

## Policy 8

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### BOARD OPERATIONS

The Board shall hold meetings at least six times per year as per *The Education Act, 1995* and as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. All requests to have reports prepared, or information gathered, by administration shall be approved by Board motion.

The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner. Respectful behavior preserves the inherent dignity of everyone; therefore it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of trustees, staff and members of the public. The organization of the Board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect.

In all matters of procedure not covered in the Board Policy handbook, Robert's Rules of Order shall apply. However, notwithstanding the foregoing, the will of the majority of Board members present shall prevail.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in closed sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

#### 1. Electoral Boundaries and Elections

The Saskatchewan Rivers School Division was initially formed by Minister's Order Number 011/2005-06 on April 19, 2005. The name was changed through Minister's Order Number 115/2005-06 December 1, 2005. This second order provided for name changes to a total of 12 Saskatchewan school divisions following province-wide amalgamations. Minister's Order 011/2005-06 provided for the nomination and election of trustees within the Division by subdivisions as follows:

- 1.1 One trustee elected in each of five rural subdivisions with the boundaries as described in detail in Minister's Order 011-2005-06.
- 1.2 Five trustees from the City of Prince Albert elected at large by the electors resident in the city.

- 1.3 The provisions of the *Local Government Election Act* respecting the election of trustees shall apply to every election in each subdivision [Local Government Election Act](#).
  - 1.4 The electoral boundaries and representation shall be reviewed in the second year of the Board's term of office.
2. Organizational Meeting
- 2.1 The Organizational Meeting of the Board in each calendar year shall be held in the Education Centre not later than November 30, in accordance with Section 14.1 of *the School Division Administration Regulations*.
  - 2.2 The Director will give notice of the Organizational Meeting to each trustee as if it were a special meeting.
  - 2.3 The Director shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of members if any, and the Director shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 14.1 of *the School Division Administration Regulations*.
  - 2.4 The Director shall proceed to conduct the election of the Board Chair.
    - 2.4.1 Nominations shall be made by the trustees for the office of Board Chair and need not be seconded.
    - 2.4.2 The Director shall make three (3) calls for nomination.
    - 2.4.3 A vote upon the nominees shall be taken by secret ballot.
    - 2.4.4 The nominee who receives the majority of votes of the trustees present shall therefore be declared elected.
    - 2.4.5 Where, on the addition of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the Director shall follow the tie vote procedure specified in Section 141(1) of the *Local Government Election Act*.
    - 2.4.6 In the event that only one (1) trustee has indicated willingness to serve as Board Chair, that trustee shall be declared elected by acclamation.
  - 2.5 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair following the procedure noted above.
  - 2.6 The newly elected Board Chair shall then proceed with the agenda as presented by the Director and adopted by the Board.
  - 2.7 The Organizational Meeting shall, in addition include, but not be restricted to, the following:
    - Confirm of Deputy Chair rotation
    - Create such standing committees of the Board as are deemed appropriate, and appoint members;
    - Make external Board appointments;
    - Authorize the Chief Financial Officer to certify all accounts for payment;
    - Confirm current attendance areas and transportation service areas.
    - Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
    - Appoint the Division's solicitor, insurance agent or broker, banking and auditing firms;
    - Designate those with signing authority, and provide borrowing authority;
    - Confirm trustee appointments to school clusters in June of each year and review at the Organizational meeting in an election year.
    - Other organizational items as required.

### 3. Regular Meetings

- 3.1 Unless otherwise arranged by appropriate Board action, the Board shall meet regularly in open session in either the Board Room or the Seminar Room of the Education Centre, in accordance with the schedule of meetings established at a Board Meeting in June of each year and included in the Board Annual Work Plan in Policy 2 Appendix.
- 3.2 All trustees shall notify the Board Chair or the Director if they are unable to attend a Board meeting.
- 3.3 A majority of members of the Board constitutes a quorum. The vote of the majority of the quorum is valid and binding on the division.
- 3.4 All trustees who are absent from three (3) consecutive regular meetings shall:
  - 3.4.1 Obtain authorization by resolution of the Board to do so; or vacate his/her office.

Failure to attend may result in disqualification from the Board.
- 3.5 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Board Chair's and Vice-Chair's inability to act or absence.
- 3.6 Regular meetings of the Board will not be held without the Director in attendance, unless the Director's contract is being discussed or the Board is dealing with a trustee or Director disciplinary issue or the Board is meeting with its auditor. The Director shall from time to time require other members of staff to attend regular meetings of the Board.

### 4. Special Meetings

- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action. A special meeting may be scheduled by
  - 4.1.1 The Board passing a motion at a legally constituted meeting of the Board.
  - 4.1.2 The Board Chair or any three members of the Board giving at least six business days' notice to each member by registered, certified, or special delivery mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence who shall state explicitly the reason therefore at least three days before the meeting. The Board by unanimous consent waiving notice in accordance with Section 16 of the School Division Administration Regulations. Such consent is to be subscribed to in writing by each member of the Board before the commencement of the meeting and recorded in the minutes of the meeting.
- 4.2 If an additional meeting of the Board is to be held, the Director shall send a written notice of such a meeting as prescribed by *The Education Act, 1995* and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.
- 4.3 Special meetings of the Board will not be held without the Director in attendance, unless the Director's contract is being discussed or the Board is dealing with a trustee or Director disciplinary issue or the Board is meeting

with its auditor. The Director shall from time to time require other members of staff to attend special meetings of the Board.

- 4.4 Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.
5. Closed Sessions (In Private)
 

The Board may, by resolution, schedule a closed session at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in closed session. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director. The reason for the Closed Session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

    - 5.1 Personal or confidential matters relating to individual staff, or students, or to finances;
    - 5.2 Matters relating directly or indirectly to negotiations of salary and wage schedules of employees;
    - 5.3 Legal issues regarding the Board and its activities;
    - 5.4 Negotiations for sale or purchase, lease or other acquisition of property;
    - 5.5 Preliminary budgets;
    - 5.6 Sensitive matters that a majority of the trustees present feel should be held in private, in the public interest. This may include matters of a sensitive or exploratory nature that either the Director or the Board wishes to discuss with each other, with the ultimate view to providing guidance or information on issues that may or may not become public later.
    - 5.7 Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed session. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of the discussions at such sessions.
    - 5.8 In Closed Session, the Board Chair shall leave the chair and their place shall be taken by the Deputy Chair of the day or, in their absence, by another member of the Board named by the Board Chair as per Policy 7 – Role of the Deputy Chair.
    - 5.9 All rules of the Board shall be observed in Closed Session. The number of times a trustee may speak on any question shall be determined at the discretion of the Chair.
    - 5.10 The Board shall, during the Closed Session, adopt only a resolution to rise and report to the open public Board meeting.
    - 5.11 The official minutes of the Closed Session will be kept on file at the Board office.
  6. Agenda for Regular Meetings
 

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas. The Board Chair and Director are responsible for establishing the agenda for Board meetings, in accordance with legislation and Board policy in particular the Board Annual Work Plan.

Agendas shall include all the data and background, information, rationale and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.

- 6.1 The order of business at a regular meeting shall generally be as follows:
    - 6.1.1 Call to Order;
    - 6.1.2 Land Acknowledgement;
    - 6.1.3 Declaration of Conflict of Interest;
    - 6.1.4 Adoption of Agenda;
    - 6.1.5 Consent Items;
    - 6.1.6 Business Arising from Previous Meeting;
    - 6.1.7 New Business;
    - 6.1.8 Accountability Reports;
    - 6.1.9 Reports from Administrative Staff;
    - 6.1.10 Notice of Motion;
    - 6.1.11 Three Key Messages;
    - 6.1.12 Board Members' Forum;
    - 6.1.13 Adjournment.
  - 6.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation and indicate author of the report.
  - 6.3 Items may be placed on the agenda in one of the following ways:
    - 6.3.1 Normally those items in Policy 2 – Board Annual Work Plan, Appendix A shall be included in the monthly Board meeting agenda.
    - 6.3.2 Trustees may contact the Board Chair prior to the development of the agenda and request inclusion of a Board meeting agenda item.
    - 6.3.3 By notice of motion at the previous meeting of the Board. A trustee may present in writing a notice of motion at any regular or special meeting of the Board. At the next regular meeting of the Board, that member shall present the motion and speak in support of it.
    - 6.3.4 As a request from a committee of the Board.
    - 6.3.5 Although the Board seeks to minimize items being added without proper notice issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
  - 6.4 Materials for Board meetings will be distributed to each trustee and the Director four days prior to the meeting. The Director is responsible for distribution (to the Board, Administration) and posting.
  - 6.5 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
  - 6.6 Unless authorized by a majority of the trustees present, the Board Chair shall not keep the Board in session for more than four continuous hours.
7. Electronic Meeting
- 7.1 The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.

- 7.2 At least one of the following persons must be present at the Board Office during the meeting:
    - 7.2.1 A trustee;
    - 7.2.2 The Director;
    - 7.2.3 The Chief Financial Officer.
  - 7.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
  - 7.4 A trustee may participate from a location to which the public does not have access.
8. Minutes for Regular or Special Meetings
- The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 8.1 The minutes shall record:
    - 8.1.1 Date, time and place of meeting;
    - 8.1.2 Type of meeting;
    - 8.1.3 Name of presiding officer;
    - 8.1.4 Names of those trustees and senior administration in attendance;
    - 8.1.5 Approval of preceding minutes;
    - 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
    - 8.1.7 Names of trustees making the motion;
    - 8.1.8 Points of order and appeals;
    - 8.1.9 Appointments;
    - 8.1.10 Attached reports of committees;
    - 8.1.11 Recording of the vote on a motion (when requested pursuant to *the Education Act, 1995*); and
    - 8.1.12 Trustee declaration of conflict of interest pursuant to *the Education Act, 1995*.
  - 8.2 The minutes shall:
    - 8.2.1 Be prepared as directed by the Director and distributed to trustees and such other persons as directed by the Board as soon after each meeting as is convenient;
    - 8.2.2 Be reviewed by the Director prior to submission to the Board;
    - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
    - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business. The Director shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures to the concluding page of the minutes.
  - 8.3 The Director shall establish a codification system identifying resolutions determined by the Board which will:
    - 8.3.1 Provide for ready identification as to the meeting at which it was considered;
    - 8.3.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
    - 8.3.3 Establish and maintain a file of all Board minutes.
  - 8.4 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- 8.5 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

### 9.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 9.2 Discussion on Motions

Normally, the custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

### 9.3 Speaking to the Motion

The Board Chair will endeavor that all trustees have an opportunity to speak to the motion.

A trustee may speak to a motion twice, unless replying to a question, in which case the member may speak a third time. The mover of a motion may speak a third time and thereby close the debate on the question. This limitation shall not apply in committee meetings. The Board may, by majority vote, approve extended discussion of any subject.

The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information.

Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

A "point of order" may be raised by a trustee at any time. The "point of order" must be stated definitively and conclusively. The chair shall decide without debate if the "point" has merit.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.4 Challenging the Board Chair

Any trustee may challenge the ruling of the Board Chair. The member states the reason(s) for the appeal, and the Board Chair states the reason(s) for the ruling. There is no debate. The Board Chair then asks, "May I have a motion to sustain the Board Chair?" A simple majority decides the issue.

9.5 Reconsideration Motion

A rejected motion shall not be re-introduced during the same meeting unless a majority of the trustees present approve a motion "That the question be re-considered". Said motion is not debatable and calls for an immediate vote.

9.6 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

9.7 Entitled Votes

All trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by *The Education Act, 1995*.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.

9.8 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of all trustees and whether each trustee voted for or against the matter or abstained.

9.9 Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

While all trustees are encouraged to vote on all questions and motions, except in the case of a conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote.

9.10 Tabling motion

A motion to table a motion shall not be subject to debate, but the question may be debated when the motion is lifted from the table.

10. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.



- 10.1 Delegations wishing to appear before the Board are required to give notice, in writing, to the Board Chair at least seven full days before the meeting at which they are to be heard. The Director or Board Chair has the authority to waive the time requirement.
- 10.2 Although the Board is open to delegations, presentations will be at the discretion of the Board. In unique circumstances, delegations may be denied a presentation and will be given a reason(s) from the Board Chair for the denial.
- 10.3 Individuals or organizations who appear at a Board meeting without making prior arrangements and who wish to act as a delegation will not be allowed to do so, unless the reason for the delegation is deemed by the Board Chair, in consultation with the Director, to be either an emergency or in the best interests of the Board to be heard.
- 10.4 When scheduling an appointment, delegations should:
  - 10.4.1 State the nature of the subject that they intend to bring before the Board,
  - 10.4.2 Provide a written submission prior to the presentation,
  - 10.4.3 Identify the spokesperson for the group,
  - 10.4.4 Provide an estimate of the number of people who will be in attendance,
  - 10.4.5 Be prepared to speak to, as opposed to reading, the submission.
- 10.5 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- 10.6 The Board reserves the right to invite delegations to appear before the Board.
- 10.7 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 10.8 Normally delegations will be given a maximum of 15 minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
- 10.9 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall they, by any statement, commit the Board to any specific course of action.
- 10.10 Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 10.11 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

## 11. Audio/Video Recording Devices

Anyone wanting to use recording devices at any meeting of the Board shall seek permission of the Board Chair.

## 12. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence of the residents of the Division placed in its Board and in its trustees. The trustee:

- 12.1 Is expected to be conversant with Section 11 of the School Division Administration Regulations with the conflict of interest provisions of Policy 4 – Trustee Code of Conduct. ([Section 11 - SD Admin Regulations](#))
- 12.2 Is responsible for declaring themselves to be in possible conflict of interest.
- 12.3 Shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 12.4 It shall be the responsibility of the trustee in conflict to absent themselves from the meeting in accordance with the requirements of *The Education Act, 1995* and ensure that their declaration and absence is properly recorded within the minutes.

## 13. Board Facilitated Self-Evaluation

The annual Board facilitated self-evaluation process will be carried out as described in the document entitled [Board Self-Evaluation Process, Criteria and Timelines](#).

- 13.1 The purpose of the Board facilitated self-evaluation is to answer the following questions:
  - 13.1.1 How well have we fulfilled each of our defined roles as a Board this past year?
  - 13.1.2 How do we perceive our interpersonal working relationships?
  - 13.1.3 How well do we receive input and how well do we communicate?
  - 13.1.4 How well have we adhered to our annual work plan?
  - 13.1.5 How would we rate our Board-Director relations?
  - 13.1.6 How well have we adhered to our governance policies?
  - 13.1.7 What have we accomplished this past year? How do we know?
- 13.2 The principles upon which the Board facilitated self-evaluation is based are as follows:
  - 13.2.1 A learning organization or a professional learning community is focused on the improvement of practice.
  - 13.2.2 A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board and fosters an excellent Board-Director relationship.
- 13.3 An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation. The components of the Board facilitated self-evaluation are:
  - 13.3.1 Review of Board Role Performance.
  - 13.3.2 Review of Board Chair Performance.
  - 13.3.3 Monitoring Interpersonal Working Relationships.
  - 13.3.4 Monitoring Board Community Engagement.
  - 13.3.5 Review of Annual Work Plan Completion.
  - 13.3.6 Monitoring Board-Director Relations.
  - 13.3.7 Review of Board Motions.
  - 13.3.8 Review of Board Governance Policies.
  - 13.3.9 Creating a Positive Path Forward.

#### 14. Board Development

- 14.1 In order to fulfill its commitment to professional and leadership development, the Board will analyze and pursue opportunities for growth as referenced in [Policy 3 Role of the Trustee](#) & [Policy 4 Trustee Code of Conduct](#).
- 14.2 The Board Development Committee shall provide a report on professional development progress and expenditure twice a year.

#### 15. Saskatchewan School Boards Association

The Saskatchewan School Boards Association (SSBA) is a non-profit organization dedicated to excellence in public education by providing leadership services to Saskatchewan school boards. The Association represents school boards in Saskatchewan.

##### 15.1 Membership and Participation

###### The Board

- 15.1.1 Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 15.1.2 Supports active participation of its trustee membership in the Association at the section, constituency and provincial levels.
- 15.1.3 Establishes a remuneration and expense schedule at its Organizational Meeting, to recognize expenses incurred by trustees attending SSBA sponsored meetings, seminars, workshops and conventions.

##### 15.2 SSBA Voting Delegates

- 15.2.1 The Board is to determine on or before November of each year, which of the trustees delegated to Convention are voting delegates.
- 15.2.2 The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws 10 and 11.
- 15.2.3 Each trustee attending as a voting delegate is apportioned at least one (1) vote.
- 15.2.4 Any votes remaining un-apportioned are to be divided equally as possible in whole numbers among trustees attending Convention.
- 15.2.5 When registering delegates, the SSBA is to be informed of the voting delegate and the number of votes apportioned to each.

#### 16. Annual Meeting of Electors

The Board may convene an annual meeting of electors after receipt of the audited financial statement of the Board.

#### 17. Special Meeting of Electors

- 17.1 A special meeting of electors may be held at any time according to Section 33 of the School Division Administration Regulations.
- 17.2 The Board must call a special meeting:
  - 17.2.1 If requested by the Minister of Education
  - 17.2.2 On receipt of a written request signed by not fewer than 25 electors of the school division.
- 17.3 The notice of the special meeting will contain place, time and purpose and items prescribed in [The Local Government Election Act](#), with necessary modifications.

17.4 Electors in attendance at the Special Meeting shall:

- Elect chairperson
- Elect Secretary
- Only discuss business identified in the notice.

Reference: Sections 80, 80.1, 87, *The Education Act, 1995*  
*Section 11, 14.1, The School Division Administrative Regulations*  
*Local Authorities Freedom of Information and Protection of Privacy Act*  
*Local Government Election Act*

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