
PROCEDURE #2400.1 SCHOOL BOARD MEETINGS

1. MEETINGS OF THE BOARD OF EDUCATION

The Office of the Secretary-Treasurer is responsible for arranging the various meetings of the Surrey Board of Education. Any queries regarding the meetings may be made via email to sect-office@surreyschools.ca or phone 604-595-6300.

1.1. Regular Meetings

Regular Board of Education meetings will be held in the board room of the District Education Centre at least once per month, with the exception of July and August. Regular meetings may be held virtually when required. Additional meetings may be scheduled as needed (see Section 1.3).

1.2. In-Camera Meetings

In-camera board meetings for the purpose of dealing with personnel, property and other confidential matters will be held at the call of the chairperson, and will normally commence at 6:00 p.m., preceding the regular board meetings listed in 1.1 above. Board members and officers will be the only attendees at in-camera meetings. Staff may be invited to attend in-camera meetings with the agreement of the chairperson.

1.3. Special Meetings

Special board meetings may be called by the chairperson as required and an agenda will be provided in advance, when possible. Such meetings may, or may not, be “closed” meetings.

1.4. Inaugural Meeting

In a year when there is a general school election, an inaugural meeting will be held as per the *School Act*.

1.5. Informal Meetings

At the request of the Board Chair, the Superintendent, will make arrangements for regular liaison meetings with employee groups, educational partners, rightsholders, elected officials, and other interested parties when appropriate, and trustee in-service sessions. (See *Procedure #2400.2 Liaison Meetings and Trustee In-Service Sessions*)

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2. NOTICE

- 2.1. Regular board meetings are open to staff, students, and the public. A board approved schedule of regular meetings is posted on the district website.
- 2.2. To encourage the public to attend upcoming board meetings, notice of regular and special public board meetings will be posted on the district website and shared through social media.
- 2.3. Notice of special, public meetings will be given at least 48 hours prior to the time stated for the meeting to convene. Said notice will indicate the purpose of the special meeting.
- 2.4. If a scheduled regular or special public meeting requires cancellation or a change in location, a notice of cancellation will be posted on the district website and shared on social media as soon as practicable prior to the meeting. If a scheduled in-camera meeting requires cancellation or a change in location, trustees will be informed via email and/or telephone as soon as practicable prior to the meeting.

3. LENGTH OF MEETINGS

- 3.1. All regular board meetings and in-camera meetings described in 1.1 and 1.2 will adjourn by 10:00 p.m. unless, in either case, the time limit is extended to 10:30 p.m. by a two-thirds majority vote, and beyond 11:00 p.m. by unanimous consent of all trustees present. Adjournment time for special board meetings, referred to in 1.3 above, will be as determined by those members present.

4. TRUSTEE ATTENDANCE

- 4.1. Trustees are expected to attend meetings of the board in person but may participate in or attend board meetings by telephone, video conference, or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.

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5. QUORUM

- 5.1. A quorum is the majority of trustees holding office at the time of the meeting.

6. PROCEDURE

- 6.1. Robert's Rules of Order will be used in conducting board meetings. Where a board member abstains from voting, reasons for such abstention must be given if requested by other trustees.
- 6.2. All regular board meetings will commence with a Territorial Acknowledgement and the singing of the Canadian national anthem, "O Canada."

7. AGENDA

- 7.1. The agenda for regular, special, and in-camera board meetings will be prepared by the Secretary-Treasurer and reviewed by the chairperson or vice-chairperson and finalized at the agenda setting meeting. The agenda setting meeting will be attended by the chairperson, vice-chairperson and executive committee, or by the chairperson or vice-chairperson and at least one member of executive committee if other members are not available.
- 7.2. The agenda package for the regular and special public meetings of the board will be posted on the district website prior to the meeting(s).
- 7.3. The agendas for regular and in-camera board meetings will be published to all trustees no later than the Monday preceding the meeting date. The agendas for special board meetings will be published as soon as practicable prior to the meeting.
- 7.4. Items to be considered for the agenda of regular, in-camera and special board meetings must be submitted as requested by the Secretary-Treasurer in the call for agenda items.
- 7.5. Written reports submitted by trustees will be attached to the board meeting agenda packages.

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- 7.6. Only those items included on the regular, special, and in-camera agenda will be considered by the Board unless two-thirds of the number of trustees present agree to consider additional items.
- 7.7. Under the “Board Report” section on the regular agenda, the chairperson or vice-chairperson will report at public board meetings on highlights of the Board work. A summary of the Board Report will be posted on the district website following each public board meeting.
- 7.8. Newly hired senior district administrative personnel who have significant and regular contact with trustees, may be formally introduced to trustees at a regular board meeting.

8. LIVE-STREAMING AND RECORDING

- 8.1. The board may live-stream public board meetings. Live streaming is strictly limited to the Board of Education’s proceedings.
- 8.2. The Board may record public board meetings. If recorded, the video recording will be posted to the district website within 24 hours or as soon as practicable following the board meeting.
- 8.3. Individuals, groups, and delegations who are invited to speak or present at a live-streamed meeting do so with the understanding that they may be recorded.
- 8.4. The board reserves the right to request that any recording by a staff, student, parent, or member of the public attending the board meeting which disrupts its proceedings or contravenes Policy #2400 School Board Meetings or other board policy be stopped immediately.
- 8.5. Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board will review the use and may take action to request that the recording be deleted/destroyed.

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9. MINUTES

- 9.1. Minutes of the regular or special public meetings will be posted on the district website following approval of such minutes by the Board of Education.
- 9.2. The minutes will record the names of trustees voting in a minority and/or the names of trustees abstaining from a vote on any motion.
- 9.3. Verbal reports made by trustees will not be recorded in the minutes of board meetings unless the Board takes special action as a result of such reports.

10. RECOGNITIONS

- 10.1. The Board may provide an opportunity to have individuals, groups and/or organizations recognized for their efforts and work in supporting students or educational programs within the school district. The recognition will be presented by the chairperson at a regular board meeting following a brief introduction and background to the recognition.

11. DELEGATIONS

- 11.1 A group or individual wishing to speak as a delegation to the Board will submit a request to the Office of the Secretary-Treasurer so that it is received at least two weeks before the board meeting at which the party wishes to appear. This request will be in writing and will contain an outline of the matter to be presented and the name(s) of the spokesperson(s).
- 11.2 The chairperson, or in the absence of the chairperson, the vice- chairperson, after consultation with the executive committee, will decide whether the request will be granted. Following the decision, the applicant will be notified in writing. In the case of a refusal, the applicant may appeal to the Board in writing.
- 11.3 If a written brief is to be presented by the delegation, it will be delivered to the Secretary-Treasurer one week prior to the board meeting. The presentation will be included in the agenda package.
- 11.4 At the meeting, persons addressing the Board will limit their presentation and follow-up questions to fifteen (15) minutes inclusive.

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- 11.5 All remarks and questions, whether from delegates or board members, will be directed through the Board chairperson. Such remarks and questions will be pertinent to the topic described in the initial request to appear.
- 11.6 The Board expects all persons granted delegation status to provide a reasoned, meaningful presentation that addresses the subject matter of their application. Presentations should not address other matters.
- 11.7 The Board chairperson will determine when sufficient information has been provided by the delegation.
- 11.8 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next board meeting. If action results, the delegation will be advised when the matter will be dealt with by the Board.

12. QUESTION PERIOD

- 12.1 A question period of up to thirty (30) minutes duration may be provided after adjournment of the regular board meeting.
- 12.2 The question period is to enable members of the community to ask questions relating to items on the board meeting agenda. Questions not related to agenda items may be submitted to the Board through the Secretary-Treasurer's Office at sect-office@surreyschools.ca.
- 12.3 Individuals in their role as employees of the school district will channel their questions through an executive member of the employee group to which they belong.
- 12.4 Persons directing questions to the Board will do so in writing on the Questions to the Board form provided. Prior to the end of question period, completed forms must be submitted to the Secretary-Treasurer, or designate, in order to receive a response.
- 12.5 Written questions may be read by the initiator when invited to speak by the Board chair. Those directing questions to the Board at the podium will identify themselves by giving their names. Each individual will be limited to one question, as well as one follow-up question on the same topic if clarification is

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necessary. Persons asking questions are expected to be respectful and adhere to section 13.1 below.

12.6 All questions posed during question period will be sent a written response as soon as practicable.

12.7 Questions to the Board forms are available on the district website and at the board meetings. Questions pertaining to topics on the board agenda or other topics may be submitted to the Board at any time through the Secretary-Treasurer's Office via mail or email to sect-office@surreyschools.ca. A written response to questions to the Board will be provided as soon as practicable.

13. CONDUCT OF ATTENDEES AT BOARD MEETING

13.1 The Board of Education expects all persons attending meetings of the board to conduct themselves in a respectful manner as outlined in *Policy# 2400 School Board Meetings*.

14. REFERENCES AND RELATED DOCUMENTS

14.1 [School Act](#)

14.2 [Policy #2400 School Board Meetings](#)

14.3 [Procedure #2400.2 Liaison Meetings and Trustee In-Service Sessions](#)

14.4 [Questions to the Board Form](#)

15. AUTHORITY AND RESPONSIBILITY

15.1 Superintendent of Schools

15.2 Secretary-Treasurer

16. HISTORY

Approved: 2023-11-08