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## **BOARD OPERATIONS**

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not 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.

There are times when BC [FOIPPA](#) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "In-Camera" sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, Regular, Special Meetings, or In-Camera.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections
  - 1.1. Seven trustees are elected for a four-year term from two Trustee Electoral Areas as follows: five from Langley (Township) and two from Langley (City).
  - 1.2. Elections are held the third Saturday in October in election years.
2. Inaugural and subsequent annual meetings of the Board
  - 2.1. An inaugural meeting of the Board shall be held in November of the year of the election of trustees. Such meeting shall be held at the time, place and date as determined by the outgoing Board; and in the event that the Board shall not so determine, then such meeting shall be held at the hour of 19:00 in the District office located at 4875-222 Street, Langley B.C. V3A 3Z7 on the first Monday in November.

- 2.2. In accordance with the [School Act](#) Section 50, a person elected or appointed as a Trustee must make a prescribed oath of office by oath or solemn affirmation before taking their seat on the Board.
  - 2.3. The Secretary-Treasurer, or, in their absence, the Acting Secretary-Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair is elected. The presiding official shall proceed to read to the Board the returns of the election, if any, as certified by the Returning Officer and shall then report whether or not the trustees-elect, if any, have completed the declarations required by the School Act.
  - 2.4. The presiding officials shall then call for nominations by ballot for the office of Chair. Any Trustee may be nominated for Chair. The presiding officials will then announce the names of trustees nominated by ballot and at that time any nominee may withdraw. If more than one nomination remains for the office of Chair, a vote by ballot shall be taken forthwith. All trustees present at the meeting shall vote. A clear majority of those present shall be required for election. If there is no clear majority on the first ballot, balloting shall continue until a clear majority is achieved.
  - 2.5. If for the election of Chair, more than two nominations are received, and if at the first ballot no trustee receives a clear majority, balloting shall continue until one trustee shall have received a clear majority. At each successive ballot the name of the trustee receiving the fewest votes at the previous ballot shall be dropped. If by reason of an equality of votes it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose.
  - 2.6. Once the election of Chair has been completed the individual will replace the Secretary-Treasurer as Chair for the remainder of the meeting.
  - 2.7. The selection of Vice-Chair shall be conducted in the same manner as the selection of the Chair.
  - 2.8. An annual meeting of the Board shall be held in December of the year in which there is no election of trustees. Regular meeting dates for the following year shall be established at that time.
3. Notification of Board Meetings
    - 3.1. School Board Meetings are public meetings unless designated as "In Camera". To encourage the public to attend Board meetings, all Regular meetings will be posted on the District website and such other means as may appear appropriate. The agenda will specify the date, time and place of all Regular and Special meetings and the major topics to be discussed.
      - 3.1.1. Notice of each Regular meeting of the Board with agenda will be published via eSCRIBE for each trustee to access at least three days prior to each meeting.
      - 3.1.2. Notice of all Special meetings shall be given to the members of the Board at least 24 hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the Special meeting.

#### 4. Regular Meetings

4.1. The meeting schedule for Board meetings shall be set by Board motion at the end of a school year for the next school year. Additional meetings may be set as required. Meetings will be held at the Langley School Board Office, unless publicly advertised at another location. The usual hours of these meetings shall be as follows:

- 5:30 to 7:00 p.m. - "In Camera" (closed to public) - meeting of the Board and Senior Administrative Officials only to discuss pertinent items on that meeting's agenda.
- 7:00 p.m. - Regular - meeting of the Board open to staff, press, and public at large followed by Question Period.

4.2. A quorum shall be a majority of trustees holding office at the time of the meeting.

4.2.1. The Superintendent of Schools and the Secretary-Treasurer (or their designates) shall be present at all meetings of the Board. The Board may excuse either or both of these officials during discussion of any matter, but no Board action shall be taken unless both officials are present except:

4.2.1.1. If a portion of the meeting concerns the work performance or employment of the Superintendent of Schools, the Board may excuse the Superintendent of Schools from attending that portion of the meeting;

4.2.1.2. If a portion of the meeting concerns the work performance or employment of the Secretary-Treasurer, the Board may excuse the Secretary-Treasurer from attending that portion of the meeting; and, if so, shall designate the Superintendent of Schools, or another employee of the Board, to attend the meeting in place of the Secretary-Treasurer to perform the duties of the Secretary-Treasurer at the meeting.

4.3. The Chair shall chair all Regular and Special Meetings while Regular In-Camera Meetings shall be chaired by the Vice-Chair. In the absence of the Chair, the Vice-Chair, or, in the absence of both the Chair and the Vice-Chair, some member of the Board to be appointed by the Board shall preside.

4.4. Should the Chair, during any meeting of the Board, desire to leave the Chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the trustees present, the Chair shall call on the Vice-Chair to fill their place until the Chair resumes the Chair, or in the absence of the Vice-Chair, some other member of the Board. Any member occupying the Chair temporarily shall discharge all the duties and enjoy the rights of the Chair.

4.5. The Superintendent and Secretary-Treasurer shall be at all meetings of the Board.

## 5. Rules of Order

### 5.1. Development of Agenda

- 5.1.1. Items for Board agendas may originate from:
  - 5.1.1.1. Business from previous meeting
  - 5.1.1.2. Individual trustees
  - 5.1.1.3. Superintendent of Schools
  - 5.1.1.4. Delegations
  - 5.1.1.5. Correspondence
  - 5.1.1.6. Committee Meetings
- 5.1.2. The Agenda Review Committee shall be responsible for setting the agenda.
- 5.1.3. The agenda will normally be reviewed by the Agenda Review Committee, which consists of the Board Chair, Vice-Chair, Superintendent of Schools and Secretary-Treasurer, prior to the Regular meeting.
- 5.1.4. The order of the agenda shall be substantially as follows:
  - 5.1.4.1. Opening Presentations
  - 5.1.4.2. Audio Visual Recording (Webcasting) of Regular Board Meeting
  - 5.1.4.3. Call to Order
  - 5.1.4.4. Report From "In Camera"
  - 5.1.4.5. Consent Agenda
  - 5.1.4.6. Consideration of Agenda
  - 5.1.4.7. Superintendent's Reports
  - 5.1.4.8. Secretary-Treasurer's Reports
  - 5.1.4.9. New Business
  - 5.1.4.10. Trustee Comments
  - 5.1.4.11. Question Period
  - 5.1.4.12. Adjournment
- 5.1.5. The Secretary-Treasurer shall be responsible for preparation of the agenda. Items for the agenda are to be submitted to the Secretary-Treasurer's office by noon on the Tuesday immediately preceding the Board Meeting.
- 5.1.6. The agenda and supporting documentation shall be published on eSCRIBE on Friday afternoon for trustees. The partner groups and newspaper contacts will be advised by email on Monday morning that the agenda and supporting documentation is available for viewing on the District website.

- 5.1.7. Items may be added to the agenda at the Board meeting if each individual item is approved by a majority vote of the Board. If the additional item is in the form of a motion, the motion must be read in its entirety.

## 6. In-Camera Board Meetings

- 6.1. The Board may convene a meeting without the public at which matters of a confidential nature shall be discussed. The Secretary-Treasurer or designate and the Superintendent, shall attend all Board meetings, except where excluded pursuant to the School Act. No trustee or staff shall disclose to the public the proceedings of an In-Camera meeting unless a resolution has been passed at the In-Camera meeting allowing disclosure of a particular motion or action.
- 6.2. Minutes of an In-Camera meeting shall be kept in the same manner as a Regular meeting but shall be approved by the Board only in an In-Camera meeting and shall not be filed with the minutes of Regular meetings.
- 6.3. The Chair shall chair all Regular and Special Meetings while regular In-Camera Meetings shall be chaired by the Vice-Chair.
- 6.4. Unless otherwise determined by the Board, the following matters shall be considered in "In-Camera" meetings:
- 6.5. All matters of a Human Resources nature including:
  - 6.5.1. Salary claims and adjustments and the consideration of requests of employees and board officers with respect to collective bargaining procedures.
  - 6.5.2. The conduct, efficiency, discipline, suspension, termination or retirement of employees.
  - 6.5.3. Medical reports.
  - 6.5.4. Staff changes including appointments, transfers, resignations, promotions and demotions.
  - 6.5.5. Arbitration updates.
- 6.6. Other Matters:
  - 6.6.1. Normally, routine operational matters such as FOIPPA redactions, contractual interpretations, personnel matters which do not involve litigation will not be brought to the Board as information. The Board will be informed of any legal action taken against the District or if the District is taking action against another party.
  - 6.6.2. Matters pertaining to individual students including the conduct, discipline, suspension or expulsion of students, truancy and indigent students or matters of a confidential nature.
  - 6.6.3. Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures.

- 6.6.4. Lease, sale or exchange of real property prior to finalization thereof.
- 6.6.5. Matters pertaining to the safety, security or protection of Board property.
- 6.6.6. Such other matters where the Board decides that the public interest so requires, including matters of a confidential, sensitive or preliminary nature.

6.7. Release of In-Camera Items

- 6.7.1. All motions to publicly release items dealt with at an In-Camera meeting shall be made and dealt with in the In-Camera meeting.

7. Special Meetings

- 7.1. A special meeting is any meeting of the Board that was not scheduled during the inaugural or subsequent annual meeting.
- 7.2. Special meetings of the Board may be called by the Chair or, upon written request of a majority of the trustees.
- 7.3. No business other than that for which the meeting was called shall be conducted at the meeting.
- 7.4. It shall be the Board's decision to decide who shall or shall not be permitted to attend the meeting depending on the matter or matters under discussion.

8. Minutes

- 8.1. The Secretary-Treasurer shall be responsible for minutes of all Board and Board Working Committee meetings.
- 8.2. Minutes of all Board and Board Standing Committee meetings shall be distributed to the Board and its Standing Committees in the agenda package of the next meeting.
- 8.3. The Secretary-Treasurer shall make arrangements to have minutes of all Regular School Board meetings and Committee meetings posted on the District website after the minutes are approved.
- 8.4. The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 8.5. The minutes shall record:
  - 8.5.1. Date, time and place of meeting;
  - 8.5.2. Type of meeting (inaugural, regular, in-camera, or special);
  - 8.5.3. Name of the Chair;
  - 8.5.4. Names of those trustees and administration in attendance;
  - 8.5.5. Approval of preceding minutes;
  - 8.5.6. Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;

- 8.5.7. Points of order;
  - 8.5.8. Appointments;
  - 8.5.9. Notices of motion;
  - 8.5.10. Recommended motions proposed by Committees; and
  - 8.5.11. Trustee conflict of interest declaration pursuant to Section 58 of the School Act.
- 8.6. The minutes shall:
- 8.6.1. Be prepared as directed by the Superintendent;
  - 8.6.2. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 8.6.3. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.7. The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.
- 8.8. The Superintendent shall establish and maintain a file of all Board minutes and create a tracking system for resolutions which will:
- 8.8.1. Provide for ready identification as to the meeting at which it was considered;
  - 8.8.2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
- 8.9. All Standing Committees, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.
- 8.10. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.11. The approved minutes of a Regular or Special Public meeting shall be posted to the website as soon as possible following approval. The Superintendent is responsible to distribute and post the approved minutes.
- 8.12. Upon adoption by the Board, the minutes of meetings other than private meetings shall be open to public scrutiny.

## 9. Public Participation

### 9.1. Delegations

- 9.1.1. The number of delegations will not exceed three (3) for Board and three (3) for Committee meetings except by majority vote of the Board or the Committee.

- 9.1.2. Persons or groups wishing to make delegation to the Board or a committee are reminded that they must be respectful in their presentation and shall not refer to personnel matters or matters under collective agreement grievance.
- 9.1.3. Citizens and parents have the right of access to the Board and its Working Committees, and to present proposals or seek resolutions to concerns which relate to the action of the Board and/or its agents. Delegations provide citizens and parents with the opportunity to present information to the Board or Committee for their consideration. The time is not an opportunity to debate with the Board or Committee.
- 9.1.4. All requests from delegations shall be submitted to the Secretary-Treasurer who shall forward all such requests to the Board and the Agenda Setting Committee.
- 9.1.5. The Agenda Setting Committee shall determine whether delegations will appear before the Board or a Committee, or have a written submission presented at a Regular Board or Committee meeting. The purpose of the delegation shall be communicated in writing prior to a delegation's request being considered. Should the delegation wish to present to a Board or Committee meeting the request must be received at least two weeks in advance of said meeting.
- 9.1.6. Delegations may be asked to meet with the appropriate School District officials prior to the Agenda Setting Committee considering a delegation's request to address the Board or a Committee of the Board.
- 9.1.7. The following are requirements for the delegation and response by the Board:
  - 9.1.7.1. Delegations shall be limited to speaking for ten minutes.
  - 9.1.7.2. Written materials from the delegation shall be received by the Secretary-Treasurer by the Tuesday prior to the meeting. Copies of all written materials shall be provided to all trustees and senior management, through the Secretary-Treasurer's office.
  - 9.1.7.3. Presentations involving technology (PowerPoint, etc.) must be received by 10:00 am on the Tuesday one week prior to the meeting date to be utilized by the delegation at the meeting.
  - 9.1.7.4. Trustees may seek clarification from the delegation on specific issues outside of the ten-minute time limit noted above.
  - 9.1.7.5. Normally the Board or Committee will not make a decision at the same meeting at which the delegation's submission is received.
  - 9.1.7.6. Appeals of an employee's decision which significantly affects the education, health or safety of a student shall be appealed following the procedures of Policy 13.

## 9.2. Question Period



- 9.2.1. A question period will be provided at the end of the Regular Board meeting. The purpose is to ensure that those present in the audience have an opportunity to obtain clarification concerning business conducted during that meeting. Priority will be given to responding to one question per person before considering further questions from any individual.
- 9.2.2. The following will help the public develop questions for Question Period at a Board meeting that is keeping with the goal of a respectful and focused meeting.
- 9.2.3. Questions.
  - 9.2.3.1. Need to be directed to the Chair and not to staff.
  - 9.2.3.2. Need to be related directly to the topic on the agenda.
  - 9.2.3.3. Need to be succinct, focused and not be a statement.
  - 9.2.3.4. May not be asked that are related to personnel or directed at an individual trustee.
  - 9.2.3.5. May not be asked that are related to contract negotiations; and
  - 9.2.3.6. The questioner shall provide their name so that it can be reflected in the minutes.
- 9.2.4. The Board appreciates the public's interest and wants to ensure a professional meeting is conducted, with Question Period focused on providing guests with the clarification they seek.
- 9.2.5. Trustees also welcome questions from members of the public apart from Question Period. Their contact information is available on the School District website.

## 10. Audio Visual Recording (Webcasting) Of Regular and Special Meetings

- 10.1. Regular and Special Meetings of the Board may be streamed live, archived and accessed online. The Board reserves, at its sole discretion, via motion at any meeting, the right to not stream live or archive a meeting or a portion of a meeting. Further, the Board reserves the right to edit any recorded portion of a meeting.

## 11. Trustee Remuneration

- 11.1. Effective January 26, 2021, annual trustee remuneration shall be as follows:

11.1.1. Trustee	\$28,689
11.1.2. Vice – Chair	\$29,696
11.1.3. Chair	\$30,703

- 11.2. Annually hereafter on January 1, trustees' salary shall be adjusted based on Statistic Canada Consumer Price Index (CPI) subject to Board approval.

## 12. Trustee Expense Reimbursement

- 12.1. Trustees are encouraged to participate in conferences, conventions, workshops and seminars relating to leadership, education and schooling.
- 12.2. Accordingly, trustees attending conferences, conventions, workshops and seminars shall have all related expenses paid by the School District.
- 12.3. Trustee expenses shall be reimbursed for claims covering:
  - 12.3.1. Mileage allowance when on School Board business travelling outside the School District. Mileage allowance for the Chair and Vice-Chair may also be claimed for in-district travel on School Board business for additional Chair and Vice-Chair activities but not for travel to and from Board meetings.
  - 12.3.2. Sundry legitimate expenses (meals, accommodation, long distance telephone calls, travel, etc.). Day care and employment coverage are not reimbursable.
- 12.4. Trustees shall submit "Claim for Reimbursement of Expenses Form" on a quarterly basis.
- 12.5. For purposes of this policy, the following guidelines are provided:
  - 12.5.1. Individual trustee professional development budgets will be established through the budget process.
  - 12.5.2. Publications and other materials related to a trustee's duties may be charged to individual trustee accounts to a maximum amount as established during the annual budget process. Items purchased such as books, videos, etc., shall remain the property of the School District.
  - 12.5.3. All expenditures in excess of the established individual professional development budget or approved limits must be pre-approved by the Board.
  - 12.5.4. Trustees shall report out on conferences attended at a public meeting.
- 12.6. The Board will reimburse trustees and excluded staff for reasonable and authorized travel expenses while engaged in School District business, based upon a schedule of rates approved by the Board.
- 12.7. In all cases, trustees are expected to travel and lodge at the most economical options, giving fair consideration to travel times and proximity to scheduled events.
- 12.8. Expense receipts are required in all cases except for mileage and meal per diems and the allowance when staying in private accommodations. Credit card detailed receipts must be provided for all purchases with the reason for the expense written on the receipt.
- 12.9. All travel expenses must be claimed using the prescribed Expense form and all claims must be approved by the Secretary-Treasurer. Any appeal of the Secretary-Treasurer's decision shall be directed to the Board Chair and if subsequently required to the Board for final determination.
- 12.10. Travel Costs

12.10.1. Actual costs for public transportation will be paid, or mileage will be paid at the Revenue Canada per kilometer rate. Ground transportation and parking costs will also be covered. Car rentals must be pre-approved by the Superintendent or Secretary-Treasurer.

#### 12.11. Accommodation

12.11.1. Only hotel, hotel tax, hotel parking and business telephone/internet charges should be claimed under accommodation. Employees are expected to book accommodation at government rates. The Board will provide a \$30 per night allowance if an employee stays with friends or family.

#### 12.12. Meals/Overnight Allowance

12.12.1. A traveler may claim any amounts as required up to the following maximums:

Breakfast	\$13.00
Lunch	\$17.00
Dinner	\$30.00
Overnight Allowance	\$10.00
Full Day Per Diem	\$70.00
Private Accommodation	\$30.00

12.12.2. Partial day per diems should be determined based upon meal times away from the District. Per diems must be reduced by complimentary meals covered in a conference registration. The overnight allowance is expected to cover incidentals and personal telephone calls home. Per diems for U.S. travel will be paid in Canadian dollars but increased by the current exchange rate to reflect U.S. dollar equivalency.

#### 12.13. Other Expenses

12.13.1. Course/Conference Registration - Use a cheque requisition form or District credit card with prior approval, to initiate any required pre-payment for a course or conference.

### 13. Trustee Conflict of Interest

13.1. All trustees present at a meeting are expected to vote, although a trustee must abstain from voting in the event the trustee has a conflict of interest.

#### 13.2. Conflict of Interest

13.2.1. The Board of Education (the "Board") directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.

13.2.2. If a trustee has any pecuniary interest in any matter and is present at a meeting of the Board at which the matter is considered, the trustee:

13.2.2.1. Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest.

- 13.2.2.2. Shall not take part in the discussion of or vote on any question in respect of the matter; and
- 13.2.2.3. Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 13.2.3. If the meeting is not open to the public, in addition to complying with these requirements the Trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 13.2.4. If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act  
Financial Disclosure Act  
Income Tax Act

Adopted: December 15, 2021  
Revised: January 26, 2021