SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL

RULES OF ORDER
POLICY BDDE

PURPOSE

The business of the South Slave Divisional Education Council is conducted through duly constituted regular or special meetings. The membership of the Council consists of five (5) representatives, allowing for a relatively informal meeting atmosphere while maintaining clear and orderly governance.

This policy is intended to promote efficient meetings, respectful discussion and the free exchange of information and ideas, ensuring that each Council member has the opportunity to participate.

Meetings shall follow the guidelines set out in this policy. Where necessary, and in cases not provided for herein, commonly accepted parliamentary procedure, guided by *Robert's Rules of Order Newly Revised*, shall be followed.

REGULATIONS

Call to Order
As soon as possible after the scheduled meeting time, once a quorum is present, the Chair shall call the meeting to order. In the absence of the Chair, the Vice-Chair shall assume the responsibilities of the Chair.

Quorum

- A quorum shall consist of a majority of the appointed Council members.
- No business shall be conducted in the absence of quorum except to adjourn or recess.

Chairing Council Meetings
The Chair shall normally preside at meetings of the Council. Where the Chair is absent or unable to preside, the Vice-Chair shall assume this responsibility.

Where appropriate, the Council may, by majority vote, appoint another individual to serve as presiding officer for all or part of a meeting, whether or not the Chair or Vice-Chair is present. Such appointments are optional and are not required for the regular conduct of Council meetings.

Where both the Chair and Vice-Chair are absent or unable to preside, the Council shall appoint a presiding officer by majority vote.

The person chairing the meeting is responsible for its orderly conduct and shall:

- Maintain order and decorum
- Rule on points of order and procedural questions
- Recognize speakers
- Determine the order of debate
- Ensure motions are clearly stated before a vote
- Enforce time limits established by this policy

Electronic Participation

- A Council member may participate in a meeting by electronic means that allows all participants to hear and be heard simultaneously.
- A member participating electronically shall be deemed present for the purpose of quorum and voting.
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- Meetings may be conducted fully in person, fully electronic or in hybrid format at the discretion of the Chair or by resolution of Council.
- Electronic participation shall comply with applicable privacy and confidentiality legislation.

Agenda and Order of Business

- The order of business for a regular meeting shall be contained in an agenda prepared in advance of the meeting.
- No item of business shall be considered unless it appears on the agenda, unless a majority of Council members present agree to add the item. Prior to the vote, the Chair, any Council member or the Superintendent shall be given the opportunity to explain why the item requires consideration due to its urgent or emergent nature.

Delegations

- Any individual or representative of a group wishing to bring a matter before the Council shall submit a written request to the Council or the Superintendent outlining the subject to be discussed at least fourteen (14) calendar days prior to the next regular meeting.
- If the individual or group wishes to appear before the Council, this shall be clearly stated in the request. All supporting materials or handouts must be submitted electronically to the Council office at least five (5) calendar days prior to the meeting.
- The Council shall hear all approved delegations at the time scheduled on the agenda unless the order of business is changed by a majority vote of members present. All Council rules and policies apply equally to members of delegations.
- The Chair shall identify the spokesperson for each delegation and shall indicate the time allotment which shall not exceed fifteen (15) minutes inclusive of presentation and questions. Delegations shall be advised of these limits in advance.
- Delegations may appear in person or by electronic means subject to approval by the Council.

Open Meetings and Conduct

- Council meetings shall be open to the public and no person shall be excluded except for improper conduct.
- The presiding officer may direct the removal of any person whose conduct disrupts the orderly conduct of the meeting following a warning where practical and may suspend the meeting if necessary to restore order.
- Council members shall refrain from commenting publicly on matters currently under deliberation except through the Chair or authorized spokesperson.

Motions

When a motion is properly before the Council it may be:

- Debated,
- Amended,
- Defeated,
- Carried,
- Withdrawn at the request of the mover with the consent of the majority,
- Laid on the table,
- Referred to a committee or other body for study,
- Deferred to a specified time,

- Adjourned,
- Closed to debate by motion of the previous question requiring a two-thirds majority vote
- In-camera sessions shall be conducted in accordance with Policy BDC and applicable legislation.
- No binding resolution shall be adopted in camera except a motion to rise and report.

Debatable Motions

Unless otherwise provided in this policy the following motions are debatable:

- Motions arising from matters included on the agenda
- Motions related to the adoption rejection referral or further consideration of reports
- Motions for the appointment or dismissal of a committee
- Motions to refer matters to a committee
- Motions for the Council to go in camera
- Motions necessary for the orderly conduct of Council business

Debatable Limits

- No member shall speak more than twice to the same motion unless granted permission by majority vote.
- Debate on any motion may be limited by resolution of Council.

Limitation on Motions

When a motion is under consideration no other motion shall be accepted except a motion to amend refer or close debate.

Motion to Reconsider

A motion to reconsider a matter previously decided may be made only by a member who voted on the prevailing side and must be introduced at the same meeting or at the next regular meeting

Voting

- The Chair and all Council members shall vote on every matter unless excused by resolution of the Council or where a conflict of interest has been declared.
- Voting shall be conducted by a show of hands or by a clear verbal indication during virtual meetings.
- Any motion upon which there is an equality of votes shall be deemed defeated.
- The name of the Council member who moved seconded or voted for against or abstained from a motion shall be entered in the minutes only if requested by that member immediately following the vote.
- Abstentions shall not be counted as votes cast.

Conflict of Interest

- A member who has declared a conflict of interest shall not participate in debate or vote on the matter.
- The member shall leave the meeting room or electronic session for the duration of the discussion and vote.
- The declaration and departure shall be recorded in the minutes.

Attendance and Minutes

- Late arrivals, early departures and temporary absences shall be recorded in the minutes.
- Where an absence is due to a declared conflict of interest it shall be recorded as such.

Reference: Education Act, Section 108 (1) (2), 110(1), 111
Education Act - Conduct of Business Regulations
Robert's Rules of Order Newly Revised – 11th Edition

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