

Board Procedural Bylaw

2021



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

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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

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 # 01 – Wednesday, January 27 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

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 of December following the *Municipal* Election 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.

INITIAL MEETING

- 1:04** *An Initial Meeting of the Board is defined as the first meeting of the existing Board in non-Municipal Election years.*
- 1:05** *The Initial Meeting of the Board shall be held at 6:30 p.m. in the Boardroom on the first Wednesday of December 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.*
- 1:06** *No business shall transpire at the Initial Meeting of the Board until after the election of the Chair and Vice Chair.*

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 - December 5, 2018
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021
Revised - Board Meeting # 04 - Wednesday, February 3, 2021

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 or delegate shall preside at the election of the Board Chair.
- 2:03** The Board Chair shall be elected for a one-year term.
- 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.227). 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.



SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD

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
Section 2:02 and 2:07 - Revised - Board Meeting #07 - Wednesday, April 24, 2019
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021
Revised - Board Meeting #04 -Wednesday, February 3, 2021

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.
- 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
Section 3:03 Revised - Board Meeting #07 - Wednesday, April 24, 2019
Reviewed – Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

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 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 #01 – Wednesday, January 27, 2021

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.
- 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 question shall be negatived.
- 5:03** The Board Chair shall be an “Ex Officio” member of all committees appointed by the Board. As such, the Board Chair shall have the right to participate in the proceedings of the committee including voting on matters before the committee, and to be counted for quorum if needed.
- 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 be authorized to appoint Identification, Placement and Review (I.P.R.C.) Appeal Committee Members when time restraints dictate.
- 5:09** *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.*

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 #01 – Wednesday, January 27, 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

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 the prolonged absence or incapacitation of the Board Chair, the Board Vice Chair shall automatically be empowered to act with full authority of the position of Board Chair.
- 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 #01 – Wednesday, January 27, 2021



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 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 # 01 – Wednesday, January 27, 2021

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.
- 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) is composed of one board member and shall operate according to the approved CPIC bylaws.
- c) A *Statutory* Committee *in place as per Ontario Regulation 472/07* 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 board. The Discipline Committee will consist of all trustees appointed to a pool with a panel of three selected from the pool by the Board Chair to a specific hearing; and will be scheduled to meet bi-weekly (exclusive of Christmas, March Break and summer holidays), commencing the Tuesday after the inaugural meeting.
- d) A *Statutory* Committee in place as per Ontario Regulation 464/97 named the **Special Education Advisory Committee** (SEAC) will be Two trustees are required to be appointed and two alternates will also be appointed.
- 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 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.
- g) 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 and three trustees are appointed.
- h) 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.

- i) A trustee will be appointed 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.

8:04 All Board Committees are understood to be dissolved on the day previous to an Initial or Inaugural Meeting of the Board except as specifically extended by the Board.

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.
(Refer also to Section 5:03)

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*. Subsection 5(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 Board or a student or his or her parent or guardian." These exceptions will be determined by the Board Chair.



SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD

- 8:08** Any trustee may attend any committee meeting and participate in discussion without voting rights. *(Refer also to Section 5:03)*
- 8:09** Usual Board procedure modified as appropriate shall apply in committee meetings.
- 8:10** Approved minutes of Board Committee meetings shall be included in a subsequent Board Meeting for action or information.
- 8:11** *Each committee, through its respective Chair, 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

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

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 Initial Board Meeting for the election of Chair and Vice Chair.* The start time for regular board meetings shall be 6:30 pm unless otherwise established at the inaugural/initial meeting.
- 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 the trustees, 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** The Board shall adjourn at *10:00 p.m.* unless majority consent is obtained to continue beyond that hour.
- 9:07** 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 was made directly related to an Agenda Item as printed on the Agenda sent to the trustees prior to the Meeting;
 - (c) The Recommendation or Motion was made with all of the trustees in attendance agreeing to consider the Recommendation or Motion.

- 9:08** All recommendations shall be treated as motions and shall be considered for approval by consensus. When there is not 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.
- 9:09** 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.
- 9:10** A proposed amendment which negates the intent of the original motion shall not be accepted by the Board Chair.
- 9:11** All amendments shall be put in the reverse order in which they have been moved.
- 9:12** A motion to table or to refer for study by a stated group must state duration and shall be debatable only with reference to duration.
- 9:13** The following motions shall be considered non-debatable and shall be put immediately:
- (a) To put the question.
 - (b) To table. (debatable as to duration – 9:12)
 - (c) To adjourn.
 - (d) To refer for study by a stated group. (debatable as to duration – 9:12).
- 9:14** 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.
- 9:15** Any resolution, when once decided by the Board at a regular or special meeting, shall not be reconsidered by the Board for a twelve-month period unless a motion to reconsider be approved by a clear majority of the members present at a regular meeting of the Board.
- 9:16** 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.

9:17 Yeas and nays shall be recorded on request of any member made previous to the vote being taken. All trustees present must vote. For greater clarity, no trustees shall abstain when a recorded vote is requested.

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 – January 27, 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

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. ***Land Acknowledgement***
 3. Opening Prayer/Reflection
 4. Roll Call
 5. Agenda Approval
 6. Declaration of Conflict of Interest
 7. ***Routine***
 - 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. Private Session
 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 for a regular Board Meeting shall be delivered to all Board members not less than 24 hours prior to a Board Meeting. Agendas, e-mailed to the last known email address of each of the trustees shall be deemed to have been delivered.

- 10:05** The Agenda for a regular Board Meeting shall be posted to the board website on the day of the Board Meeting.
- 10:06** The proposed Agenda for a regular Board Meeting shall be followed unless there is a majority decision to amend it.
- 10:07** Reports for a regular Board Meeting shall be posted to the board website on the day of the Board Meeting.
- 10:08** The Minutes of the Board Meeting will be posted to the board website following the trustees' approval of the Minutes at the subsequent Board Meeting.
- 10:09** *Approved minutes from all Regular Board Meetings and Private Sessions (Committee of the Whole) will be signed by the Secretary of the Board and the Chair of the Board, as Official Records of said meetings, on a quarterly basis and filed in a secure area of the Director'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 #01 – January 27, 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

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, *seven (7) days prior to the date of the 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 bylaw, 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 private session of the 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);*
 - iii) Determine the 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 spokesperson for the group (or individual) shall be notified of the meeting date and time.
- 11:05** 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.
- 11:06** Anyone has the right to present as a delegation on any matter, except Board employees. Employees may address the Board on personal issues, but special restrictions apply when presenting on matters of:
- (a) Collective agreements to which the 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).*

- 11:07** 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.
- 11:08** 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 the Friday before the Board or Committee Meeting date.*
- 11:09** It shall be indicated by the Board Chair to the spokesperson that will make the presentation and then may be subject to clarifying questions by Board members. The spokesperson, however, shall not be privileged to ask questions of Board members. The presentation must be confined to the written submission and is limited to fifteen (15) minutes.
- 11:10**
- (a) If the speaker intends to use the name/title/position of a staff member or trustee in a negative, critical or derogatory fashion, the speaker must address the section in a private session.
 - (b) Whenever a delegate indicates that a negative comment is to be made regarding an individual member of the Board community, this individual shall be advised that they have the right to attend the section of the private session of the Board Meeting at which this comment is to be made.
 - (c) At the discretion of the Chair the delegation can be halted if the spokesperson deviates from their submitted verbatim full script.
- 11:11** As soon as the Board Chair is satisfied that all points have been clarified, the Board Chair will close the presentation by thanking the spokesperson and stating that the matter will receive consideration by the Board.
- 11:12** Where pertinent, the matter may be referred to staff, Board Policy Review Committee, or private session for review or discussion, in a timely manner.
- 11:13** A response to the brief will be communicated in writing with a copy to all trustees *in a timely manner.*



SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD

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
Revised - Sections 11:01 and 11:06 -Board Meeting #07 - Wednesday, April 24, 2019
Reviewed - Board Policy Review Committee #01 - Wednesday, January 27, 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

12:00

SPECIAL BOARD MEETINGS

- 12:01** The Board Chair shall cause a Special Board Meeting 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. The Chair will consider the request and then act on the request.*
- 12:02** Every attempt shall be made to give at least 24 hours notice of a special board meeting.
- 12:03** Only the stated business of the Special Board Meeting shall be considered unless all members of the Board agree unanimously to consider other items of business.
- 12:04** The quorum rule 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 #01 - Wednesday, January 27, 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

13:00

ACCESS TO BOARD MEETINGS

- 13:01** Access to Meetings of the Board, Committee Meetings of the Board and declaration of Private Sessions of either shall be in accordance with the *Education Act*.
- 13:02** Regular rules of procedure shall prevail in Private Session *and Double Private Session*.

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 #01 - Wednesday, January 27, 2021
Revised - Board Meeting #04 - Wednesday, February 3, 2021

14:00

COMMITTEE OF THE WHOLE

- 14:01** The Board may resolve itself into Committee of the Whole (*Private Session*) 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 Board (Property Matter);*
 - b) The acquisition or disposal of a school site (Property Matter);*
 - c) Decisions in respect of negotiations with employees of the Board (Contractual);*
 - d) Litigation affecting the Board or privileged communications when seeking legal advice or giving instructions to its solicitor (Legal);*
 - e) The disclosure of financial information affecting the Board such as matters relating to negotiations, inappropriate use of board funds, Audit irregularities (Financial);*
 - f) The disclosure of information in respect of an employee of the Board or a prospective employee of the Board (Personnel).*
- 14:02** Normal rules of procedure shall be considered to be relaxed in Committee of the Whole but the Chair shall preserve order and decide all questions of order.
- 14:03** 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 public meeting (declassified items). 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).*
- 14:04** The Chair of the Committee of the Whole shall report to the regular (*public*) session as directed by the Committee.
- 14:05** *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 #01 – Wednesday, January 27, 2021
Revised - Board Meeting #03 - Wednesday, February 3, 2021

15:00

BOARD POLICY

- 15:01** Policy Statements of the Board shall be officially considered at the Board Meeting following a meeting in which Policy was conceived.
- 15:02** Policy Statements of the Board shall be reviewed annually.
- 15:03** Policy Statements shall be changed only by a majority of Board members present at a regular Meeting of the Board provided new wording of Policy 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 #01 – Wednesday, January 27, 2021

16:00

AMENDMENT OF BOARD PROCEDURAL BYLAW

- 16:01** The Procedural Bylaw of the Board shall be reviewed annually.
- 16:02** The Procedural Bylaw of the Board shall be changed only by a majority of Board members present at a regular Meeting of the Board provided new wording of Bylaw alteration 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 #01 – Wednesday, January 27, 2021



17:00

PRECEDENCE

- 17:01** 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 #01 – Wednesday, January 27, 2021

18:00

ELECTRONIC MEETINGS

18:01 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 229 of the Education Act* (which requires the trustee to be physically present in the meeting room for at least three regular meetings of the Board in each 12-month period beginning December 1st); and
- (2) in the event that the provisions of either 18:03 or 18:04 hereof, as the case may be, cannot be observed.

18:02 The electronic means provided for in 18:01 shall permit each person participating in the meeting to hear and be heard by all other participants.

18:03 *Amendments to Ontario Regulation 463/97 – Electronic Meetings and Meeting Attendance*
Waive the requirement for in-person attendance by specified individuals.
Waive the requirement for trustees to physically attend a minimum of three meetings during the next 12-month period (December 2020-November 2021)

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 shall be required of:

- (1) the Chair of the meeting (as determined in accordance with the Board Bylaws)
- (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 delegate.

18:04 *Amendments to Ontario Regulation 463/97 – Electronic Meetings and Meeting Attendance*
Waive the requirement for in-person attendance by specified individuals.
Waive the requirement for trustees to physically attend a minimum of three meetings during the next 12-month period (December 2020-November 2021)

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 shall be required of:

- (1) the Chair of the meeting (as determined in accordance with the Board Bylaws)
- (2) the Director *of Education and Secretary-Treasurer of the Board* or delegate.

18:05 ***Amendments to Ontario Regulation 463/97 – Electronic Meetings and Meeting Attendance***
Waive the requirement for the meeting room of the board or of a committee to be open to permit physical attendance by the public.

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.

18:06 ***Amendments to Ontario Regulation 463/97 – Electronic Meetings and Meeting Attendance***
As of February 2021, the Board shall provide members of the public with participatory electronic access to open board/committee meetings, i.e. delegations. When in-person meetings resume, boards will be required to provide both in-person and electronic means for public participation.

The Board shall determine from time to time whether, and if so where, electronic means should be provided at one or more locations within the area of jurisdiction of the Board in addition to The Catholic Education Centre, to permit participation by members of the public in meetings or classes of meetings, provided however that any such participation in accordance with this section shall conform with all Board Bylaws and Policies with respect to the participation generally by members of the public.

18:07 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. Subsection 5(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 Board or a student or his or her parent or guardian.” These exceptions will be determined by the Board Chair.

18:08 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.

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
Section 18:03 - Revised - Board Meeting #07 - Wednesday, April 24, 2019
Reviewed - Board Policy Review Committee Meeting #01 – Wednesday, January 27, 2021
Revised - Board Meeting #03 - Wednesday, February 3, 2021