

## RULES OF PROCEDURE

The business of the board shall be conducted according to parliamentary procedure as outlined in *Robert's Rules of Order* and the following guidelines:

A. Order of Business

The order of business shall be as outlined on the agenda. (See policy file BCB.)

B. Quorum

**A quorum is a majority of the current elected trustees.** When, at any meeting of the board, there is not a quorum present, at the expiration of one-half hour from the time appointed for commencement of meeting, the board shall stand adjourned and the secretary shall enter in the minutes the names of those present.

C. Motions

All motions dealing with the business of committees will be presented in writing, and signed by the mover and seconder.

D. Addressing the Chair

All discussion shall be directed to the chair and shall be confined to the question under debate.

E. Order of Speaking

When two or more persons speak at once, the chairman shall decide the order of speaking.

F. Debate

1. Interruptions

No person, while speaking, shall be interrupted by another, except on a point of order or for the purpose of explanation, or for the purpose of moving the suspension of the **10:00** o'clock rule. A person so interrupting shall confine himself strictly to stating the point of order, the explanation, or the motion for suspension of the said rule, as the case may be.

2. Point of Order

Should any person transgress the rules, the chairman shall, and any trustee may, call him to order, in which case the person so called shall immediately be silent but shall afterwards be permitted to explain. The ruling of the chairman on a point of order shall be final, subject to an appeal to the board.

### 3. Limitations

- a) No person shall speak for more than five minutes and not more than twice (except in committee) on the same question or amendment, without permission of the board except in explanation of something which may have been understood or in reply to a question.
- b) No person shall speak on any question after a vote on the question has been called by the chairman.
- c) A trustee may require the question under discussion to be read at any time during the debate, but not so as to interrupt the speaker.
- d) When a question is under debate no motion, except the following, shall be received:
  - i) to recess or adjourn the debate,
  - ii) the prevision question,
  - iii) to lay on the table,
  - iv) to suspend the **10:00 o'clock** rule,
  - v) to refer to a committee, or
  - vi) to resolve into committee of the whole.

### G. Notice of Motion

1. Notice shall be given of all motions introducing new business at a meeting previous to that in which it comes up for discussion, unless the rule is dispensed with by the unanimous vote of the trustees present.
2. This rule shall not apply to any matter coming regularly before the board by way of a report from any committee.
3. A trustee in giving a notice of motion may, or if requested by another trustee shall, explain briefly the purpose of his motion, but without argument or debate and shall not speak longer than three minutes.
4. A trustee who has given a notice of motion and who is unable to be present at the meeting may authorize any other member to move the motion, notice of which was given.

### H. Amendments

Only one amendment shall be allowed to an amendment, and a motion by way of amendment must be directly relevant to the main motion and shall propose some change in the form or substance in the main motion or principle amendment.

## I. Committee of the Whole

1. Committee of the whole may be held in camera.
2. By a vote of the majority of those present, the board may resolve itself into committee of the whole for consideration of the reports of committees or any other motion or matter before the board.
3. The rules of the board shall be observed in committee of the whole so far as is applicable, except that:
  - a) no motion shall require to be seconded,
  - b) no votes will be record,
  - c) a motion for the previous question or for any adjournment shall not be allowed,
  - d) the number of times of speaking on any question shall not be limited.
4. A report from the committee of the whole may be amended by a majority of the board before its adoption without going into committee of the whole for that purpose.
5. Questions of order arising in committee of the whole shall be decided by the chairman, subject to an appeal to the board, and if any sudden disorder shall arise in committee, the chairman, or other presiding officer, shall assume the chair without debate.
6. At all meetings of the board all discussion concerning the following matters shall be held in committee of the whole, in camera:
  - a) salary claims and salary negotiations reports,
  - b) legal opinions respecting the liability of the board,
  - c) indigent students,
  - d) personnel matters of a confidential nature,
  - e) staffing proposals
  - f) Department of Education reports of a confidential nature,
  - g) purchase of property,
  - h) lease or sale of property prior to actual acceptance of the offer,
  - i) such other matters as the board may in public session decide.
7. On motion in committee of the whole to rise and report, the question shall be decided without debate.
8. A motion of the committee of the whole to rise without reporting shall be in order, and on an affirmative vote the chairman shall proceed to the next order of business.

## J. The Question

The chairman shall put the previous question in this form, "Are you ready for the question?", and its adoption shall end all debate and bring it to a vote, upon pending amendments, if any, and then upon the main question.

K. Voting

1. The chairman shall vote on all questions (P.S.A. Sec. 31).
2. No member of the board shall have more than one vote on any question.
3. Voting shall be by show of hands unless the board decides to vote by ballot.
4. Upon request for a recorded vote all votes shall be recorded.
5. Where a vote is taken on any motion and the result is a tie, the motion shall be declared lost.

L. Reversal of Decisions

A question once decided by the board shall not be reversed unless:

1. a) by giving written notice of a proposal to reverse the decision at least one meeting in advance of the meeting when it comes up for discussion, and  
b) by the majority of the total number of trustees for the division voting in favour of the reversal at that meeting; or
2. at the same meeting at which it is made, by unanimous consent of all members present and by voting thereon.[PSA-sec. 33(2) and 33(3)]

M. Leaving Meeting

No trustee shall leave the board meeting before the close of the session without the permission of the chairman.

N. Authority

The rules and practices as set out in *Robert's Rules of Order* shall govern, as far as applicable, in all cases not covered by these rules. (See BCC-E for an overview of parliamentary procedure).

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