

(school name) \_\_\_\_\_ GOVERNING BOARD

## Internal Rules of Procedure

### PREAMBLE

*Established body by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws, if any. All the Governing Board's decisions must be made in the best interest of the students.*

*The rules of order are to favorably and effectively guide the Governing Board's proceedings and activities. We suggest for these rules to be reviewed and adopted every year, by the October meeting at the latest. However, if not adopted again the following year, they remain applicable to all members. Any amendments to these internal rules during the current term will require the approval of two-thirds (2/3) of the total members on the Governing Board.*

0. Composition  
The composition of governing board as decided by the School Board is of X members (description).
1. Term of Office  
The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year. To ensure continuity, only half of the parents' representatives' term of office should come up for election on a given year. (Section 54, EA)
2. Chair
  - Election of Chair - The chair is elected by the governing board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA)
  - Term of Office - The term of office of the chair is one year. (Section 58, EA)
  - Meetings - The chair presides at the meetings of the governing board. (Section 59, EA)
  - Substitute Chair - Should the chair be absent or unable to act, the governing board will designate a person from among the eligible members for office to chair that meeting. (Section 60, EA)

3. Quorum  
A quorum is the majority of the members in office, including at least half of the parents' representatives. (Section 61, EA).
4. Vote  
Decisions of the governing board are made by a majority vote of the members present and entitled to vote. There can be no vote by proxy. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Section 63 & 64, EA)
5. Regular meetings of the Governing Board  
Meetings are held on the school premises (Section 64, EA). Regular meetings are held \_\_\_\_ time per year (or, once a month) from \_\_\_\_ p.m. to \_\_\_\_ p.m. and may be extended by resolution. The annual calendar of meetings is adopted at the first meeting of the school year and is communicated to all parents.  
The notice of meeting, proposed agenda and all related documents shall be transmitted to the members and all substitutes

The Principal and the Chair draft the agenda together. Any member of the Governing Board may ask that an item be added to the agenda by requesting it to the Chair at least 7 days prior to the meeting. The topics must be of the Governing Board's jurisdiction. The final decision as to whether a topic will be put on the agenda resides with the Chair.

9. Minutes

The Recording Secretary will prepare the minutes and distribute them to all the members. The minutes of each meeting shall be approved at the beginning of the following regular meeting and modifications shall be made if the facts recorded are inaccurate. Typographical errors and minor corrections shall be called in by members prior to the following regular meeting for expediency. Once approved by the Board, the minutes shall be signed by the person presiding over the meeting and countersigned by the Principal, who shall then enter it in the register known as the "Minutes of Proceedings".

The minutes report on the decisions taken. However, a resolution may start by a brief explanation or preamble.

10. Call to order

The Chair shall call the meeting to order, after verification of Quorum. If quorum is not reached 30 minutes after the time indicated on the notice, the Chair, or in his absence, the substitute, adjourns the meeting.

Any member missing three meetings in a row may respectfully be asked to resign.

After having read the proposed agenda, any member or the Chair may request:

- the addition of one or more items;
- the modification of the wording of an item;
- the modification of the order of business.

Once the agenda has been accepted, no other matter may be dealt with by the Chair.

A public question period is included on the agenda at the beginning and at the end of the meeting. Each period will not exceed 10 minutes and is for questions to be addressed to the Chair of the governing board only. For the first question period, questions must be sent to the chair in advance at least two (2) days prior to the meeting. The second question period is for questions related to agenda items only. The purpose of these question