

Table of Contents

Section 1	Authority and Definitions
1.1	Authority
1.2	Definitions
Section 2	Members of the Board of Trustees
2.1	Elected Trustees
2.2	Student Trustees
Section 3	Officers of the Board of Trustees
3.1	Officers of the Board of Trustees
3.2	The Chair of the Board
3.3	The Vice-Chair of the Board
3.4	Director and Secretary of the Board
3.5	Treasurer of the Board
Section 4	Meetings
4.1	Inaugural/Initial Meetings
4.2	Board Meetings
4.3	Special Board Meetings
4.4	Quorum
4.5	Delegations to the Board
4.6	Committee of the Whole
4.7	Committee of the Whole - Closed
4.8	Committees of the Board
Section 5	Rules of Order
5.1	General Rules of Order
5.2	Rules of Order for Board Meetings
5.3	Rules of Order for Committee of the Whole Meetings
5.4	Rules of Order for Committee Meetings
5.5	Motions of the Board
5.6	Notice of Motion
5.7	Challenge to the Chair Ruling
5.8	Questions of Privilege
5.9	Motion to Adjourn
5.10	Motion of Reconsideration
5.11	Motion to Rescind
Section 6	Appendices

Section 1 Authority and Definitions

1.1 Authority

The following by-law is established by the Upper Grand District School Board, for the orderly dispatch of its business.

The by-law shall be subject to the provisions of the Education Act, Statute or Regulation of The Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

The name of the Board shall be: Upper Grand District School Board

The Head Office of Upper Grand District School Board shall be at the premises designated as Municipal Number 500 Victoria Road North, Guelph, Ontario, N1E 6K2.

Each of the provisions of this by-law shall be independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall not be deemed to impair or affect in any manner the validity, enforceability or affect the remainder of the By-law, and in such event all the other provisions of this by-law shall continue in full force and effect as if such invalid provision had never been included herein.

Amendments to any by-law may be made at any Board meeting by a two-thirds majority vote of the Trustees present and voting, provided that notice of intention to introduce the amendment and the general nature thereof has been given, either at a previous meeting, or in writing to the Director, at least seven (7) days in advance of the meeting at which it is to be considered.

This by-law enables the Board to conduct its business in an organized and efficient manner. It is not intended that these by-laws, at any time, thwart the will of a majority of the Trustees. The suspension of any provision contained in this by-law shall be allowed, with a 2/3 majority vote of the Board of Trustees. Such suspension shall be in effect only for the meeting at which the approval is given.

1.2 Definitions

In this by-law, terms have the following meaning:

(a) "Initial Meeting" means The Initial Meeting of the Board for the second, third and fourth years of a Board's term of office;

- (b) “Board” means the Board of Trustees of the Upper Grand District School Board;
- (c) “Chair” means the Chair of the Board, exercising the authority as conferred by the Education Act, except where otherwise indicated as meaning Chair of a Committee of the Board;
- (d) “Closed” means a committee meeting from which the public has been excluded in accordance with the Education Act;
- (e) “Committee” means a statutory, standing, or ad hoc committee of the Board, as further described in Section 4.8 of this by-law;
- (f) “Committee Member” means a person appointed by the Board to be voting member of a Committee of the Board as per Section 4.8 of this by-law;
- (g) “Director of Education” means the Chief Education Officer, Chief Executive Officer and Secretary of the District School Board, in accordance with the Education Act
- (h) “Education Act” means the Education Act, R.S.O.1990, as amended from time to time, and includes, where the context requires, the Ontario Regulations enacted thereunder;
- (i) “Ex Officio” means a member of a committee who is part of said committee by virtue of holding another office (ex. Chair of Board is ex officio member of select Board committees)
- (j) “Inaugural Meeting” means a meeting of a newly elected Board;
- (k) “Motion” is a proposal for approval by the Board;
- (l) “Resolution” means a main motion expressed in writing and approved by a majority of the Trustees present;
- (m) “Student Trustee” means a student who is appointed as a “Student Trustee” as outlined in Ontario Regulation 7/07- Student Trustees and Policy 106;
- (n) “Treasurer” means the Senior Business Official designated as Treasurer of the Board;
- (o) “Trustee” means a member of the Board, elected, acclaimed or appointed to the office pursuant to the provisions of the Municipal Elections Act or the Education Act, as the case may be;
- (p) “Vice-Chair” means the Vice-Chair of the Board, except where otherwise indicated as meaning Vice-Chair of a Committee of the Board.

Section 2 Members of the Board of Trustees

2.1 Elected Trustees

The number and distribution of elected Trustees on the Upper Grand District School Board is determined by regulation and a report comes to the Board for approval in an election year.

2.2 Student Trustees

Student Trustee(s) will be appointed according to Policy 106 - Student Trustees.

Section 3 Officers of the Board of Trustees

3.1 Officers of the Board of Trustees

The Officers of the Board shall be the Chair, the Vice-Chair, and the Director of Education.

3.2 The Chair of the Board

The Chair of the Board shall chair all Board Meetings and Special Board Meetings.

The Chair of the Board shall not take part in any discussion unless they first leave the Chair and appoints the Vice-Chair or in their absence, one of the Trustees present to take their place until they return to the Chair.

The Chair of the Board shall be entitled to vote with other Trustees of the Board upon all questions.

The Chair of the Board shall sign all Minutes approved by the Board.

The Chair is the designated signing authority along with the Director of Education

3.3 The Vice-Chair of the Board

The Vice-Chair of the Board shall, in the absence or disability of the Chair of the Board, perform the duties and exercise the powers of the Chair of the Board.

The Vice-Chair of the Board shall chair all Committee of the Whole and Committee of the Whole - Closed meetings.

3.4 Director of Education and Secretary of the Board

The Director of Education and Secretary of the Board is responsible for the creation and maintenance of all documentation related to the agenda, minutes and Board by-laws, policies and procedures.

As Chief Executive Officer the Director is the signing authority along with the Chair of the Board.

3.5 Treasurer of the Board

The Senior Business Official designated as Treasurer of the Board shall be a signing authority for prescribed financial documents.

Section 4 Meetings

4.1 Inaugural and Initial Meetings

4.1.1 Inaugural Meeting

The Inaugural Meeting of a newly elected Board shall be held within 7 days, following the start of the new term which begins on November 15th, at the call of the Director of Education. The meeting location shall be the Head Office of the Board.

At such meeting at the appointed time the Director of Education shall call the meeting to order.

The Director of Education shall proceed to read the returns of the election to the Board as certified to the Director of Education by the Municipal clerks.

The Director of Education shall certify that the Trustees have met all procedural requirements and are eligible to take office.

4.1.2 Initial Meetings

The Initial Meetings of the Board for the second, third and fourth years of a Board's term of office shall be held at the first Board meeting on or after the anniversary date of the date the term of office began at the Board's Head Office, unless the Board otherwise directs and notice to Members, Student Trustees and the public has been given.

At such meeting at the appointed time the Director of Education shall call the meeting to order.

4.1.3 Election of Chair

At each Inaugural and Initial Meeting, a Chair and Vice-Chair shall be elected.

With the Director of Education (or designate) presiding, the Board shall proceed to elect a Chair for the ensuing year.

The Director of Education or temporary Chair shall name the scrutineers appointed for the election of the Chair.

The election of the Chair shall be by secret ballot after the nomination has been held and the Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected but the count shall not be declared.

Should no Trustee receive a simple majority of the votes cast, the scrutineers shall announce the result in descending order, and the name of the Trustee receiving the smallest number of votes will be dropped from the ballot and balloting shall continue until a majority of the ballots have been cast in favour of one person, but the counts shall not be declared.

The person with the simple majority of votes shall be the Chair until the next Initial Meeting and shall at once take the chair and preside over the further conduct of the business of the meeting.

Tie votes shall be decided by lot in accordance with Section 208(8) of the Education Act.

In the event that two or more candidates receive an equal number of votes, and a higher number than any other candidate, for the same position, such candidates shall draw lots to determine which candidate shall be declared elected.

The Director of Education, whose duty it is to declare the result shall determine by lot and in the presence of the candidates which candidate(s) shall be declared elected.

4.1.4 Election of Vice-Chair

The Board shall then proceed to elect a Vice-Chair and the procedure will be as for the election of the Chair.

4.1.5 Destruction of Ballots

At the conclusion of the election of the Chair and the Vice-Chair, the Chair shall make a motion to destroy the ballots

4.1.6 Committee Assignments and Election of Standing Committee Chairs

In an Inaugural year the election for the Standing Committee Chairs (Section 4.8) shall occur at a Board meeting subsequent to the Initial Meeting at the Board's Head Office, unless the Board otherwise directs and notice to Members, Student Trustees and the public has been given.

For the second, third and fourth years of a Board's term of office the election of Standing Committee Chairs shall occur at a Board meeting subsequent to the Initial Meeting.

Prior to the Initial Meeting, Trustees may be asked to identify their committee assignment preferences. Based upon the Trustee preferences and balancing workload and interests, a proposed roster of committee assignments shall be presented to the Board for approval.

Once the roster of committee assignments has been approved, the election of Standing Committee Chairs shall be conducted.

Standing Committees may, at their discretion, recommend the election of a Vice-Chair of the Committee, at a subsequent Board meeting.

In the event of the Standing Committee Chair becoming vacant for any reason, a new Chair shall be elected in the same manner as before provided.

4.1.7 Term of Office

The term of office for all Chair, Vice-Chair Members and Standing Committee Chairs shall be for one (1) year, or until their successors are elected. There shall be no restrictions as to how many consecutive terms an individual Member may serve as an Elected Board Officer.

4.1.8 Signing Authority

The Board shall then, by resolution, appoint by name the Chair of the Board and the Director of Education as the cheque signing authorities.

4.2 Board Meetings

The Board will meet regularly on the second and fourth Tuesday of each month, at 7:00 p.m., at the Head Office (or designated alternate site) of the Board from Labour Day in September through to the end of June, except when the second or fourth Tuesday abuts a statutory holiday, days of particular significance, or during a school vacation period for students. In such cases a regular meeting may be rescheduled.

The Board meeting agenda shall follow the format as outlined in Appendix A - AGENDAS OF BOARD AND COMMITTEE OF THE WHOLE – CLOSED MEETINGS. The Board may modify the agenda from time to time.

Notice of all meetings of the Board shall be transmitted by the Director of Education to the address of each Trustee of the Board at least forty-eight (48) hours in advance, not including Sunday, before the time of the meeting.

Until a Trustee of the Board shall notify the Director of Education in writing of their official address, all notices or communications transmitted to the Trustee at their address as set out in their nomination paper shall be deemed to have been received by the Trustee.

Copies of reports to be presented at any meeting of the Board shall be delivered, with the notices of such meeting. The consideration of reports sent at a later date may be deferred until a future meeting of the Board.

Access to meetings of the Board and Committees of the Board shall be in accordance with Section 207 of the Education Act. Other persons, including staff, may attend closed meetings at the Chair's discretion.

No meeting shall continue in session past 9:00 p.m., without an approved motion to extend the length of the meeting for up to one (1) additional hour, with a two-thirds (2/3) majority of Trustees in attendance and eligible to vote. Such motion must take place for each additional one-hour extension. The Chair may seek the approval of the Board in re-ordering outstanding items on the agenda if it appears that urgent business may not be considered by the Board within the time remaining.

4.3 Special Meetings of the Board

Special meetings of the Board shall be held on the call of the Chair or on the written request of a majority of the Trustees of the Board made to the Chair, or in their absence, the Vice-Chair, or in their absence, the Director of Education.

The written notice of every special meeting of the Board shall state business to be transacted or considered all thereat, and no other business shall be considered unless all of the Trustees of the Board are present and two-thirds majority agrees.

Notwithstanding the above, the Director of Education and Chair may outline in the written notice, by heading only, a topic to be considered at the meeting.

4.4 Quorum

At all meetings of the Board, regular and special, the presence either in person or electronically, in accordance with Policy 101 – Electronic Meetings, of a majority of all the Trustees constituting the Board shall be necessary to form a quorum.

Should there be no quorum present within fifteen (15) minutes after the time appointed for the meeting, the Director of Education (or designate) shall record the names of those present and the Board shall stand adjourned until the next regular or special meeting.

When a quorum is no longer in attendance at the Board meeting no business can be legally transacted and it shall be the responsibility of the presiding Chair and the Director of Education (or designate) to note the lack of quorum and, if necessary, have the fact recorded in the Minutes.

4.5 Delegations to the Board

The Upper Grand District School Board provides many opportunities for groups and individuals to provide advice or commentary to the Board. One option to address the full Board is through delegations.

Individuals or groups who are seeking to delegate to a committee or Board should contact the Manager of the Trustee Secretariat, to request a delegation, on or before 12 noon of the Friday prior to the meeting.

The Manager of the Trustee Secretariat will ensure that all potential delegates will be made aware of the procedures to be followed when appearing before a committee or Board.

Delegation topics shall be linked to an agenda topic.

The number of delegations at a particular board meeting may be limited at the discretion of the Chair.

The length of each presentation shall be limited to five (5) minutes and may be followed by Trustee questions of clarification.

All delegates and guests must adhere to the Ontario Human Rights Code (OHRC) and the Upper Grand District School Board Code of Conduct.

At no time will trustees or staff engage in discussion with the spokesperson or any member of the delegation except to clarify, through the chairperson, a point made in the presentation.

Consideration of requests by delegations may be addressed during the Board meeting or referred to a committee, or to a future Board meeting.

4.6 Committee of the Whole

Committee of the Whole is a meeting format that should be used by the Board on an infrequent basis and should have a clear (often single item) agenda. The Committee of the Whole Meeting is an effective tool for education and professional learning. It should rarely be utilized as part of the decision-making process of the Board.

4.7 Committee of the Whole - Closed

The Board may resolve itself into Committee of the Whole - Closed upon any matter brought under its consideration and such committee meetings may be closed in accordance with the provisions of Section 207 of the Education Act. (Appendix C - MATTERS WHICH MAY BE CONSIDERED IN CLOSED MEETINGS)

The Committee of the Whole - Closed meeting agenda shall follow the format as outlined in Appendix A - AGENDAS OF BOARD AND COMMITTEE OF THE WHOLE - CLOSED MEETINGS. The Committee of the Whole may modify the agenda from time to time.

All rules of the Board shall be observed in Committee of the Whole - Closed so far as applicable, except that no motion shall require to be seconded; and no motion for adjournment shall be allowed.

In Committee of the Whole - Closed a Trustee may move that the Committee rise and report progress to the Board, and this question shall be decided without debate.

All items on the agenda for a Closed Session, including committee or staff reports, shall be received in confidence and no Trustee of the Board or employee of the Board shall disclose any Closed Session matter not previously made public, unless, and only to the extent that, it is subsequently moved into Public Session, or unless such disclosure is expressly approved by the majority of the Trustees of the Board in a vote held for such purpose. Any violation of this By-law could lead to Board censure.

The Board may, on occasion, hold a Committee of the Whole- Closed Meeting without attendance of anyone but Trustees for the purpose of discussing an issue consistent with the provisions of Section 207 of the Education Act.

4.8 Committees of the Board

Standing Committees - A Standing Committee shall be a committee of Members that is appointed by the Board to consider, on a regular basis, a specific, fixed area of the Board's operation.

The Board has three Standing Committees,

- Policy and Priorities
- Finance and Facilities
- Governance.

Standing Committees will be composed of Trustees.

Policy and Priorities	3-5 Trustees
Finance and Facilities	3-5 Trustees
Governance	3-5 Trustees

Meetings of the Standing Committees will normally be held as follows:

Policy and Priorities	1st Tuesday of the month
Finance and Facilities	3rd Tuesday of the month
Governance	Quarterly Meetings

When these dates fall on a statutory holiday, days of particular significance, during a school vacation period for students, or about a statutory or board holiday, these meetings may be rescheduled.

No standing committee meeting shall continue in session more than 2 hours, without an approved motion to extend the length of the meeting for up to one (1) additional hour, with a two-thirds (2/3) majority of Trustees in attendance and eligible to vote. Such motion must take place for each additional one-hour extension. The Chair of the Committee may seek the approval of the Committee in re-ordering outstanding items on the agenda if it appears that urgent business may not be considered by the Board Committee within the time remaining.

Statutory Committees - Such committees are established under the Act or Regulations and have mandates and terms of reference as required by the regulations.

Statutory Committee Roster:

- Special Education Advisory Committee (SEAC)
- Parent Involvement Committee (PIC)
- Student Discipline Committee
- Supervised Alternative Learning Committee (SAL)
- Internal Audit Committee

Advisory Committees - Advisory Committees are created for each of the Board Priorities based upon the Multi-Year Plan. Advisory committees are comprised of community members/parents; staff; students and trustees.

Ad Hoc Committees - Such committees may be established by the Board to provide ongoing input to the Board on a topic or group of topics as determined by the Board. These are short term Committees with a specific end date and objective.

External Appointments

The Board will make required external appointments to:

- Ontario Public School Boards Association (OPSBA),
- Art Gallery of Guelph,
- Learning Foundation.

Additional external appointments may be considered by the Board.

Section 5 Rules of Order

In all cases not provided for by these rules, the rules and practice of “Robert’s Rules of Order” Newly Revised 12th Edition 2020 so far as applicable.

5.1 Presiding Officer

The Chair shall preside at all Board meetings or, in absence from the Chair, the Vice-Chair.

In case of the absence of both the Chair and the Vice-Chair for five (5) minutes after the hour appointed, as soon as a quorum shall be present, the Board shall choose a temporary Chair.

The temporary Chair so chosen shall preside only until the Chair or Vice-Chair shall arrive and the immediate business at hand is completed.

In the absence of the Director of Education, the Director of Education shall appoint a temporary replacement.

5.2 Rules of Order for Board Meetings

The Chair, or by their direction or in their absence, the Vice-Chair of the Board, and the Director of Education, shall be responsible for preparing an agenda for each meeting of the Board. Agenda items may be submitted to the Chair up to one (1) week prior to the regular Board Meeting. Closed Meeting items must follow the limitations set out in the Education Act (Appendix C - MATTERS WHICH MAY BE CONSIDERED IN CLOSED MEETINGS).

The order of business will, as far as is possible, deal with items requiring action in the first part of the agenda and information items in the latter part of the agenda.

The order of business for meetings of the Board and of the Committee of the Whole - Closed shall be as outlined in Appendix A - AGENDA OF BOARD MEETINGS and may be amended from time to time.

In the event of a Minority Report which presents an alternative to the Majority Report, the Minority Report shall be presented at the time the committee report is tabled. This report will be presented by the Committee Chair or Trustee representative on the committee. A spokesperson shall have an opportunity to speak to the minority report.

5.3 Rules of Order for Committee of the Whole - Closed

The Board may resolve itself into Committee of the Whole - Closed upon any matter brought under its consideration and such committee meetings may be closed in accordance with the provisions of Section 207 of the Education Act.

All rules of the Board shall be observed in Committee of the Whole - Closed so far as applicable, except that no motion shall require to be seconded; and no motion for adjournment shall be allowed.

In Committee of the Whole - Closed a Trustee may move that the Committee rise and report progress to the Board, and this question shall be decided without debate.

The Committee of the Whole - Closed, upon conclusion of its business, shall, on motion duly passed, rise and report immediately to the Board.

The Board shall then consider the motion: "That the Upper Grand DSB approves the business of the Committee of the Whole – Closed Session of month date, year." and, provided such motion is passed by a majority of the Board, the transactions of the Committee of the Whole - Closed shall form the properly recorded Minutes.

5.4 Rules of Order for Committees

The rules of the Board shall be observed in all meetings of Committees, so far as applicable, no motion shall require to be seconded, and a motion for adjournment shall be to "adjourn and report to the Board".

The Committee Chair (or designate) and the appropriate Supervisory Officer or designate, shall be responsible for preparing an agenda for the committee meeting. Agenda items should be submitted to the Committee Chair no later than one (1) week prior to the scheduled committee meetings.

Meetings of any committee may be called by the Committee Chair thereof whenever they shall consider it necessary to do so, and shall be called by the Committee Chair thereof whenever a request is made in writing to do so by three (3) Trustees thereof, or by the Chair of the Board.

The Chair of the Board shall be an Ex Officio member of all committees, except the Student Discipline Committee. Any Trustee of the Board may attend a meeting of any committee of which they are not a member, as an observer, but only with the permission of all parties at a Student Discipline Committee meeting.

A trustee (observer) present at a meeting shall not be counted in establishing a quorum. The Board Chair as an Ex Officio member, when present, shall be counted in establishing a quorum.

Every duly appointed Trustee member of a Board committee, present at a meeting of that committee when a question is put, shall be entitled to vote, unless prevented by statute. The Chair of the Board as an Ex Officio member of a committee shall only be entitled to vote if the Chair's attendance is required to achieve quorum. Trustees who are not appointed to a committee but wish to attend meetings of that committee as observers shall not be entitled to vote.

The Chair or appointed Trustee of a committee is responsible for presenting a report to the Board.

A member or members of any committee may have a written Minority Report presented by the Chair or appointed Trustee of the committee in the same manner as the majority report is presented.

No verbal report from any committee shall be received or discussed except at the discretion of the Chair or with the approval of the Board.

No Trustee member of a committee has the authority to order Administration to undertake any task/action without committee approval.

5.5 Motions of the Board

Any motion, once read, is in the possession of the Board but with permission of the Chair of the Board, it may be withdrawn by the mover and seconder, if appropriate, at any time before a vote is taken on the motion.

Every motion of the Board shall be seconded.

Any Trustee may, by right, require the motion in/under discussion to be read for their information at any time during the debate, but not so as to interrupt a Trustee speaking.

A Trustee may read a motion and before it is seconded, speak to it.

The Chair (or any Trustee) may require any motion before the Board to be put in writing.

No Trustee, unless strictly in explanation, shall without leave of the Chair speak more than once upon any question or motion, except the mover of a motion or amendment, who shall be permitted to conclude the debate.

No Trustee shall speak longer than five (5) minutes on the same question, without leave of the Board by majority vote.

When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any Trustee, shall be considered and voted upon separately.

When a committee report is presented to the Board, the recommendations contained therein may be voted on as a block, or, at the request of any Trustee, recommendation(s) shall be voted on separately to allow for questions or further consideration. The presenter of a committee report may read aloud the recommendations contained therein, or, may present some or all of the recommendations "as printed".

Every Board Trustee, including the Chair, present at a meeting of the Board or Committee of the Whole shall be entitled to vote unless prevented by statute.

Student Trustees may vote but that vote shall not be counted for the purposes of determining approval of a motion.

When a motion is under debate, motions of procedure may be put with precedence in the order as listed below (Appendix D - RULES OF ORDER GUIDE):

- a) to adjourn
- b) to put the previous question
- c) to defer or postpone
- d) to refer to another meeting
- e) to amend

After the motion to put the previous question has been placed, the Chair shall proceed to its vote without debate. If the vote to putting the previous question is in the affirmative, the Chair shall call for the vote on the question without debate.

When a vote to defer a motion is placed, the time for the return of the motion to the floor shall be given.

After a motion has been moved and seconded by the Board, an amendment to the motion may be moved and an amendment to the amendment may be made. Before a second amendment to the amendment is made, the first amendment to the amendment must be resolved.

After all amendments have been resolved, the Board shall vote on the motion as amended.

A proposed amendment, deemed by the Chair to be relating to a different subject or substantially modifying the primary intent of the motion shall be ruled out of order.

Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on an amendment(s) is decided in the affirmative the main question as amended shall be put to a vote.

After the Chair has put the motion to a vote, there shall be no further debate.

The vote shall not be recorded upon any question unless requested by at least one (1) Trustee, and such request must be made before the Chair calls upon the Trustees to vote upon the question.

The Chair shall call for the vote with those in favour voting first and then those opposed voting second, and the names of those voting in favour and opposed shall be recorded in the minutes.

Should there be an equality of votes on any matter, the matter shall be lost.

Petitions and communications on any subject within the purview of a committee shall be referred by the Chair to the proper committee without motion, but the Board may, if two-thirds (2/3) of the Trustees present vote in favour thereof, enter upon the immediate consideration and disposition thereof. No discussion of the main question shall be allowed until the motion for immediate consideration has been decided in the affirmative.

5.6 Notice of Motion

A Trustee may give the Director of Education written notice of a motion, along with explanatory rationale, regarding any matter with respect to which the Trustee has a right to vote, and the motion shall be included in the Board agenda, provided it is received by the Director of Education by no later than 5:00 p.m., on the Tuesday before the meeting at which it will appear on the agenda.

A notice of motion so received may not be the subject of debate or resolution until a Board meeting following the meeting for which it first appears on the agenda.

Notwithstanding the above, a Trustee may bring a motion at a Board meeting without prior notice provided that a two-thirds (2/3) majority of Trustees waive the notice requirements.

5.7 Challenge to the Chair Ruling

The Chair shall decide all questions of order and such decision shall be final, unless negated on an appeal to the Board. The Chair shall, when deciding a point of order, state the rule applicable to the case. The ruling of the Chair shall be final, subject only to an Appeal to the Board by a Trustee.

If a Trustee appeals the Chair's ruling, the question whether the Chair shall be sustained shall then be put by the Director of Education and decided without debate.

The Trustee who appeals the Chair's ruling shall be given five (5) minutes to outline the rationale for the challenge. The Chair shall be given five (5) minutes to state the rationale to support the ruling of the Chair.

Following these presentations, the question shall be put to the Board and decided by simple majority. A tie vote shall sustain the ruling of the Chair.

5.8 Questions of Privilege

Questions of privilege refer to all matters affecting the rights and protection of the Board, or to the position and conduct of members in their role as Trustees. A breach of privilege is a willful disregard by a Trustee or any other person of the dignity and authority of the Board or any of its Trustees or employees. A question of privilege is normally presented as a motion to enable the Board to take action deemed appropriate to the complaint. Any Trustee desiring to speak shall so indicate by raising a hand. The Chair shall call the Trustees by name and such a Trustee may then, but not before, proceed to speak, confining themselves to the motion.

No Trustee, while speaking, shall be interrupted except to be called to order by a Trustee for infraction of the Rules of Order of the Board, in which case they shall stop speaking until the point of order has been decided by the Chair.

5.9 Motion to Adjourn

No motion to adjourn shall be placed until at least one (1) item of business is transacted. A motion to adjourn shall be without debate before the vote, but may not occur while a Trustee is speaking, while a vote is in process or when the question has been called.

When a motion is to adjourn to reconvene at a fixed time and place, such motion as to that time and place is debatable.

5.10 Motion of Reconsideration

After a recorded vote has been taken on any motion, only a Trustee who voted in favour of the original motion can place a motion of reconsideration. If the vote was not a recorded vote, any Trustee can place a motion of reconsideration.

After a vote has been taken on any question, reconsideration at the same meeting may be held if a two-thirds vote of the Trustees present is in the affirmative.

A question may be reconsidered at a subsequent meeting with the consent of two-thirds (2/3) of the Trustees present providing there is a quorum and notice has been given at a regular meeting of the Board.

After a reconsideration vote has been taken and the result is in the negative, a Notice of Motion of further reconsideration of the motion shall not be placed until after a three-month period, except by unanimous agreement of Trustees present at a regular Board meeting.

After the election of a new Board, with Notice of Motion having been given, a motion for reconsideration of a resolution adopted by a previous Board shall require a simple majority.

5.11 Motion to Rescind

The effect of the motion to Rescind is to strike out an entire main motion, resolution, policy, regulation or bylaw that has been adopted at some previous time.

The motions to Rescind or to Amend are not in order when the subject can be reached by Reconsideration (Section 5.10).

Adoption of a motion to Rescind requires a two-thirds (2/3) vote of the members present and entitled to vote. The motions are debatable; debate can deal with the merits of the question which it is proposed to rescind.

After the election of a new Board, with Notice of Motion having been given, a motion for to rescind a resolution adopted by a previous Board shall require a simple majority.

GENERAL PROVISIONS

Amendments to any by-law may be made at any Board meeting by a two-thirds (2/3) majority vote of the Trustees present and eligible to vote, provided that notice of

intention to introduce the amendment and the general nature thereof has been given, either at a previous meeting, or in writing to the Director, at least seven (7) days in advance of the meeting at which it is to be considered.

Every by-law of the Board, upon approval, shall be signed by the Chair and counter-signed by the Director of Education and the seal of the Board then attached thereto.

Attendance of Trustees at Board meetings shall be noted and recorded and Trustees are bound by the provisions of Sections 228 (1)(b) and 229(1) and (2) of the Education Act regarding absence from meetings (Appendix E - TRUSTEE ATTENDANCE AT MEETINGS).

When applying for leave of absence as described in Section 228(1)(b) of the Education Act, Trustees shall make such request directly to the Board convened in regular session and such approval must be by recorded motion (Appendix F - LEAVE OF ABSENCE PROCEDURE).

An office is not vacated by a Trustee who is absent for 20 consecutive weeks or less if the absence is as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee in accordance with Subsection 259(1.1) of the Municipal Act (2001) (Appendix G - TRUSTEE PREGNANCY AND PARENTAL LEAVE PROCEDURE).

APPENDIX A

By-law 1 Section 4.2

AGENDA OF BOARD MEETINGS

1. Committee of the Whole- Closed
2. Call to Order
3. Land Acknowledgement and Equity Statement
4. Approval of the Agenda
5. Declaration of Conflict of Interest
6. Confirmation of the Minutes of the Board
7. Student and Staff Recognition
8. Delegation(s)
9. Response to Delegation(s)
10. Committee Reports
 - a. Committee of the Whole - Closed
 - b. Standing Committee(s)
 - i. -
 - ii. -
 - c. Statutory Committee(s)
 - i. -
 - ii. -
 - d. Advisory Committee(s)
 - i. -
 - ii. -
 - e. Ad hoc Committee(s)
11. Report from Chair
12. Report from the Director
13. Any Other Business
14. Correspondence
15. Information Items
16. Adjournment

By-Law Section 4.7

AGENDA OF COMMITTEE OF THE WHOLE - CLOSED SESSION

1. Call to Order
2. Approval of the Agenda
3. Declarations of Conflict of Interest
4. Confirmation of the Minutes of the Committee of the Whole - Closed
5. Committee Reports
6. Discussion Items
7. Personnel Matters
8. Questions of a Confidential Nature
9. Rise and Report to the Board

APPENDIX B

By-law 1 Section 4.5

DELEGATIONS TO THE BOARD APPLICATION FORM

The Upper Grand District School Board provides many opportunities for groups and individuals to provide advice or commentary to the Board. One option to address the full Board is through delegations. If you are requesting a delegation, please contact the Manager of the Secretariat to the Board for support of your delegation.

Delegate(s) Name:

Contact Information:

Affiliation:

Delegation Topic/Content:

APPENDIX C

By-law 1 Section 4.7

MATTERS WHICH MAY BE CONSIDERED IN CLOSED MEETINGS

EDUCATION ACT, Section 207(2):

207 (1) Subject to subsections (2) and (2.1), the meetings of a board and the meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct. R.S.O. 1990, c. E.2, s. 207 (1); 2014, c. 13, Sched. 9, s. 19 (1).

Closing of certain committee meetings

(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2); 2021, c. 4, Sched. 11, s. 7 (1).

Closing of meetings re certain investigations

(2.1) A meeting of a board or of a committee of a board, including a committee of the whole board, shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the board. 2014, c. 13, Sched. 9, s. 19 (2).

APPENDIX D
By-law 1 Section 5.5
RULES OF ORDER GUIDE

Class of Motions	Kind of Motions	Must be Seconded	Debatable	Vote Required	Amendable	How Used
Main Motion: introduces subject	Main Motion	Yes	Yes	Majority	Yes	To open discussion
Subsidiary Motions: seek to properly dispose of main motion	Amend	Yes	Yes	Majority	Yes	To modify motion
	Amend the amendment	Yes	Yes	Majority	No	To modify amendment
	Refer to a committee (or others)	Yes	Yes	Majority	Yes	To study and/or modify
	Postpone to a certain time	Yes	Yes	Majority	Yes	To defer action
	To put the question	Yes	No	2/3rds	No	To close debate
	Table a motion	Yes	No	Majority	No	To defer action
Incidental Motions: Handled before action is taken on subject to which it relates	Withdraw a motion	No	No	Majority	No	To prevent wasting time
	Division of a question	No	No	Majority	Yes	To divide question
	Object to consideration of question	No	No	2/3rds	No	Must be moved before debate opens
	Suspension of the rules	Yes	No	2/3rds	No	To conduct special business
	Challenge a ruling of Chair	Yes	No	2/3rds	No	To correct Chair
	Close nominations	Yes	No	2/3rds	Yes	To limit nominations
	Reopen nominations	Yes	No	Majority	Yes	To expand nominations
Unclassified Motions: These will bring a question before the group again	Take from table	Yes	No	Majority	No	To re-open discussion of tabled motion
	Motion to reconsider	Yes	Yes	2/3rds	No	To consider previously lost motion
	Motion to rescind or appeal	Yes	Yes	2/3rds	No	To overturn previously approved motion
Privileged Motions: interrupts the proceedings	Point of order	No	Chair and Mover	Chair rules	No	To keep an order of business
	Question of privilege	No	No	Chair disposes	No	For comfort of members
	Motion to recess	Yes	Only re: length	Majority	Yes	To recess
	Adjourn	Yes	No	Majority	No	To close meeting

APPENDIX E
By-law 1 Section 5.11
TRUSTEE ATTENDANCE AT MEETINGS

EDUCATION ACT, Section 228(1):

A member of a Board vacates their seat if they are,

- a) convicted of an indictable offence;
- b) absent without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board;
- c) ceases to hold the qualifications required to act as a member of the Board;
- d) becomes disqualified under subsection 219(4); or
- e) fails to meet the requirements of section 229.

Section 229(1):

Despite section 208.1 but subject to subsection (2), a member of a Board shall be physically present in the meeting room of the Board for at least three regular meetings of the Board in each 12-month period beginning December 1.

Section 229(2):

Despite section 208.1, for the period beginning when a member of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.

APPENDIX F

By-law 1 Section 5.11

LEAVE OF ABSENCE PROCEDURE

When applying for leave of absence as described in Section 228(1)(b) of the Education Act, Trustees shall make such request directly to the Board convened in regular sessions and such approval must be by recorded motion.

The Trustee shall provide the Secretary-Treasurer and Chairperson with written notice of an absence of 20 consecutive weeks or less. The Trustee will continue to receive all Board and committee meeting reports, notices and minutes.

When a notice of absence under this provision is provided, the following plans shall be discussed with the Board Chairperson and the result brought forward to the Board for consideration and approval:

- a) A plan of how the Trustee chooses to remain engaged in the business of the Board. This includes the forwarding of all Board and committee materials but may also include participation in all, some, or no Committee and Board meetings by phone or other medium.
- b) A plan of how the work of any Committee commitments will be completed.
- c) A plan of how parent and constituent communication will be handled during the Trustee leave.

APPENDIX G

By-law 1 Section 5.11

TRUSTEE PREGNANCY AND PARENTAL LEAVE PROCEDURE

Notwithstanding By-law 1 Appendix E, an office is not vacated by a Trustee who is absent for 20 consecutive weeks or less if the absence is as a result of the Trustees' pregnancy, the birth of the Trustees' child or the adoption of a child by the Trustee in accordance with Subsection 228(2.1) of the *Education Act, 1990 as amended by Bill 68*.

The Trustee shall provide the Secretary-Treasurer and Chairperson with written notice of an absence of 20 consecutive weeks or less as a result of the Members' pregnancy, the birth of the Trustees' child or the adoption of a child by the Trustee.

The Trustee will continue to receive all Board and committee meeting reports, notices and minutes.

When such notice is provided, the following plans shall be discussed with the Board Chairperson and the result brought forward to the Board for information:

- a) A plan of how the Trustee chooses to remain engaged in the business of the Board. This includes the forwarding of all Board and committee materials but may also include participation in all, some, or no Committee and Board meetings by phone or other mediums.
- b) A plan of how the work of any Committee commitments will be completed.
- c) A plan of how parent and constituent communication will be handled during the Trustee leave.

100 Governance

- [100 Policy Management](#)
- [101 Electronic Meetings](#)
- [102 School Generated Funds](#)
- [103 Trustee Code of Conduct](#)
- [104 Access to School and Board Premises](#)
- [105 Trustee Honoraria](#)
- [106 Student Trustees](#)
- [107 Advocacy Expenditures](#)
- [111 Use of Corporate Resources for Elections](#)
- [112 Trustee Pregnancy and Parental Leave](#)
- [113 Director of Education Performance Appraisal](#)