

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

POLICY SERIES 200 - BOARD OF EDUCATION

204

MEETINGS OF THE BOARD

204.4

Board Meeting Agendas and Minutes

1. Agendas

1.1 The order of business at all regular meetings, unless varied by motion, shall be as follows:

1.1.1 Adoption of Agenda

1.1.2 Approval of Minutes of Prior Meetings

1.1.3 Announcements

1.1.4 Receiving Delegations

1.1.5 Reports of Committees

1.1.6 General

1.2 A change to the prescribed order of business may be proposed by any trustee and shall require unanimous consent, without debate.

1.3 The agenda and notice of meetings shall be prepared jointly by the Superintendent, Secretary-Treasurer and Chairperson. Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by him or her. Late items to the agenda shall meet the test of urgency and must be approved by a majority of the Board.

1.4 All meetings shall stand adjourned at three hours after the commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.

2. Minutes

2.1 The minutes of the proceedings of all meetings of the Board shall be:

2.1.1 Legibly recorded in a minutes book;

2.1.2 Certified as correct by the Secretary-Treasurer or other employee designated by the Board under the *School Act*, section 69(4)

204.4 Board Meeting Agendas and Minutes (cont'd.)

- 2.1.3 Signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted. *School Act, Section 72(1)(c)*

- 2.2 Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies or extracts on payment of a fee set by the Board. *School Act, Section 72(2)*

- 2.3 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at meeting from which persons other than trustees or officers of the Board, or both, were excluded and the record shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board. *School Act, Section 72(3)*