

# **Board Procedural Bylaw**

## **2024**

## BOARD PROCEDURAL BYLAW

BYLAW NUMBER PRO-1/98/99/00/01/04/05/06/07/08/09/10/12/13/15/16/17/18/19/20/21/22/23/24

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## BOARD PROCEDURAL BYLAW

### Bylaw Number

**PRO-1/98/99/00/01/04/05/06/07/08/09/10/12/13/15/16/17/18/19/20/21/22/23  
/24**

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Being a bylaw to establish procedures to regulate the meetings of the Simcoe Muskoka Catholic District School Board.

Whereas, it is deemed advisable that certain rules and procedures be adopted to regulate the proceedings of the meetings of the Simcoe Muskoka Catholic District School Board.

Therefore, be it resolved and enacted that the following procedures shall regulate the meetings of the said Simcoe Muskoka Catholic District School Board.

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #07 - Wednesday, April 24, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting # 01 – Wednesday, January 27 2021  
Revised - Board Meeting #04 - Wednesday, February 3, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed : Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Meeting #05 - Tuesday, October 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

## **1:00**

### **INAUGURAL MEETING**

- 1:01 The Inaugural Meeting of the newly elected Board shall be held at 6:30 p.m., or following Mass, in the Boardroom on the first Wednesday following the commencement of the term of office of the Board, that being November 15th unless said day should be a holiday, in which case, the meeting shall be held at the same time and place on the day following the holiday.
- 1:02 At the time prescribed for the Inaugural Meeting the Director of Education and Secretary-Treasurer of the Board or delegate shall take the chair pro tem and shall read the returns of the clerks of the municipalities certifying the election of the members.
- 1:03 No business shall transpire at the Inaugural Meeting until after the declaration of office has been made by all the members who present themselves for that purpose.
- 1:04 The election of the Chair and Vice-Chair will occur after the declaration of office in accordance with the same election process followed at the Initial Meeting in Sections 2 and 3.

### **INITIAL MEETING**

- 1:05 An Initial Meeting of the Board is defined as the first meeting of the existing Board in non-Municipal Election years.
- 1:06 The Initial Meeting of the Board shall be held at 6:30 p.m. in the Boardroom on the first Wednesday on or following November 15th unless said day should be a holiday, in which case, the meeting shall be held at the same time and place on the day following the holiday.
- 1:07 No business shall transpire at the Initial Meeting of the Board until after the election of the Chair and Vice Chair.
- 1:08 The election of the Chair and Vice-Chair will occur after the declaration of office in accordance with the same election process followed at the Initial Meeting in Sections 2 and 3.



SIMCOE MUSKOKA CATHOLIC  
DISTRICT SCHOOL BOARD

Section 1:02 - Revised – Board Meeting #8 – Wednesday, April 11, 2012  
Section 1:01 – Revised – Board Policy Review Committee Meeting #01 – Wednesday, January 28, 2015  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
Revised - Board Meeting #01 - Wednesday, December 5, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Revised - Board Meeting # 04 - Wednesday, February 3, 2021  
Sections 1:04 and 1:08 - Additions Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Sections 1:04 and 1:08 - Additions Reviewed - Board Meeting # 12 - Wednesday October 20, 2021  
Section 1:01 - Revised - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Section 1:01 - Reviewed: Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05 - Tuesday, October 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**2:00**

### **ELECTION OF BOARD CHAIR**

- 2:01 In each year at the first meeting (Initial Meeting) of the trustees of the Simcoe Muskoka Catholic District School Board at which a majority of all the members is present, they shall elect one of the members to be Board Chair.
- 2:02 The Director of Education and Secretary-Treasurer of the Board or delegate shall preside at the election of the Board Chair.
- (a) The Director of Education and Secretary-Treasurer of the Board shall appoint scrutineers from members of the Executive Leadership Council (ELC) to distribute the ballots at the beginning of the election process; collect the ballots after each Trustee has cast their vote; tabulate the results of the vote and provide same to the Director of Education and Secretary-Treasurer of the Board; and then destroy the ballots at the end of the election process.
  - (b) The Director of Education and Secretary-Treasurer of the Board shall read aloud the Trustee member elected to the position of the Board Chair which will be recorded in the official minutes of the Board Meeting.
- 2:03 The Board Chair shall be elected for a one-year term or until their successor is elected.
- 2:04
- (a) The election of the Board Chair shall be by secret ballot with nomination and the member receiving a clear majority of the votes cast by all the members present, void ballots not being counted as cast, shall be declared elected but the count shall not be declared.
  - (b) Each trustee accepting a nomination may address the Board for a period of not more than five minutes prior to the vote.
  - (c) A seconder is required for a nomination.
- 2:05 Should no member receive a clear majority of the votes cast, the Director of Education and Secretary-Treasurer of the Board or delegate shall announce the result and the name of the member receiving the smallest number of votes will be dropped and balloting shall be continued until a clear majority of the ballots cast, void ballots not being counted as cast, shall be in favour of one member.
- 2:06 A clear majority shall be more than one-half of the votes cast. Should a clear

majority not be obtained between the final two candidates after two tie votes the

Chair shall be chosen by lot. [Education Act s.208(8)]. The method of choosing by lot shall be the drawing of straws by the final candidates in alphabetical order of their surname. The candidate who chooses the shortest straw in length shall be eliminated.

2:07 The election of the Board Chair shall proceed prior to the election of the Board Vice-Chair.

2:08 A trustee who is participating in the meeting electronically shall have the option of emailing or texting their vote to the Director of Education and Secretary-Treasurer of the Board or designate assigned by the Director of Education and Secretary-Treasurer of the Board who shall record the vote on a ballot.

Sections 2:02 and 2:06 - Revised – Board Meeting #8 – Wednesday, April 11, 2012  
 Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
 Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
 Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
 Section 2:02 and 2:07 - Revised - Board Meeting #07 - Wednesday, April 24, 2019  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
 Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
 Revised - Board Meeting #04 -Wednesday, February 3, 2021  
 Sections 2:02 and 2:03 - Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
 Sections 2:02 and 2:03 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
 Reviewed – Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
 Reviewed: Board Meeting #10 - Wednesday, October 19, 2022  
 Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
 Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
 Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October 1, 2024  
 Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**3:00**

### **ELECTION OF BOARD VICE CHAIR**

- 3:01 In each year at the first meeting (Initial Meeting) of the trustees of Simcoe Muskoka Catholic District School Board at which a majority of all the members is present, they shall elect one of the members to be Board Vice Chair.
- 3:02 The Board Vice Chair shall be elected for a one-year term or until their successor is elected.
- 3:03 The Board Vice Chair shall be elected in the same manner as the Board Chair, as outlined in Section 2:00 Election of Board Chair.

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
Revised - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Section 3:03 Revised - Board Meeting #07 - Wednesday, April 24, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Revised - Board Meeting #04 - Wednesday, February 3, 2021  
Section 3:02 - Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Section 3:02 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed: Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05- Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024



**4:00**

**VACANCY IN THE OFFICE OF BOARD CHAIR  
OR BOARD VICE CHAIR**

- 4:01      Should a vacancy occur in either office during a year, a new Board Chair or Vice Chair shall be elected at the regular meeting subsequent to the vacancy in accordance with the method herein prescribed for the annual election of the same.

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
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Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
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Reviewed - Board Policy Review Committee Meeting #05 - Tuesday, October 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

## 5:00

### DUTIES OF BOARD CHAIR

- 5:01 The Board Chair shall preside at all meetings of the Board and shall preserve order and decide all questions of order. Challenge of a ruling of the Board Chair shall be subject to an immediate, non-debatable vote of the Board in which event a clear majority shall decide. The Chair may vote. In this situation a tie vote is not a clear majority and therefore means that the ruling of the Chair is sustained.
- 5:02 The Board Chair may vote on any question before the Board, but, if by so doing there be an equality of votes, the motion is lost.
- 5:03 The Board Chair shall be an “Ex Officio” member of all Standing and Ad Hoc committees appointed by the Board. As such, the Board Chair shall have the right to participate in the proceedings of the Standing and Ad Hoc committees including voting on matters before the committee, and to be counted for quorum if needed. The Board Chair shall not be an “Ex Officio” member of any other committees of the Board, including Statutory Committees.
- 5:04 The Board Chair shall act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. [Education Act s218.4 (e)]
- 5:05 The Board Chair, with power to delegate, shall be the official representative of the Board at all public functions.
- 5:06 Should the Board Chair elect to vacate the chair to take part in any debate or discussion, or for any other reason, the Board Chair shall call upon the Board Vice Chair to fill the Chair’s place until the Board Chair resumes it.
- 5:07 In the absence of the Vice-Chair, the Chair will appoint a trustee as Vice-Chair for that meeting or public function.
- 5:08 The Board Chair shall appoint members and name a Chair for all Board Committees except as provided in 8:01 and determine areas of responsibility when required.
- (a) The Board Chair will invite Trustees to indicate the Board Committees they wish to be considered for appointment. Trustees will communicate their preference(s), in writing, to the Board Chair by a date set by the Board Chair. Preferences will be considered by the Board Chair. Trustees will be appointed in a fair and equitable manner.

- (b) A board report, for information, will be presented by the Board Chair at the Board Meeting following the completion of step (a).

Section 5:03 – Revised – Board Meeting #05 – Wednesday, 25-February-2009  
Sections 5:02 and 5:05 - Revised – Board Meeting #8 – Wednesday, April 11, 2012  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Revised 5:05 - Board Meeting #04 - Wednesday, March 01, 2017  
Revised 5:03 – Board Meeting #13 – Wednesday, November 01, 2017  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Revised - Board Meeting #04 - Wednesday, February 3, 2021  
Sections 5:01, 5:02, 5:03 and 5:08 - Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Sections 5:01, 5:02, 5:03 and 5:08 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed: Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**6:00**

### **DUTIES OF BOARD VICE CHAIR**

- 6:01 In the absence of the Board Chair, the Board Vice Chair shall perform the duties and be accorded all privileges of the Board Chair.
- 6:02 In the event of a prolonged absence or the incapacitation of the Board Chair that would impact the remainder of the Board Chair's term, the members of the Board shall elect a new Board Chair [Education Act s.208(5)] in accordance with Bylaw 2:00.
- 6:03 The Board Vice Chair may act as an alternate Ex Officio committee member (with full participation and voting rights) at the request of the Board Chair.
- 6:04 The Board Vice Chair serves as Chair of the Board Policy Review Committee.

Section 6:03 – Revised – Board Meeting #05 – Wednesday, 25-February-2009  
Section 6:04 - Revised: Board Meeting #07 – Wednesday, May 9, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Section 6:02 - Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Section 6:02 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed: Board Meeting #10 - Wednesday, October 5, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**7:00**

## **RULES OF ORDER**

- 7:01            Unless otherwise addressed in the Board Procedural Bylaw, the procedures at Board and Committee Meetings shall be governed by the latest edition of Robert's Rules of Order.

New – Board Meeting #04 – Wednesday, 13-February-2008  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting # 01 – Wednesday, January 27, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed: Board Meeting #10 - Wednesday, October 5, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**8:00**

## **BOARD COMMITTEES**

8:01

- a) A **Statutory** Committee in place as per Ontario Regulation 361/10 named the **Audit Committee** will be responsible for roles and functions of the Audit Committee as prescribed in legislation. The Audit Committee will be composed of three Board members and two persons who are not Board members.

At the first meeting of the Audit Committee in each fiscal year, the members of the Committee shall elect the chair of the Committee for the fiscal year from among the members appointed to the committee. (Ontario Regulation 361/10 s. 6(01).

- b) A **Statutory** Committee in place as per Ontario Regulation 612/00 named the Parent Involvement Committee (PIC). The PIC known locally as the **Catholic Parent Involvement Committee** (CPIC) includes one Board member and shall operate according to the approved CPIC bylaws and Ontario Regulation 612/00.
- c) A **Statutory** Committee in place as required by Ontario Regulation 472/07 and Part XIII Behaviour, Discipline and Safety of the Ontario Education Act named the **Discipline Committee** will be responsible for the hearing of suspension appeals requested by a parent/guardian or adult student and/or the expulsion of pupils of the Simcoe Muskoka Catholic District School Board. The Discipline Committee will consist of all trustees appointed to a pool on an annual basis for a term of one year, with a panel of three selected from the pool by the Board Chair to a specific hearing; and will be scheduled to meet on an as-needed basis (exclusive of Christmas, March Break and summer holidays), commencing the Tuesday after the inaugural meeting. The Trustee for the specific school will not be selected from the pool. For expulsions, the hearing must be conducted within twenty (20) school days from the date the suspension occurred unless the parent/guardian or adult student and Principal agree to a later deadline. For suspensions under s.306 of the Education Act, the hearing must be held within fifteen (15) school days of receipt of the appeal unless the parent/guardian or adult student and Principal agree otherwise.
- d) A **Statutory** Committee in place as per Ontario Regulation 464/97 named the **Special Education Advisory Committee** (SEAC) will include the appointment of two trustees and two alternate trustees to the committee.

The Board may appoint up to 12 local associations and their alternates.

- e) A **Statutory** Committee named the **Supervised Alternative Learning Committee (SAL)** will be in place as per Ontario Regulation 374/10, with one trustee appointed to the committee.
- f) A Statutory Committee named the **Director Performance Appraisal Committee (DPA)** will be in place as per Ontario Regulation 83/24 composed of not fewer than three (3) and not more than seven (7) board members, one of whom shall be elected by a majority of the committee to act as its chair.
- g) A Standing Committee named the **Accessibility Planning Committee** will be in place pursuant to the Ontario Accessibility for Ontarians Disabilities Act (AODA), with one trustee appointed to the committee.
- h) A Standing Committee named the **Board Policy Review Committee** will be responsible for the annual review of the Board Procedural Bylaw and Board Policy Statements. The Board Vice Chair shall serve as the Chair of the Board Policy Review Committee together with three trustees as appointed.
- i) A Standing Committee named the **Selection Committee-Audit** will be responsible for identifying persons who are not Board members as potential candidates for appointment to the Board's Audit Committee. The Selection Committee-Audit will be composed of the Director of Education, Superintendent of Business and Finance, and the Chair of the Board or their designate.
- j) A Standing Committee named the **Budget Focus Committee** will be responsible for making recommendations to the Board concerning the development of the annual budget, and on any aspects of the Board's financial affairs. The Budget Focus Committee will be comprised of three (3) Trustees as appointed by the Chair of the Board. The Director of Education and the Superintendent who has oversight of the board budget will also serve on the committee. Terms of reference for the Budget Focus Committee will be established at the inaugural meeting of this Committee.
- k) A trustee will be appointed, on an annual basis, to serve on the Board of Directors of the **Simcoe County Student Transportation Consortium (SCSTC)**, which is not a committee of the Board.

8:02

An Ad Hoc committee may be appointed by resolution of the Board specifying

the function of the committee, the number of members, with the understanding the committee will recommend its own dissolution when its task is complete.

- 8:03 The Board Chair shall appoint members and name the Chair for all Board Committees except as provided in 8:01 and determine areas of responsibility when required. (Refer to Section 5:08) The Board Chair shall assign Student Trustees as to the Board's Special Education Advisory Committee (SEAC) Board Policy Review Committee (BPR) and Audit Committee (refer to Section 8:08).
- 8:04 All appointments of Trustees to Board Committees and the SCSTC will remain in place until new appointments are made, except in a year when a Municipal Election is held or otherwise required by legislation.
- 8:05 Administrative resource assistance will be appointed for each committee by the Director of Education and Secretary-Treasurer of the Board or delegate.
- 8:06 Quorum for Board Committee meetings shall be more than half the members of the committee. (Refer also to Section 5:03) Student Trustees do not count toward quorum.
- 8:07 At all meetings of Committees of the Board including the Committee of the Whole Board, the student trustees of the Board will participate in accordance with *Ontario Regulation 07/07* made under the *Education Act* and Subsection 55 of the Education Act. Subsection 55(5) of the *Act* provides that a student trustee(s) may attend all closed (in camera) meetings, with the exception of those "when the subject matter under consideration involves 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 Simcoe Muskoka Catholic District School Board or a student or his or her parent or guardian." These exceptions will be determined by the Board Chair.
- 8:08 Except for Statutory Committees, any trustee or student trustee may attend any committee meeting and participate in discussion without voting rights. (Refer also to Section 5:03) A trustee or student trustee may "observe" a Statutory Committee meeting that is open to the public.
- 8:09 The Board Procedural Bylaw, modified as appropriate, shall apply in committee meetings, except as otherwise required for Statutory Committees and Committee of the Whole. (Refer also to Sections 7.01, 13.00 and s.14.02).



- 8:10 Except for certain Statutory Committees, Board Committees, including the Committee of the Whole may only make recommendations to the Board for consideration and final approval or action. All committees are required to keep meeting minutes, and approved minutes of Board Committee meetings shall be included in a subsequent Board Meeting Agenda for action or information. The Committee of the Whole may rise and report to the Board immediately following a Committee of the Whole meeting to permit the Board to take action on its report. Recommendations made by any committee do not become effective until approved at a public Board Meeting.
- 8:11 Standing or Ad Hoc committees of the Board may go in private when the matter is as described in s.207 of the Education Act.
- 8:12 Each committee is required to provide at least one information report annually to the Board of Trustees. Such a report shall be coordinated through the Director of Education and Secretary-Treasurer of the Board's Office and presented as part of the September Regular Board Meeting.

Section 8:07 – Revised – Board Meeting #05 – Wednesday, 25-February-2009

Section 8:01 – Revised – Board Meeting #16 – Wednesday, 20-October-2010

Sections 8:01, 8:06, 8:08, 8:11 – Revised Draft – Board Policy Review Meeting #03 – Wednesday, April 04, 2012

Sections 8:01, 8:05 and 8:08 - Revised – Board Meeting #8 – Wednesday, April 11, 2012

Section 8:11 – Deleted - Board Meeting #8 – Wednesday, April 11, 2012

Section 8:01 b) and e) and g) – Revised – Board Meeting #07 – Wednesday, May 9, 2016

Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018

Sections 8:01 a-j) and 8:10 - Revised - Board Meeting #07 - Wednesday, April 24, 2019

Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020

Section 8:01 j) becomes i) - Revised - Board Meeting #04 - Wednesday, February 05, 2020

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021

Revised - Board Meeting #04 - Wednesday, February 3, 2021

Sections 8:01, 8:03, 8:04, 8:06, 8:07, 8:09; 8:10, 8:11 and 8:12 - Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021

Sections 8:01, 8:03, 8:04, 8:06, 8:07, 8:09; 8:10, 8:11 and 8:12 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021

Sections 8:01(c) & (i), 8:04 - Reviewed- Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022

Sections 8:01(c) & (i), 8:04: Reviewed: Board Meeting #10 - Wednesday, October 19, 2022

Section 8:01 (a) Reviewed: Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023

Section 8:01(a) Reviewed - Board Meeting #10 - Wednesday, October 18, 2023

Section 8:01(a) Revised- Board Meeting #10 - Tuesday, October 18, 2023

Sections 8:01, 8:03, 8:04, 8:06 and 8:08 - Reviewed – Board Policy Review Committee Meeting #05, Tuesday, October 1, 2024

Sections 8:01, 8:03, 8:04, 8:06 and 8:08 - Reviewed – Board Meeting #10, Wednesday, October 23, 2024

**9:00**

## **REGULAR BOARD MEETINGS**

- 9:01 The Board shall set the time and place for Regular Board Meetings. Regular Board Meetings will be convened on the third Wednesday of every month throughout the school year, not including the Inaugural or Initial Board Meeting for the election of Chair and Vice Chair. The start time for regular Board meetings shall be 6:30 pm at the Board's Catholic Education Centre, unless otherwise established at the inaugural/initial Board meeting. The notice of the date, time and place of Regular Board meetings shall be posted on the Simcoe Muskoka Catholic District School Board website at the same time as trustees are given notice.
- 9:02 The Board shall operate under a Consent Agenda model.
- 9:03 The Board shall be called to order by the Board Chair, or Board Vice Chair, or failing either of these, by the Director of Education and Secretary-Treasurer of the Board or delegate until a pro tem Chair is selected.
- 9:04 No business shall be transacted unless a quorum, being a majority of all of the trustees constituting the Board, is present.
- 9:05 If there is no quorum present within thirty minutes after the time appointed for the meeting the Director of Education and Secretary-Treasurer of the Board or delegate shall record the names of those members present and a state of adjournment shall continue to exist until the next regular or special meeting. Should a quorum cease to exist during a meeting, the Director of Education and Secretary-Treasurer of the Board or delegate shall record the names of those members seated at their designated place and the meeting shall forthwith adjourn.
- 9:06 Absences  
The absence of a Trustee from a Regular Board Meeting will be approved through a recommendation at the specific Regular Board Meeting that the Trustee will be or is absent and recorded in the minutes of that Regular Board Meeting.
- (a) If the recommendation receives consensus it is recorded in the minutes as such and does not count towards the application of the *Education Act*, *Section 228.1(b)*. (See below)
  - (b) If the recommendation does not receive consensus it is recorded in the minutes as such and counts as one absence towards the application of *Section 228.2(b)* of the *Education Act* (see below). If this is the case the Director of Education or designate will advise the Trustee that the absence counts towards the applicable section of the *Education Act*.

Note: Effective September 1, 2025, all trustees will be required to be physically present for every regular meeting of the board and every regular meeting of the committee of the whole in each year of the term of office, unless one of the exceptions to the requirement for in-person attendance applies and the trustee has received written approval from the Chair of the Board (Vice-Chair of the Board for a Chair's request) before the meeting begins. The process for approval is described in Section 19 Electronic Meetings and Meeting Attendance.. Failure to attend in person as required would result in the trustee's seat being vacated pursuant to clause 228(1)(e) of the Education Act and in accordance with Ontario Regulation 313/24, Electronic Meetings and Meeting Attendance.

#### Vacancies (Section 228 of the Education Act)

A seat held by a Trustee shall be vacated if the Trustee:

- (a) is convicted of an indictable offence;
- (b) is absent without being authorized by resolution entered in the minutes, from three consecutive Regular Board Meetings of the Board;
- (c) ceases to hold the qualifications required to act as a member of the Board;
- (d) becomes disqualified under subsection 219(4), *Education Act*; or,
- (e) fails to be physically present as required by the regulations made under Section 208.1(1)(b) of the Education Act (currently Ontario Regulation 463/97 Electronic Meetings and Meeting Attendance).

#### Exceptions

- (a) Where a Trustee is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any aspect so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated (*Section 228 (2), Education Act*).
- (b) Where a Trustee is absent for twenty (20) consecutive weeks or less, if the absence is a result of the **Trustee's** pregnancy, the birth of the Member's child or the adoption of a child by the **Trustee** the seat shall be deemed not to have been vacated (*Section 228(2.1) Education Act*).

#### Filling of Vacancies

Where a Trustee seat becomes vacant the provisions of the *Education Act* with respect to the filling of vacancies shall apply [*Section 228(3)*].

- 9.07 The Board shall adjourn at 10:00 p.m. unless a majority of Trustees present give consent to continue beyond that hour.
- 9.08 A recommendation or motion brought before the Board for discussion and approval must meet at least one of the following conditions:
  - (a) Notice of Motion was given at a prior Board Meeting;

- (b) The Recommendation or Motion is made because it directly relates to an Agenda Item as printed on the Agenda sent to the trustees prior to the Board Meeting or in relation to an amendment of the Agenda adopted at the Board Meeting; or,
- (c) The Recommendation or Motion was made with all of the trustees in attendance agreeing to consider the Recommendation or Motion. (Refer also to Section 9.14)

- 9:09 All recommendations shall be treated as motions and shall be considered for approval by consensus. When there is no consensus support for the recommendation, the Chair shall call for a mover and seconder for the motion. All motions that have been duly moved and seconded shall be voted upon unless withdrawn; with a call for all those in favour, followed by a call for all those opposed to the resolution.
- 9:10 After a motion is moved and seconded, a motion to amend may be made and a motion to amend the amendment may be made but no further motion to amend shall be made until these have been decided.
- 9:11 A proposed amendment which negates the intent of the original motion or is not relevant to the original motion shall not be accepted by the Board Chair.
- 9:12 All amendments shall be put in the reverse order in which they have been moved.
- 9:13 A motion to table, postpone or to refer for study by a stated group must state duration and shall be debatable only with reference to duration.
- 9:14 The following motions shall be considered non-debatable and shall be put immediately:
- (a) To put the question.
  - (b) To table (defer to a later time or placeholder on the agenda of the same meeting).
  - (c) To postpone (debatable as to duration – refer to 9:12).
  - (d) To adjourn.
  - (e) To refer for study by a stated group (debatable as to duration – 9:12).
- 9:15 A Notice of Motion that has a seconder may be presented in two ways:
- (a) In writing to the resource of the Board one week prior to a Board meeting, signed by the mover and seconder.
  - (b) Orally at a Board meeting for possible consideration at the next regularly scheduled meeting.
- 9:16 Any resolution, when once decided by the Board at a Regular or Special Board meeting, shall not be rescinded or amended by the Board for a twelve-month

period, provided the resolution has not been carried out and can be undone, unless a motion to rescind or amend is approved by a majority of the members present and voting at a Regular or Special meeting of the Board.

- 9:17 Limitation of the time, or number of times, a member may speak to a particular motion and the duration of debate on a particular issue shall be the prerogative of the Board Chair.
- 9:18 Yeas and nays shall be recorded on request of any member made previous to the vote being taken. All trustees present must vote unless a conflict is declared. For greater clarity, no trustees shall abstain when a recorded vote is requested. Only trustees present at a meeting may vote. Trustees are considered present at a meeting when they are physically present at meeting or participate by approved electronic means. (Refer also to Section 18:00).

Sections 9:01 – Revised Draft – Board Policy Review Meeting #03 – Wednesday, April 04, 2012  
 Sections 9:01, 9:03 and 9:05 – Revised - Board Meeting #8 – Wednesday, April 11, 2012  
 Section 9:06 – Revised – Board Policy Review Committee Meeting #01 – Wednesday, January 28, 2015  
 Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
 Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
 Sections 9:01, 9:06, 9:08 and 9:17 - Revised - Board Meeting #07 - Wednesday, April 24, 2019  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
 Reviewed – Board Policy Review Committee Meeting #01 – January 27, 2021  
 Revised - Board Meeting #04 - Wednesday, February 3, 2021  
 Sections 9:01, 9:04, 9:06, 9:07, 9:10, 9:12, 9:13, 9:15 and 9:17 - Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
 Sections 9:01, 9:04, 9:06, 9:07, 9:10, 9:12, 9:13, 9:15 and 9:17 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
 Section 9:06 Revised: Board Policy Review Committee Meetings #06 - Wednesday, October 5, 2022  
 Reviewed: Board Meeting #10 - Wednesday, October 19, 2022  
 Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
 Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
 Reviewed - Board Meeting #10 - , October 18, 2023  
 Sections 9:06 and 9:07 Reviewed – Board Policy Review Committee Meeting #05, Tuesday, October 1, 2024  
 Sections 9:06and 9:07 Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**10:00**

## **BOARD AGENDA**

- 10:01 The Board Chair and Director of Education and Secretary-Treasurer of the Board or delegate shall prepare cooperatively an Agenda for all Board meetings and shall include all Agenda requests of trustees received by the Agenda Deadline Date.
- 10:02 The Agenda for regular Board Meetings and Committee Meetings shall include:
1. Call to Order
  2. Territorial Acknowledgement
  3. Opening Prayer/Reflection
  4. Roll Call
  5. Agenda Approval
  6. Declaration of Conflict of Interest
  7. Routine *Agenda Items*
    - a) Approval of Minutes
    - b) Business Arising from the Minutes
  8. Delegations
  9. Presentations
  10. Action Items
  11. Information Items
  12. Trustee Enquiries
  13. Items of Interest
  14. Correspondence
  15. Meeting Schedule
  16. Committee of the Whole
  17. Report from Committee of the Whole
  18. Next Meeting
  19. Adjournment
  20. Closing Prayer
- 10:03 The Agenda Deadline Date for trustees and the general public shall be 4:30 p.m. on the day one week previous to a Regular Board Meeting.
- 10:04 The agenda and supporting materials and reports for a Regular Board Meeting shall be delivered to all Board members, Trustees and Student Trustees not less than five (5) calendar days prior to the date of a Board Meeting (i.e. Friday before the Wednesday). Agendas, e-mailed to the last known email address of each of the trustees and student trustees shall be deemed to have been delivered.
- 10:05 The Agenda for a Regular Board Meeting shall be posted to the Simcoe Catholic Muskoka Catholic School board website on the day of the Board Meeting.

- 10:06 The proposed Agenda for a Regular Board Meeting as sent to members and posted on the website shall only be amended at a meeting to delete an item with reason, or to include time sensitive business that cannot wait until the next Regular Board meeting or Emergency Business defined as a situation, or threat of a situation, adversely affecting the health, safety and/or well-being of a person, which by its nature and seriousness requires an immediate response. Any amendment to the agenda must be approved by a majority of trustees present and giving consensus at the meeting.
- 10:07 Reports for a Regular Board Meeting shall be posted to the Simcoe Muskoka Catholic District School Board website on the day of the Board Meeting.
- 10:08 The Minutes of the Regular Board Meeting will be posted to the Simcoe Muskoka Catholic District School Board website following the trustees' approval of the Minutes at the subsequent Regular Board Meeting. For greater certainty, motions passed at a Board meeting are effective at that time, unless a different effective date is noted in the motion even though the minutes of the meeting have not been approved.
- 10:09 Approved minutes from all Regular Board Meetings, Committee of the Whole and Private will be signed by the Chair of the Board, as Official Records of said meetings, on a quarterly basis and filed in a secure area of the Director of Education and Secretary-Treasurer of the Board's Office.

Section 10:02 - Revised – Board Meeting #04 – Wednesday, 13-February-2008  
 Section 10:03/10:04/10:05 – Revised Board Meeting #18 – Wednesday, 25-November-2009  
 Section 10:01 – Revised - Board Meeting #8 – Wednesday, April 11, 2012  
 Section 10:05 / 10:06 / 10:07 / 10:08 – Board Meeting #16 – Wednesday, November 27, 2013  
 Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
 Revised - Section 10:02 - Board Meeting # 05 - Wednesday, April 04, 2018  
 Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
 Reviewed - Board Policy Review Committee Meeting #01 - January 29, 2020  
 Reviewed – Board Policy Review Committee Meeting #01 – January 27, 2021  
 Revised - Board Meeting #04 - Wednesday, February 3, 2021  
 Sections 10:02, 10:04, 10:05, 10:06, 10:07, 10:08 and 10:09 - Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
 Sections 10:02, 10:04, 10:05, 10:06, 10:07, 10:08 and 10:09 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
 Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
 Reviewed: Board Meeting #10 - Wednesday, October 19, 2022  
 Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
 Reviewed- Board Meeting #10 - Wednesday, October 18, 2023  
 Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
 Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

## 11:00

### BOARD DELEGATIONS

- 11:01 Persons or groups wishing to appear before the Board as delegations must register their intention with the Director of Education and Secretary-Treasurer of the Board or delegate by 4:30 p.m. on the Agenda Deadline Date, being **ten (10) days** prior to the date of the Regular Board meeting.
- 11:02 The Chair will permit only three (3) delegations to present briefs at any one meeting of the Board.
- 11:03 Upon receipt of a public request to make a delegation in accordance with the parameters outlined in this By-Law, the Chair will:
- i) Review the request and determine whether the delegation will be heard;
  - ii) Determine if the approved delegation request will be heard before the whole Board; in a session of the Committee of the Whole Board; referred to a committee of the Board; or referred to the Director of Education and Secretary-Treasurer of the Board to determine appropriate action(s); or,
  - iii) Determine the Regular Board meeting date that the delegation will be heard.
- 11:04 Following approval to hear the presentation, before the full Board or a committee of the Board, the delegate for the group (or individual) shall be notified of the meeting date and time.
- 11:05 Delegates will be notified through the Office of the Director of Education and Secretary-Treasurer of the Board if the delegation will not be heard and the reasons for the decision if it will not be heard.
- 11:06 Notwithstanding Section 11:01 and 11:02, the Board Chair shall permit a delegation to be heard if they deem the nature of the business to be of a serious or emergent nature.
- 11:07 Anyone, except Simcoe Muskoka Catholic District School Board trustees and employees, has the right to present as a delegation on any matter within the jurisdiction of the Simcoe Muskoka Catholic District School Board and provided it does not concern an individual circumstance. Employees may address the Board on personal issues, but special restrictions apply when presenting on matters of:
- (a) Collective agreements to which the Simcoe Muskoka Catholic District School Board is a party.\*
  - (b) Employee organizations to which the speaker is, or is eligible to be, a member.\*



*Such submission(s) shall be dealt with as required by the appropriate Collective Agreement or shall be presented by the spokesperson of the relevant organization(s).*

- 11:08 At the time of registration, each delegation will indicate the title and subject matter to be presented, the name of the speaker, and on whose behalf the delegation is appearing. Each delegation must designate not more than two (2) people as spokespersons and no other members shall be permitted to participate.
- 11:09 The delegation will submit one copy of its verbatim full script to the Office of the Director of Education and Secretary-Treasurer of the Board no later than one full week ( 7 calendar days) before the Board or Committee Meeting date.
- 11:10 It shall be indicated by the Board Chair to the delegate who will make the presentation that they may be subject to clarifying questions by Board members. The delegate, however, shall not be able to ask questions of Board members because the presentation is received for information only and not subject to debate. The presentation must be confined to the written submission and is limited to fifteen (15) minutes.
- 11:11 (a) If the delegate intends to use the name/title/position of a staff member, trustee or member of Simcoe Muskoka Catholic District School Board community in a negative, critical or derogatory fashion, the delegate will be heard in the Committee of the Whole.
- (b) At the discretion of the Chair, the delegation may be halted if the delegate deviates from their submitted verbatim full script.
- 11:12 As soon as the Board Chair is satisfied that all points have been clarified, the Board Chair will close the presentation by thanking the delegate and stating that the matter will receive consideration by the Board.
- 11:13 Where pertinent, the matter may be referred to Board staff or other relevant committee, including Committee of the Whole for review or discussion, in a timely manner.
- 11:14 A response to the brief will be communicated in writing with a copy to all trustees in a timely manner.

Section 11:08 – Revised – Board Meeting #05 – Wednesday, 25-February-2009  
 Sections 11:01, 11:07 and 11:08 – Revised - Board Meeting #8 – Wednesday, April 11, 2012  
 Sections 11:06, 11:10 and 11:11 Revised – Board Meeting #07 – Wednesday, May 9, 2016  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
 Revised - Sections 11:03, 11:06 and 11:08 a) and c) - Board Meeting # 05 - Wednesday, April 04, 2018  
 Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019



SIMCOE MUSKOKA CATHOLIC  
DISTRICT SCHOOL BOARD

Revised - Sections 11:01 and 11:06 -Board Meeting #07 - Wednesday, April 24, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 27, 2021  
Revised - Board Meeting #04 - Wednesday, February 3, 2021  
Sections 11:01, 11:03, 11:04, 11:05, 11:07, 11:10, 11:11, 11:12 and 11:13 - Reviewed - Board Policy Review Committee Meeting #06 -  
Wednesday, October 6, 2021  
Sections 11:01, 11:03, 11:04, 11:05, 11:07, 11:10, 11:11, 11:12 and 11:13 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed: Board Meeting #10 -Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Sections 11.01 and 11.09 - Reviewed – Board Policy Review Committee Meeting #05, Tuesday, October 1, 2024  
Section 11:01 and 11:09 - Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**12:00**

### **SPECIAL BOARD MEETINGS**

- 12:01 The Board Chair shall cause a Special Board Meeting or Special Meeting of a Committee to be held at the Board Chair's discretion. An individual Trustee may contact the Chair at any time to request and discuss the need for a Special Board Meeting or Special Meeting of a Committee. The Chair will consider the request and then act on the request. Only important matters that cannot wait until the next Regular Board Meeting should be the impetus for a Special Board Meeting or a Special Meeting of a Committee. If the majority of the members of the Board request a Special Board Meeting, the request must be granted. The call for a Special Board Meeting shall be communicated by the Secretary of the Board (s.198 Education Act).
- 12:02 Every attempt shall be made to give at least 24 hours notice of a Special Board Meeting or a Special Meeting of a Committee, including notice of the business to be transacted at that meeting. Notice will be provided to trustees in the same manner as for Regular Board meetings and the notice and agenda will be posted on the Simcoe Muskoka Catholic District School Board's public website. Minutes of the meeting will be posted to the public website in the same manner as for minutes of Regular Board meetings.
- 12:03 Only the stated business of the Special Board Meeting shall be considered.
- 12:04 The quorum rule required for Regular Board meetings shall apply in the case of a Special Board Meeting.

Section 12:01 – Revised - Board Meeting #8 – Wednesday, April 11, 2012  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Revised - Section 12:02 - Board Meeting # 05 - Wednesday, April 04, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 - Wednesday, January 27, 2021  
Revised - Board Meeting #04 - Wednesday, February 3, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Meeting #11 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed: Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**13:00**

## **ACCESS TO BOARD MEETINGS**

- 13:01 Access to Meetings of the Board, Committee Meetings of the Board and declaration of Committee of the Whole Sessions of either shall be in accordance with the Education Act and its regulations.
- 13:02 The Board Procedural Bylaw shall apply to the Committee of the Whole Session.
- 13:03 The board shall ensure that the meeting room for a public meeting of the Board or of a Committee of the Whole Board (with the exception of 15:01(a)), Statutory, Standing or Ad Hoc Committee of the Board, as the case may be, shall be open to permit physical attendance by members of the public in accordance with Ontario Regulation 313/24 s.5(1).

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
 Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, February 07, 2018  
 Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
 Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
 Reviewed – Board Policy Review Committee Meeting #01 - Wednesday, January 27, 2021  
 Revised - Board Meeting #04 - Wednesday, February 3, 2021  
 Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
 Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
 Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
 Reviewed - Board Meeting #10 - Wednesday, October 19, 2022  
 Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
 Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
 Section 13.03 Reviewed – Board Policy Review Committee Meeting #05, Tuesday, October 1, 2024  
 Section 13.03 Reviewed – Board Meeting #10, Wednesday, October 23, 2024

**14:00**

### **COMMITTEE OF THE WHOLE**

- 14:01 The Board may resolve itself into Committee of the Whole for discussion of a stated matter(s). The Committee of the Whole is closed to the public when the stated matter(s) under consideration involves:
- a) The security of the property of the Simcoe Muskoka Catholic District School Board (Property Matter);
  - b) The acquisition or disposal of a school site (Property Matter);
  - c) Decisions in respect of negotiations with employees of the Simcoe Muskoka Catholic District School Board (Contractual);
  - d) Litigation affecting the Simcoe Muskoka Catholic District School Board or privileged communications when seeking legal advice or giving instructions to its solicitor (Legal);
  - e) The disclosure of financial information affecting the Simcoe Muskoka Catholic District School Board such as matters relating to negotiations, inappropriate use of board funds, Audit irregularities (Financial);
  - f) The disclosure of intimate, personal or financial information in respect of a member of the Board or Committee of the Board; an employee or prospective employee (Personnel) of the Simcoe Muskoka Catholic District School Board; or a pupil or their parent or guardian.
- 14:02 Agendas for the Committee of the Whole will be developed in accordance with Section 10:01.
- 14:03 The rules of procedure contained in Board Procedural Bylaw shall be considered to be relaxed in the Committee of the Whole but the Chair shall preserve order and decide all questions of order.
- 14:04 A motion to rise and report from Committee of the Whole shall be non-debatable and shall specify the resolutions, reports, or records of votes and other information which are to be brought into the Board public meeting (declassified items) and any action items must be adopted by the Board at a public meeting of the Board in order to be in effect. Resolutions, discussions, opinions, records of votes and material which are not specified to be brought into the public meeting shall continue to be confidential (classified items).
- 14:05 The Chair of the Committee of the Whole shall report to the Regular or Special Board Meeting (public) session, as the case may be, as directed by the Committee.

14:06       Matters discussed during the Committee of the Whole shall not be communicated to any person who is not in attendance at the time of the Committee of the Whole, with the exception of a Trustee, unless disclosure is expressly authorized by the Board.

Section 14:02 – Deleted and subsection numbering Revised - Board Policy Review Committee Meeting #01 – Wednesday, January 28, 2015  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Revised - Board Meeting #04 - Wednesday, February 3, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed - Board Meeting #10 - Wednesday, October 19 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**15:00**

**PRIVATE BOARD MEETINGS**

15:01 The Board may only go into a Private Board Meeting on two (2) rare occasions:(to be rescinded effective end of day December 31, 2024):

- a) when considering an ongoing investigation under the Ombudsman [s.207(2.1) Education Act], and,
- b) when considering a breach of the Trustee Code of Conduct that involves matters defined in the Education Act [s.218.3(10)].(to be rescinded effective end of day December 31, 2024)

Reviewed (New Section) - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed - Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed: Board Policy Review Committee Meeting #05, Tuesday, October 1, 2024  
Reviewed: Board Meeting #10 - Wednesday, October 23, 2024

**16:00**

## **BOARD POLICY**

- 16:01 Policy Statements of the Board shall be officially considered at a Regular Board Meeting upon the recommendation of the Board Policy Review Committee.
- 16:02 Policy Statements of the Board shall be reviewed in accordance with the Simcoe Muskoka Catholic District School Board's *Meta Policy: Guiding Principles for Policy Development, Management and Governance*.
- 16:03 Subject to s. 9:15 hereof, Policy Statements shall be rescinded or amended only by a majority of Board members present and giving consensus or by a majority of votes resulting from a motion at a regular Meeting of the Board provided the proposed new wording of the Policy, as applicable, shall have been included in the Agenda material.

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed - Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024



**17:00**

### **AMENDMENT OF BOARD PROCEDURAL BYLAW**

- 17:01 The Procedural Bylaw of the Simcoe Muskoka Catholic District School Board shall be reviewed annually by the Board Policy Review Committee and any recommended amendments shall be considered by the Board at a Regular Meeting of the Board.
- 17:02 The Procedural Bylaw of the Board shall be changed only;
- a) if notice of the proposed amendments are given at a Regular Meeting of the Board that the proposed amendments will be considered; and,
  - b) if the recommendation to adopt any amendments is passed by a majority of Board members present at a Regular Meeting of the Board, provided the proposed amendments and a copy of the current Board Procedural Bylaw have been included in the Agenda material for that meeting; or,
  - c) if new or revised legislation requires amendments to be made.

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Meeting #12 - Wednesday, October 20, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed - Board Meeting #10 - Wednesday, October 5, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Section 17.02 Reviewed – Board Policy Review Committee Meeting #05, Tuesday, October 1, 2024  
Section 17.02 Reviewed – Board Meeting #10, Wednesday, October 23, 2024

**18:00**

**PRECEDENCE**

18:01 Provisions of applicable Acts of the Province of Ontario shall take precedence over any bylaws formulated by the Simcoe Muskoka Catholic District School Board.

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, February 07, 2018  
Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019  
Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020  
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 6, 2021  
Reviewed - Board Policy Review Committee Meeting #06 - Wednesday, October 5, 2022  
Reviewed - Board Meeting #10 - Wednesday, October 19, 2022  
Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023  
Reviewed - Board Meeting #10 - Wednesday, October 18, 2023  
Reviewed - Board Policy Review Committee Meeting #05, Tuesday, October, 1, 2024  
Reviewed - Board Meeting #10 - Wednesday, October 23, 2024

**19:00**

## **ELECTRONIC MEETINGS**

- 19:01 At the request of any trustee including the Board's student trustees, the Board shall provide the trustee, student trustees with electronic means for participating in meetings of the Board or of a Committee of the Board, including a Committee of the Whole Board, provided that such means shall not be provided to a trustee:
- (1) if to do so will breach the requirement of section 6.1 of Ontario Regulation 463/97 Electronic Meetings and Meeting Attendance (which requires the trustee to be physically present in the meeting room of the Board, that being the Catholic Education Centre, for at least three regular meetings of the Board in each 12-month period beginning November 15th); and,
  - (2) in the event that the provisions of either 19:03 or 19:04 hereof, as the case may be, cannot be observed.
- 19:02 The electronic means provided for in 19:01 shall permit each person participating in the meeting to hear and be heard by all other participants.
- 19:03 At all meetings of the Board or of the Committee of the Whole board, in addition to the usual requirements for quorum, the personal presence in the meeting room of the Board, that being the Catholic Education Centre, of the following persons shall be required unless all schools of the Simcoe Muskoka Catholic District School Board are closed, as described in s.7 of Ontario Regulation 463/97:
- (1) the Chair of the Board or their delegate of the meeting (as determined in accordance with the Board Procedural Bylaw), unless weather conditions do not permit safe travel to the meeting location or they cannot be physically present for health reasons then they may preside by electronic means, provided they are physically present in the meeting room for at least half of the regular Board meetings in each 12-month period unless all schools of the Simcoe Muskoka Catholic District School Board are closed, as described in s.7 of Ontario Regulation 463/97;
  - (2) not less than one other trustee, other than the student trustees; and,
  - (3) the Director of Education and Secretary-Treasurer of the Board or their delegate.
- 19:04 At all meetings of Committees of the Board, other than the Committee of the Whole Board, in addition to the usual requirements for quorum, the personal presence in the meeting room at the Catholic Education Centre of

the following persons shall be required unless all schools and board offices of the Simcoe Muskoka Catholic District School Board are closed, as described in s.7 of Ontario Regulation 463/97:

- (1) the Chair of the meeting (as determined in accordance with the Board Bylaws), unless the committee chair participates electronically due to weather conditions that prevent safe travel to the meeting or health reasons that prevent their physical attendance, provided they are physically present in the meeting room for at least half of the regular Board meetings in a 12-month period unless all schools of the Simcoe Muskoka Catholic District School Board are closed, as described in Section 7 of Ontario Regulation 463/97.
- (2) if the Chair of the Committee participates by electronic means, then one additional member of the committee; and,
- (3) the Director of Education and Secretary-Treasurer of the Board or their delegate.

19:05 Except those Committee meetings from which the public has been excluded, the meeting room of the Board or of a Committee of the Board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the Board or of the Committee of the Board, regardless of whether one or more trustees (including the student trustees) participate at such meetings electronically unless all schools of the Simcoe Muskoka Catholic District School Board are closed, as described in Section 7 of Ontario Regulation 463/97.

19:06 The Board shall provide members of the public with the ability to connect electronically to a meeting of the Board or committee of the board. The electronic means used shall permit the public to hear the meeting, and where permitted by this Board Procedural Bylaw, to be heard by all other participants in the meeting as set out in Ontario Regulation 463/97.

19:07 At all meetings of Committees of the Board including the Committee of the Whole Board, the student trustees of the Board will participate in accordance with Ontario Regulation 07/07 made under the Education Act. Subsections 55 (5) and (6) of the Act provide that a student trustee(s) may attend all closed (in camera) meetings, with the exception of those “when the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the Simcoe Muskoka Catholic District School Board or Committee, an employee or prospective employee of the Simcoe Muskoka Catholic District School Board or a student or his or her parent or guardian.” These exceptions will be determined by the Board Chair.

19:08 At all meetings at which a trustee including the student trustees participates by

electronic means, it is the responsibility of the trustee to comply with the requirements of the Municipal Conflict of Interest Act, including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as is necessary in order to so comply.

- 19.09 The Board will ensure that appropriate processes are put in place to ensure the security and confidentiality of electronic participation in proceedings held during meetings that are closed to the public.

November 2002

Revised Wednesday, 17-November-2004

Revised Wednesday, 15-December-2004 (Section 10:02)

Revised Wednesday, 27-September-2006 (Section 7:00)

Revised Wednesday, 28-February-2007 (Deletion of Former Section 2:04)

Revised Wednesday, 13-February-2008 (Addition of New Section 7:00; Section 10:02; Change to Chair & Vice Chair)

Revised Wednesday, 25-February-2009 (Section 5:03; Section 6:03; Section 8:07; Section 11:08)

Revised Wednesday, 25-November-2009 (Section 10:03; Section 10:04; Section 10:05)

Revised Wednesday, 02-November-2010 (Section 8:01); (Section 18:07)

Sections 18:01, 18:03, 18:04, 18:05 and 18:08 – Revised – Board Meeting #8 – Wednesday, April 11, 2012

Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2016

Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 25, 2017

Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, February 07, 2018

Reviewed - Board Policy Review Committee Meeting #03 - Wednesday, April 3, 2019

Section 18:03 - Revised - Board Meeting #07 - Wednesday, April 24, 2019

Reviewed - Board Policy Review Committee Meeting #01 - Wednesday, January 29, 2020

Reviewed - Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021

Revised - Board Meeting #04 - Wednesday, February 3, 2021

Sections 19:01, 19:03, 19:04, 19:05, 19:06, 19:07 and 19:09 - Reviewed - Board Policy Committee Meeting #06 - Wednesday, October 6, 2021

Sections 19:01, 19:03, 19:04, 19:05, 19:06, 19:07 and 19:09 - Reviewed - Board Meeting #12 - Wednesday, October 20, 2021

Reviewed - Board Policy Review Committee Meeting #06- Wednesday, October 5, 2022

Reviewed - Board Meeting #10 - Wednesday, October 19, 2022

Reviewed- Board Policy Review Committee Meeting #04 - Wednesday, October 4, 2023

Reviewed - Board Meeting #10 - Wednesday, October 18, 2023