed to be acting against the interest of the school, students and/or Governing Board.</p>
<p><b>Revision</b> Ref. EA 67</p>	<p>54. These rules must be reviewed and adopted by the governing board at the beginning of its term.</p>
<p><b>Coming into effect</b> Ref. EA 67</p>	<p>55. The present internal rules of management repeal any others governing the proceedings of the Governing Board.</p> <p>56. The present rules come into effect on the date they are adopted by the members of the Governing Board.</p>

APPENDIX - ARTICLES OF THE EDUCATION ACT

***Term of office***

<p><b>Term of Office</b></p>	<p>57. <i>The term of office of parents' representatives on the governing board is two years and the term of office of the representatives of other groups is one year. However for a new school, the term of office of half of the first parents' representatives, elected by the meeting of parents, is one year.</i></p>
<p>Expiry of term</p>	<p><i>The members of the governing board shall remain in office until they are re-elected, reappointed or replaced.</i></p>

***Operation of the governing board***

<p><b>Chairperson</b></p>	<p>58. <i>The governing board shall choose its chair from among the parents' representatives on the governing board who are not members of the personnel of the school board.</i></p>
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	<b>59.</b> <i>The principal shall preside over the governing board until the chair is elected.</i>
Term	<b>60.</b> <i>The term of office of the chair is one year.</i>
	<b>61.</b> <i>The chair of the governing board shall preside at meetings of the governing board.</i>
Substitute	<b>62.</b> <i>If the chair is absent or unable to act, the governing board shall designate a person from among the members who are eligible for the office of chair to exercise the functions and powers of the chair.</i>
<b>Quorum</b>	<b>63.</b> <i>A majority of the members of the governing board who are in office, including at least half of the parents' representatives, is a quorum of the governing board.</i>
Suspension of powers	<b>64.</b> <i>If the governing board is unable to hold a meeting for lack of a quorum after three consecutive notices have been sent at intervals of at least seven days, the school board may order that the functions and powers of the governing board be suspended for the period determined by the school board and that they be exercised by the principal.</i>
<b>Decisions</b>	<b>65.</b> <i>The decisions of the governing board are made by a majority vote of the members present and entitled to vote.</i>
Tie	<i>If votes are equally divided, the chair has a casting vote.</i>
Student's interest	<b>66.</b> <i>Every decision of the governing board must be made in the best interests of the students.</i>
<b>Meeting location</b>	<b>67.</b> <i>The governing board may hold its meetings on the school premises.</i>
Support services	<i>The governing board may also use the school's administrative support services and facilities free of charge, subject to the conditions determined by the principal.</i>
<b>Expenditures</b>	<b>68.</b> <i>The governing board shall adopt and oversee the administration of its annual operating budget and render an account thereof to the school board.</i>
Balance	<i>The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the governing board by the school board, on the other.</i>
<b>Internal management</b>	<b>69.</b> <i>The governing board shall establish rules for its internal management. The rules shall provide for at least five meetings every school year.</i> <i>The governing board shall fix the date, time and place of its meetings, and inform the parents and the members of the school staff.</i>
<b>Meetings</b>	<b>70.</b> <i>The meetings of the governing board are open to the public; however the governing board may order that a meeting be closed to the public if a matter is to be examined, which could cause injury to a person.</i>
<b>Minutes</b>	<b>71.</b> <i>The minutes of the proceedings of the governing board shall be recorded in a register kept for that purpose by the principal or by a person specially designated by the principal. The register is open to the public.</i>
Approval	<i>The minutes, after being read and approved at the beginning of the following meeting, shall be signed by the person presiding over the meeting and</i>

Reading	<p>countersigned by the principal or by the person designated by the principal under the first paragraph.</p> <p>The reading of the minutes is not required provided that a copy of the minutes was delivered to each member present at least six hours before the beginning of the meeting at which the minutes are to be approved.</p>
Extract	<p>A copy of an extract from the register may be obtained on payment of a reasonable fee fixed by the governing board.</p>
<b>Conflict of interest</b>	
Disclosure	<p><b>72.</b> 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.</p> <p>A disclosure under the first paragraph must be made at the first meeting of the governing board:</p> <ol style="list-style-type: none"> <li>1) After a person having such an interest becomes a member of the governing board;</li> <li>2) After a member of the board acquires such an interest;</li> <li>3) During which the matter is dealt with.</li> </ol>
<b>Conduct of members</b>	
	<p><b>73.</b> The members of the governing board must act within the scope of the functions and powers conferred on them, and exercise the care, prudence and diligence that a reasonable person would exercise in similar circumstances; they must also act with honesty and loyalty and in the interest of the school, the students, the parents, the school staff and the community.</p>
<b>Immunity</b>	<p><b>74.</b> The members of a governing board may not be prosecuted for an act performed in good faith in the exercise of governing board functions.</p>
<b>Prosecution</b>	<p><b>75.</b> The school board shall assume the defence of any member of the governing board who is prosecuted by a third person for an act done in the exercise of governing board functions.</p>
Criminal proceeding	<p>In the case of penal or criminal proceedings, the school board may require a member who has been prosecuted to repay the defence expenses, except if the member had reasonable grounds to believe that the act was in conformity with the law, if the proceedings were withdrawn or dismissed or if the member was discharged or acquitted.</p>
Bad faith	<p>As well, the school board may require repayment of the defence expenses by the member if the member was found liable for damage caused by an act done in bad faith in the exercise of governing board functions.</p>