

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD

**Conducting Meetings of the Board
Handbook**

A. AGENDA

1. The Business Administrator/Treasurer and the Chairperson or Vice-Chairperson shall be responsible for preparing the Agenda for each meeting of the Board.
2. A copy of the Agenda for the regular meetings of the Board shall be transmitted by the Business Administrator/Treasurer to the address of each member of the Board by courier or regular mail. Board members shall receive the Agenda at least three (3) calendar days in advance of the Board meeting.
3. The Agenda may be amended at the opening of the meeting with the consent of two-thirds (2/3) of the members present.

B. QUORUM

1. At all regular and special meetings of the Board, the presence of a majority of all members constituting the Board shall be necessary to form a quorum.
2. In the event there is not a quorum when the meeting is called to order, a thirty (30) minute waiting period will be allowed to elapse. At the end of that time, if there is not a quorum achieved, the meeting will stand adjourned until the next regular or special meeting. The Secretary shall record the names of those present.

C. FORUMS

1. The meetings of the Board, including meetings of any Committee of the Board and a Committee of the Whole Board, shall be open to the public with the following exceptions:
Article 207(2) A to E
 - 1.1 when matters of a personal nature will be discussed affecting Trustees, pupils, teachers, parents or a member of the public, and
 - 1.2 such other matters as the Board may determine from time to time.

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D. Order of Business

1. In-camera meeting of the Committee of the Whole Board dealing with matters referred to in C.1 above.
2. Meeting with the Principal
3. Public meetings:

The order of business shall deal with items requiring action in the first part of the Agenda and information items in the latter part of the Agenda as follows:

- 3.1 Call to Order
- 3.2 Approval of Agenda
- 3.3 Public Discussion
- 3.4 Minutes of Previous Meeting(s)
- 3.5 Approval of Accounts
- 3.6 Committee Reports
- 3.7 Correspondence
- 3.8 New Business
- 3.9 Future Business
- 3.10 Information and Proposals
- 3.11 Adjournment

E. Length of Meetings

1. The Board shall not remain in session later than 10:00 P.M. unless so determined by a vote of two-thirds (2/3) of those members in attendance.

F. Schedule of Meetings

1. Regular Board meeting the fourth (4th) Tuesday of the month
2. Discussion Meeting held at 7:00 P.M. the evening prior to the regular Board meeting.
3. Special meetings when called.