



**DORVAL ELEMENTARY SCHOOL
GOVERNING BOARD**

**Rules of Internal Management
2023 – 2024**

TENTATIVE Meeting dates

October 25, 2023
November 29, 2023
January 24, 2024
February 28, 2024
March 27, 2024
April 24, 2024
May 22, 2024
June 12, 2024

1. PURPOSE

In accordance with section 67 of the Education Act, the purpose of these rules is to establish parameters for the operation of the Dorval Elementary School Governing Board, and to favourably and effectively guide the Governing Board's proceedings and activities.

2. DEFINITIONS

GB:	The Dorval Elementary School Governing Board
Member:	Any person elected or appointed to the GB
The Board:	The Lester B. Pearson School Board
PC:	The Parents' Committee of the Lester B. Pearson School Board
Simple majority:	50% of the members plus one (result is rounded down to the nearest whole number when there is an odd number of members present)
EA:	The Education Act, R.S.Q., 1-13.3 and its updates
Principal:	The principal of the school
Chair:	A parent member of the Governing Board elected to preside over meetings. 'Chair' may refer to the elected Chair or his/her delegate throughout the document.

3. COMPOSITION AND FORMATION

The Dorval Elementary School Governing Board has chosen to have seven parent members and the composition of the rest of the members will be as specified in EA S. 42 & S. 56.

4. RIGHTS AND DUTIES OF THE CHAIR

The Chair calls the meetings of the GB and without restriction; the Chair has the following duties:

- works with the principal to develop meeting Agendas
- ensures that all members receive their meeting kits (i.e. Agenda, Minutes of previous meeting, and any other items to be discussed on the Agenda) at least one week prior to the meeting date
- speaks on behalf of the Governing Board
- ensures that the Internal Rules of Management are observed in order to create an amicable and orderly environment
- calls to order the GB meetings (i.e. declares the meetings open)
- follows the Agenda approved by the GB and keeps discussions on track
- receives motions and submits them to the GB for study and debate
- continues to exercise his/her functions even when presenting his/her own motions
- ensures that all subjects are properly explained, and questions responded to appropriately
- allows and solicits members to express their opinions
- decides on the order of discussions and gives the right to speak
- keeps the discussions within the mandate of the GB
- summarizes the opinions of the assembly
- signs all outgoing correspondence on behalf of the GB
- votes on all motions and resolutions

As per EA S. 60, if the Chair is unable to attend a meeting, the GB shall designate a substitute from amongst its parent members. This person will have the same powers and will be subject to the same obligations as those of the Chair.

5. MEMBERS CONDUCT AND RESPONSIBILITIES

Every decision of the GB must be made in the best interest of the students. In addition, as per EA S. 71, each member must:

- Allow all members to present their opinions and comments, we want to promote open communication from all and allow constructive discussion to happen for GB activities;
- act effectively and in good faith in relaying the needs, concerns and advice to the GB;
- prepare for and attend the GB meetings;
- contribute to the meetings and participate in GB activities;
- address him/herself to the Chair and not to a member in particular;
- maintain a respectful demeanor at meetings and GB activities;
- inform the chairperson of any foreseen absence from GB meetings and activities; after two absences without prior notice, the chair will contact the member to discuss their commitment to the GB and, failing to receive a positive response, may ask the member to resign.

6. OFFICERS CONDUCT AND RESPONSIBILITIES

Vice-Chairperson: The Vice-Chair replaces the Chair when unable to act, assists in drafting meeting agendas, and can also assist the Chair during the meetings.

Correspondence Secretary: reports correspondence addressed to the GB and drafts outside correspondences for the GB. This position will be the responsibility of the Chair.

Secretary: as per EA S. 56, the secretary takes the minutes at every GB meeting, prepares the GB meeting minutes report and coordinates review of minutes with Chair and Principal. A non-member of the GB may also be asked to take minutes at meetings (either on a voluntary basis or for remuneration from the operating budget of the GB). If this occurs, that person (a **Recording Secretary**) will not be considered an officer of the GB or a member of the GB and will be present at meetings solely for the purpose of taking minutes.

Treasurer: In conjunction with the school's accounting officer, maintains records of the GB's allocation and spending and reports this back to the GB at every meeting. The treasurer also prepares the operating budget and the final financial statement for the GB at the end of the school year.

Parent Committee Representative and Alternate: The Parents' Committee of The Lester B. Pearson School Board is represented by parents who are elected at the general assemblies held each year at the schools of the LBPSB (36 Elementary Schools, 12 High Schools). The committee meets around 6 times a school year.

The purpose is for the Parent Representative to: Advocate of our school, Sharing our school activities, resources and plans, Opportunity to exchange ideas with other schools on activities, operations and educational programs.

At the governing board meetings the representative are expected to bring back feedback and comments they receive from the PC meetings for discussion.

7. FUNCTIONS

In accordance with EA S. 74-96.24, the GB will see to the following:

GB Parent member alternatives (Power to elect alternates given under EA s.51.1)

Alternative GB parent members are nominated at the AGA.

GB Staff member alternatives alternative staff members are to be nominated by the principal at the beginning of the school year.

Election of officers and representatives (Power to elect the Chair is given under EA S. 78)

- The members will elect from amongst themselves, the GB officers specified above
- The elections and appointments will take place at the first full meeting of the Governing Board. The GB must also promptly replace any member unable or unwilling to continue in an elected role.

Advising on the operation of the school (Power given under EA S. 79)

Any advice the GB wishes to communicate to the school board must be formalized and if the GB so decides, forwarded to the appropriate administrator.

Informing the Board on the schools' needs

As per EA S. 67, any information the GB wishes to communicate to the school should be formalized and if the GB so decides, forwarded to the administrator concerned. Copies may be sent to the Regional Director, the Director General, and the Council of Commissioners; and may also be sent to Chairs of PC if the issue is deemed of relevance to parents of other school communities.

Responding to school board consultations

Preparatory work on responses will be done preferably in sub-committees struck for the purpose. Support materials and a draft response for each consultation will be submitted to the GB to enable discussions and to formalize a response.

Rules of internal management and operating budget

- The GB must approve expenditures from its operating budget
- The GB will adopt its budget and rules no later than November 30th of each year

8. MEETINGS

Convocation: GB meetings are called by written notice at least one week prior to the meeting.

GB Parent member alternates the process for the Alternate GB members to participate, if any GB parent member cannot attend by notifying GB Chair after written notice is sent. Then, the GB chair would ask the alternate GB parent members through written notice if they can attend that meeting, order will be by first response basis. The alternative GB parent member will have the same powers and will be subject to the same obligations as those of the GB parent member.

GB Staff member alternates the process for alternate staff members to participate, if any GB staff member cannot attend by notifying the principal after a written notice is sent. The principal will call upon the staff alternate to represent at the meeting. The alternative GB staff member will have the same powers and will be subject to the same obligations as those of the GB staff member.

Schedule and length of meetings: Each year the GB will designate by resolution, the day, time and location of its regular meetings. The parents, staff and members of the community will be advised of all regular meeting dates scheduled for the year. If there are any changes to that schedule, members will be notified, in writing, at least one week in advance. Regular meetings will be held in the Teachers' Lounge of the school from 6:30 to 8:30 p.m. or virtually from 7:00 to 9:00 p.m from September through June, unless otherwise agreed by the GB. Members of the GB will discuss and decide whether the meeting takes place in person or

virtual meeting the month prior. Approval from the GB, by way of a motion, will be required to extend the meetings in 20-minute increments, past 9:00 p.m., for any items remaining on the Agenda.

Regular meetings: Regular meetings are open to the public. As the public can attend governing board meetings physically when held as a regular meeting at the school, if meetings are to be held virtually then the public can request to attend the meeting by sending a request to the governing board email (dorval_gb@lbpearson.ca) and will be given the virtual meeting link the day prior to the meeting.

Special meetings: Special meetings may be called between regular meetings by the Chair or by request of a majority of the members. In this case, the Chair will call the meeting by email at least three (3) days in advance.

Conference call meetings: Conference call meetings may be called between regular meetings by the Chair or by request of a majority of the members. In this case, the Chair will call the meeting by email at least three (3) days in advance and a conference call will be set-up to allow open discussion about topics to be approved before motioning the request.

Closed meetings: As per EA S. 68, while GB meetings are public meetings, any member may request to close the meeting if the matter examined can cause injury to a person. Resolutions cannot be passed at closed meetings, and minutes are not recorded, however, “notes” may be taken.

Quorum: A simple majority of the members AND half of the parent representatives must be present in order to proceed with a meeting. If quorum is not reached within a reasonable delay, (no later than one hour following the regular meeting start time), the Chair will adjourn the meeting. Informal discussions may take place when quorum is not achieved, however, no decisions and/or resolutions may be taken and no official GB function may be performed.

Comments and Questions from the Public: The GB meetings are open to the public. A public question period will be provided during regular meetings to allow observers to interact with the GB. Observers may only speak during public question periods; or may contribute to the discussions by invitation during the meetings. Individuals wishing to take the floor must introduce themselves and address all questions and comments to the Chair. They must restrict themselves to subjects within the mandate of the GB. After all questions have been asked and all comments stated, the Chair may answer. There is no right of reply or asking of more questions, unless clearly authorized by the Chair. The question periods will be no longer than 30 minutes, unless otherwise stated by the Chair. A closing ten-minute public question period will be included as the last Agenda item prior to adjournment, however, will be subject to the following conditions: all Agenda items have been presented and the meeting limit has not been exceeded; the new item cannot be deferred to a subsequent meeting; and no motion to cancel this item has been carried by a majority vote. Observers must sit in the area provided for them (not at the table with the GB members) and will not have access to documents presented during the course of the meeting.

Adjournment: When all items on the agenda have been addressed, the Chair (on approval by the GB) adjourns the meeting. Once a meeting is adjourned, no decision can be taken and the meeting cannot be reopened.

9. MEETING AGENDA

The agenda lists the order of the business to be addressed during GB meetings and may allocate time to each. The Chair drafts the agenda in conjunction with the principal. The Agenda will be set one week prior to the meeting date. A member may ask that an item be added to the Agenda by requesting it to the Chair prior to the setting of the Agenda. The topic, however, must be within the GB's jurisdiction and, if the item is tabled, a draft resolution must be submitted with the request. When setting the Agenda, the Chair may appoint a member of the GB as timekeeper. Each agenda will include the following items (the agenda of the first meeting of the year will be modified to include introductory items and election of officers):

Call to order

Adoption of the agenda

Approval of the minutes of the previous meeting

Business Arising

Comments and questions from the public

Reports (Correspondence, Principal, Daycare, Parent Committee Rep, Treasurer, Teachers, Support Staff, Home & School, Community Rep)

New Business

Varia

Next Meeting

Adjournment

It is preferable that all reports presented to the GB be submitted in written form; and whenever possible, prior to the opening of the meeting. Any issue arising from a report that requires the GB's attention may be included in the meeting in progress (preferably added to the agenda prior to its adoption), or deferred to a subsequent meeting.

During a Regular Meeting: After having received the Agenda, any member and the principal may request that one or several items be added; and/or the order of the items be modified. Once the Agenda is adopted, no other item will be adopted for discussion by the Chair, unless the members unanimously agree to it. Reports, written answers and/or received information that must be brought to the attention of the members and studied, may be tabled to a following meeting.

During a Special meeting: Only the topics indicated on the convocation may be dealt with, unless all members are present, and all agree to modify the Agenda

10. MOTIONS

All motions, with the exception of the following motions, must be submitted in writing: Agenda; Suspension of rules; Putting a Question to Vote; Appeal of the Chair's decision; Time Limit; Referral for Study; Adjournment or Suspension of Meeting; Tabling or Withdrawal of a Motion; Motion to Split; Secret Ballot; Postponing the Study of a Motion or Dossier; and Nomination. The mover, after having verbally slated his motion, must table a written copy with the recording secretary before the question is put to a vote. The motion can be amended once (no sub-amendment is possible). The GB must settle all motions put to vote. As soon as the motion is tabled, the proceedings are carried out as follows:

Tabling: On the Chair's request, the mover presents and explains the motion.

Question Period: Any member, as well as the principal, may ask one or several questions in order to get the information necessary to give an opinion. At this stage, he/she must limit the intervention to precise questions and only questions.

Discussion Period: Any member, as well as the principal, may then intervene to indicate and explain his/her position. Members and the principal may intervene only once on each motion during the discussion period, unless the majority of the attending members are in agreement. A member has the same "right to speak" on an amendment, as on the main motion.

Right of Reply: The mover is always the last to speak on his/her motion. He/she does not intervene during the discussion period, but exercises his/her right of reply at the end of the proceedings.

11. VOTES

When everyone who wishes to speak on a motion has done so, the Chair calls the vote. At the request of a member, the GB may decide to hold a secret ballot. Any decision must be adopted by the majority of the attending members having the right to vote. All decisions are confirmed by a simple majority vote of those in favor or of those opposed. An attending member may abstain in the vote; however, this abstention affects the quorum. The Chair votes on all motions. In the case of a tie, the Chair will cast a second and deciding vote.

12. GENERAL RULES GOVERNING DEBATES/DISCUSSIONS

Only the members and the principal are allowed to participate in debates and discussions at GB meetings, however, a resource person or a member from the administration may be authorized to provide more information or answer questions. The right to speak is given in the same order as individuals have requested it, and the Chair is subject to the same procedures as the other members. Discussions are limited to the items on the Agenda, and must be formal so as not to take the form of a dialogue. The individual given the floor must address the Chair and the Chair is the one who will then address the assembly. No one may intervene until given permission by the Chair. The Chair will enforce these rules to the degree needed to maintain an orderly meeting.

13. CORRESPONDENCE

All correspondence addressed to the GB will be reported during regular meetings and will be kept on file at the school. Unless a member notifies the GB prior to the meeting, this correspondence cannot be subject to immediate discussion. Members may, however, have an item concerning this correspondence added to the Agenda of the next meeting. The Chair should copy all members when sending correspondence on behalf of the GB.

14. MINUTES

As per EA S. 69, the minutes of the meeting are a permanent record of the items discussed and the decisions made at GB meetings and as such:

- the secretary will prepare and submit a draft copy of each set of meeting minutes to the Chair and Principal for review;
- the draft copy will then be submitted by the Chair to the GB members;
- the minutes will list the members present, having sent regrets and who were absent (noting the time of arrival and the time of departure of any members arriving late or leaving early);
- the minutes will merely report on the decisions taken, however a resolution may start by a brief explanatory preamble;
- vote results will be indicated as "in favor", "opposed" and "abstentions", and a mention of the vote being "unanimous", "carried" or "defeated" will be noted;
- no reason needs to be given to justify the votes, except when a member specifically requests that his/her reasons be recorded;
- each item recorded in the minute book will be designated by a number and a title;
- the minutes must be reviewed and approved at the subsequent meeting;
- corrections may not alter the substance of any decision or resolution listed, nor can they add components which were not included in the actual decision;

- the approval of the minutes cannot be subject to discussion or result in an ancillary motion, an amendment or a sub-amendment;
- once approved and signed by the Chair and the principal, the minutes will be kept by the principal in an official register at the school, which will be open to the public; and will be posted to the DES web site, Governing Board page.
- the minutes book may be consulted during the school's opening hours by anyone who is interested, since the book is of public domain; and,
- the principal or the person designated by him/her may publish a signed extract of the minute book, according to the EA.

15. IMMUNITY

The members of the GB may not be prosecuted for an act performed in good faith while exercising his or her functions.

16. REVISION PROCEDURE

The GB must review these rules at the beginning of its mandate and put them into effect by adopting them no later than the last day of November. Subsequent revisions may be proposed by any member and will be adopted if a simple majority of the members agree at the subsequent meeting.

17. COMING INTO EFFECT AND REPEAL PROVISION

The rules stated herein take effect as of the time and date of their adoption and repeal all previous internal operating rules which were in effect until such time.