



# RAINY RIVER DISTRICT SCHOOL BOARD OF TRUSTEES PROCEDURAL BYLAWS

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**BYLAWS OF THE  
RAINY RIVER DISTRICT SCHOOL BOARD OF TRUSTEES**

These Bylaws govern the procedures to be used by trustees and staff while conducting the meetings of the Board and its Committees.

**Article I - Definitions**

- a) **Act** means the *Education Act*, Revised Statutes of Ontario as amended and revised from time to time.
- b) **Ad Hoc (Special) Committee** means a committee established by the Board to consider a specific assigned matter and report back to the Board by a date fixed by the Board. Also referred to as a Special Committee.
- c) **Agenda** means the agenda of a meeting of the Board or any of its committees which lists the items of business in the order in which they will be conducted, and which includes the resolutions and decisions the Board will be asked to consider.
- d) **Board** means the elected and appointed members of the Board of Trustees of the Rainy River District School Board (RRDSB).
- e) **Bylaws** mean an organization's document that contains its own basic rules that relate to itself as an organization, rather than the parliamentary procedure that it follows.
- f) **Chair** means Chairperson of the Board.
- g) **Committee Chair** means a Chairperson of a Standing or Special (Ad Hoc) Committee of the Board.
- h) **Director** means Director of Education and Secretary to the Board, Chief Executive Officer, and Chief Education Officer.
- i) **Ex-Officio** means one who is a member of a committee due to holding another office.
- j) **Majority** means more than half.
- k) **Majority vote** means more than half of the votes cast by the members present.
- l) **Quorum** means the minimum number of members who must be present to validly transact business.
- m) **Regulations** means the regulations made under the *Education Act*.
- n) **Rules of Order** means a set of written rules of parliamentary procedure formally adopted by an organization to facilitate the orderly transaction of business in meetings.
- o) **Special Board Meeting** means a Board meeting called to deal with matters specified in the calling of the meeting that may arise between regular meetings and require action, or to dedicate an entire session to one or more particular matters.

- 51  
52 p) **Special (Ad Hoc) Committee** means a committee established by the Board to  
53 consider a specific assigned matter and report back to the Board by a date fixed by the  
54 Board. Also referred to as an Ad Hoc Committee.  
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56 q) **Standing Committee** means a permanent committee established by the Board or  
57 legislated to consider a specific fixed area of the Board's mandate.  
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59 r) **Statutory Committee** means a committee as required by provincial legislation.  
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61 s) **Trustee** means an elected member of the Board of Trustees, an appointed First  
62 Nations Trustee, a member appointed by the Board to fill a vacancy, or a Student  
63 Trustee.  
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## 66 **Article II – Name**

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68 The name of this organization is the Rainy River District School Board, hereinafter  
69 referred to as RRDSB of which the Board of Trustees is the governing body. The Board  
70 of Trustees will be referred to as the Board as it pertains to these bylaws.  
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## 73 **Article III – Object**

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75 The Board aims to enhance student achievement and well-being, to deliver effective and  
76 sustainable educational programs, and to ensure responsible stewardship of the  
77 RRDSB's resources.  
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## 80 **Article IV – Board of Trustees**

### 81 **4.1 Elected Trustees**

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84 Elected Trustees are elected at a regular election in accordance with the *Municipal*  
85 *Elections Act, 1996*, with vacancies filled by the Board in accordance with the *Education*  
86 *Act* and Policy 1.07, The Role of the Board.  
87

### 88 **4.2 First Nations Trustee**

89  
90 The First Nations Trustee is appointed, with vacancies filled by the RRDSB in  
91 accordance with Regulation 462/97 made under the *Education Act* and Policy 1.07, The  
92 Role of the Board.  
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### 94 **4.3 Student Trustees**

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96 Student Trustees are appointed, with vacancies filled by the RRDSB in accordance with  
97 Policy 1.07, The Role of the Board and Procedure 1.23, Student Trustee.

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#### **4.4 Roles and Responsibilities**

All Trustees shall be responsible for understanding their roles and responsibilities as outlined in the *Education Act*, these Bylaws, Policy 1.07, The Role of the Board, Policy 1.08, Trustee Code of Conduct, and other pertinent policies.

### **Article V – Executive**

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#### **5.1 The Executive Members of the Board**

The Executive members of the Board shall be the Chair and Vice-Chair.

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#### **5.2 Term of Office**

The Executive members shall serve for a term of one year or until their successors are elected.

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#### **5.3 Duties of Executive Members**

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- a) The Chair shall perform the duties prescribed by the *Education Act*, these Bylaws, Special Rules of Order, Policy 1.07, The Role of the Board, Policy 1.08, Trustee Code of Conduct and by the parliamentary authority adopted by the Board, or other such duties as directed by the Board.
- b) In the absence of the Chair, the Vice-Chair shall preside.
- c) If both the Chair and Vice-Chair are absent, the Secretary of the Board or designate shall call the meeting to order and a temporary Chair shall be chosen by the members of the Board present and who shall preside.

### **Article VI – Meetings of the Board**

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#### **6.1 Regular Meetings**

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- a) Regular meetings of the Board shall be held at the Rainy River District School Board Education Centre in Fort Frances on the first Tuesday of every month, except July and August, when the Board shall meet at the call of the Chair in consultation with the Director.
- b) Notwithstanding 6.1 a), at the first Regular Board meeting in September, by Board resolution, one meeting annually will be scheduled to be held in Atikokan, Emo, and Rainy River, with other locations considered at the will of the Board.
- c) Regular meetings of the Board will not be held during school vacation periods (i.e., Christmas and March Break). The September meeting will be held on the first Tuesday

145 following the Labour Day holiday and the January meeting will be held on the first  
146 Tuesday after the school vacation period.

147

148 d) Notice of a regular meeting, together with the agenda and reports, shall be provided to  
149 Trustees no later than 72 hours prior to the meeting. Such notice and supporting  
150 material will be made available on the RRDSB website no later than 72 hours prior to the  
151 meeting. Under exceptional circumstances, the Chair, in consultation with the Director,  
152 may delay a report until the Board meeting.

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154 e) All matters requested to be placed on an agenda are subject to the approval of the Chair  
155 or through a notice of motion. Requests from the Director for agenda items arising from  
156 the Strategic Plan or in the discharge of their duty under the *Act* may not be denied and  
157 must be dealt with in a timely manner.

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159 f) Due to extenuating circumstances, a regular meeting may be canceled or rescheduled  
160 by the Chair in consultation with the Director or by Board resolution at a preceding  
161 regular meeting.

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163 g) Attendance of Trustees (present, absent or regrets) shall be recorded by the Secretary  
164 in the minutes of all meetings of the Board.

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166 h) Unfinished business may be addressed:

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168 i. at a continued meeting using the motion To Fix the Time to Which to Adjourn;

169 ii. at the call of the Chair in consultation with the Director; or

170 iii. on the next regular Board meeting agenda.

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172 i) Meetings of the Board shall adjourn no later than 11 p.m. local time unless by Board  
173 resolution the time is extended.

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175 j) The procedures for Regular Meetings of the Board shall be as prescribed in Appendix C.

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## 177 **6.2 Inaugural and Annual Meeting**

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179 a) The Inaugural meeting of a newly-elected Board shall be held at the Education Centre at  
180 7:00 p.m. CT on the first Tuesday following November 15, and on, or prior to, November  
181 22.

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183 b) The Annual meeting of the Board for the second, third and fourth year of the Board's  
184 term of office shall be held on the first Tuesday in December unless otherwise directed  
185 by Board resolution at a previous meeting.

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187 c) The procedures for the Inaugural and Annual Meetings shall be as prescribed in  
188 Appendix D.

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## 190 **6.3 Special Board Meetings**

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192 a) Special Board meetings may be held at the call of the Chair in consultation with the  
193 Director, or on the written request of the majority of the members of the Board.

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- b) Notice of a Special Board meeting together with the agenda and reports shall be provided to Trustees no later than 48 hours prior to the meeting. Such notice and supporting material will be made available on the RRDSB website no later than 48 hours prior to the meeting. Under exceptional circumstances, the Chair, in consultation with the Director, may delay a report until the meeting.

#### **6.4 Electronic Meetings**

The Rainy River District School Board shall provide the supports necessary for Board and Committee members to participate electronically in meetings of the Board. Guidelines for participation are as outlined in Policy 1.42, Board and Committee Members Attending Meetings Electronically.

#### **6.5 Quorum for Meetings of the Board**

- a) Quorum for meetings of the Board shall be the majority of all members of the Board.
- b) If no quorum is present to start the meeting or the meeting becomes inquorate, the Board may:
- i. Fix the Time to Which to Adjourn
  - ii. Recess
  - iii. Take Measures to Achieve Quorum
- c) Where no quorum exists, due to conflict of interest, the remaining members shall constitute a quorum for the specific item of business, provided such number is not less than three.
- d) If quorum cannot be established, the Board, prior to adjourning, may allow agenda items not requiring a decision to be presented.

### **Article VII – Committees**

#### **7.1 Standing Committees**

##### **a) Statutory/Legislated Committees**

There shall be the following Statutory/Legislated Committees whose composition and function shall be in accordance with the *Education Act* and/or RRDSB Policy and/or other legislation (i.e. *Ontario Health and Safety Act*), as applicable:

- Special Education Advisory Committee
- Supervised Alternative Learning Committee
- Discipline Committee
- Audit Committee
- Parent Involvement Committee
- Joint Health and Safety Committee

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**b) Committees of the Board**

There shall be the following Committees of the Board whose composition and function shall be in accordance with Appendix G.

- Policy
- Finance
- Director of Education Performance Appraisal Committee
- Negotiations Committee

**c) Advisory Committees**

There shall be the following Advisory Committees whose composition and function shall be in accordance with Appendix G.

- First Nation, Métis, and Inuit Education Advisory Committee
- Joint Transportation Policy Committee

**7.2 Executive Committee**

- a) The Executive Committee shall consist of the Board Chair, the Vice-Chair, and the Director of Education.
- b) The Executive Committee shall organize the business of the Board, review dates and lengths of agendas, and make whatever changes are deemed to be in the best interests of the Board, according to the provision of these Bylaws.

**7.3 Special (Ad Hoc) Committees**

- a) The Board may establish a Special Committee to consider matters that do not fall within the mandate of a Standing Committee.
- b) Special Committees shall carry out the terms of reference assigned by resolution of the Board and shall sit during a period specified by the Board.
- c) The initial meeting of a Special Committee shall be called by the Director or designate within two weeks of appointing such a Committee. Further Special Committee meetings shall be at the call of the Chair of that Committee.
- d) All Special Committees shall report in writing.

**7.4 Quorum for Committees**

Quorum for committees of the Board shall be a majority of the committee members unless otherwise prescribed in legislation, regulation, and/or policy.

**7.5 Ex-Officio**

The Chair of the Board shall be ex-officio a member of all committees with no vote and no effect on quorum.

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## **Article VIII – Parliamentary Authority**

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### **8.1 Parliamentary Authority**

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- a) The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable to and in which they are not inconsistent with these Bylaws, any Special Rules of Order, or other governing documents the Board may adopt or is bound by.

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- b) Matters not specifically described in these Bylaws, Special Rules of Order, *Robert’s Rules of Order Newly Revised*, or the *Education Act*, shall be conducted in a manner established by the Chair, without objection. If there is an objection, a majority vote in the affirmative shall confirm the procedure.

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## **Article IX – Amending Bylaws**

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### **9.1 Amending Bylaws**

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- a) These Bylaws may be amended at any regular or special meeting of the Board by a two-thirds vote provided notice and the specific proposed amendment have been submitted in writing at the previous regular meeting of the Board.

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- b) Items in these Bylaws cannot be suspended unless they provide for their own suspension.

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## **Article X – Amending or Suspending Appendices to the Bylaws**

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### **10.1 Amending Appendices**

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- a) Appendices to these Bylaws, excluding Special Rules of Order, may be amended at any regular or special meeting of the Board by a majority vote provided notice and the specific proposed amendment have been submitted in writing at the previous regular meeting of the Board, or by two-thirds vote without notice.

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- b) Special Rules of Order may be amended at any regular or special meeting of the Board by a two-thirds vote provided notice and the specific proposed amendment have been submitted in writing at the previous regular meeting of the Board.

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- c) No amendments can be made that would conflict with documents of higher authority.

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### **10.2 Suspending Appendices**

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- a) Items in the appendices to these Bylaws, excluding Special Rules of Order, may be suspended by a majority vote with such suspension in effect only for that meeting.

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337        b) Special Rules of Order may be suspended by a two-thirds vote with such suspension in  
338            effect only for the intended purpose specified.

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340        c) Items in the appendices cannot be suspended if such suspension would conflict with  
341            documents of higher authority.

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346 ENACTED AND MADE AS OF THE 9<sup>th</sup> DAY OF January, 2018.

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352 \_\_\_\_\_  
353 CHAIR OF THE BOARD

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353 SECRETARY/DIRECTOR OF EDUCATION

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355 With the consent of two thirds vote of the Trustees of the Rainy River District School Board:

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357 Passed this 9<sup>th</sup> day of January, 2018

358  
359 Amended: September 2, 2008; October 5, 2010; March 1, 2011; January 10, 2012; December  
360 4, 2012; September 2, 2015; April 5, 2016; December 6, 2016; January 9, 2018; October 18,  
361 2022

## Rainy River District School Board of Trustees

### Appendix A - Special Rules of Order

Special Rules of Order supplement or modify rules contained in the adopted parliamentary authority which for Rainy River District School Board of Trustees, is the most current edition of *Robert's Rules of Order Newly Revised*. Special Rules of Order supersede rules in the adopted parliamentary authority.

1. Speaking to a Motion

Each member may speak twice for up to three minutes on each debatable motion. The maker of the motion has the right to speak first to the motion. Those members who have not spoken and wish to do so have the right to speak prior to another member speaking a second time.

2. Recorded Vote

The motion to allow for a recorded vote requires a majority vote to adopt and may only be requested for substantive main motions.

3. Recorded Vote (Student Trustees)

Notwithstanding special rule 2 above, in accordance with the *Education Act*, Student Trustees are entitled to require that a matter before the Board or one of its committees on which they sit be put to a recorded vote, and in that case, there shall be,

- a) a recorded non-binding vote that includes Student Trustee votes; and
- b) a recorded binding vote that does not include Student Trustee votes.

4. Recording Motions (Student Trustees)

In accordance with the *Education Act*, Student Trustees are not entitled to move a motion, but are entitled to suggest a motion, which may then be moved by a Trustee or committee member. If such a motion is not moved by a Trustee or committee member, the suggested motion is recorded in the minutes.

**Appendix B - Rainy River District School Board of Trustees Reference Sheet**  
***Parliamentary Motions Guide***

Based on *Robert's Rules of Order Newly Revised (12<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

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**Incidental Motions** - No order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None
§33 Request information	<b>Request for information</b>	Yes (if urgent)	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to <b>rescind/ amend something previously adopted...</b>	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider the vote</b> ...	No	Yes	Varies	No	Majority

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**Rainy River District School Board of Trustees**  
**Appendix C - Regular Board Meeting Procedures**

**Procedures for Regular Board Meetings**

1. The order of business for the Board meeting shall be as follows:
  - a) Call to Order
  - b) Land Acknowledgement
  - c) Approval of Agenda
  - d) Committee of the Whole – Closed (In Camera) Session (if applicable)
  - e) Rise and Report
  - f) Silent Reflection
  - g) Disclosure of Conflict of Interest
  - h) Recognition of Excellence
  - i) Confirmation of Minutes
  - j) Unfinished Business
  - k) Public Delegations or Public Delegations – Student Accommodation Review (if applicable)
  - l) System – Program/Curriculum Success
  - m) Board Reports
  - n) Student Trustee Report
  - o) Chair Report
  - p) Trustee Announcements
  - q) Administrative Reports
  - r) Correspondence
  - s) Future Meetings
  - t) Workshops/Conferences/Conventions
  - u) Adjournment
  
2. The following shall apply to agenda items.
  - a) Call to Order
  
  - b) Land Acknowledgement
  
  - c) Approval of Agenda – The agenda shall be confirmed and may be amended, by a majority vote.
  
  - d) Committee of the Whole – Closed (In Camera) Session
    - If a Committee of the Whole – Closed (In Camera) Session is required, the Board will move into Committee of the Whole by Board resolution.
    - Only those matters which fall under the *Education Act (207(2))* may be discussed.
  
  - e) Rise and Report
    - The Committee of the Whole shall rise and report.
    - As the Board generally begins the business of the Board at 7:00 p.m. CT, once back in Board session, if necessary, the Board may move to recess until 7:00 p.m. CT.
  
  - f) Silent Reflection

- g) Disclosure of Conflict of Interest – Members are bound by the *Municipal Conflict of Interest Act* and by the Rainy River District School Board Policy 1.08, Trustee Code of Conduct. The Chair shall call for those members present to disclose any conflict of interest in any matter which is to be the subject of consideration at the meeting. The essential principle of the legislation continues to be that a member must disclose any pecuniary interest he or she has in the matter before the Board and abstain from the decision-making process on the matter.
- h) Recognition of Excellence – The Board recognizes outstanding achievements.
- i) Confirmation of Minutes
  - This item on the agenda shall be considered by Trustees only with reference to the accuracy of the minutes as recorded. Trustee attendance shall be noted as present, regrets (for those who notified the Secretary of the Board of their impending absence) or absent.
- j) Unfinished Business
  - Unfinished Business may include:
    - Any matter that was pending when the previous meeting adjourned;
    - any matters on the previous meeting’s agenda that were not reached; or
    - matters that were postponed to the present meeting.
- k) Public Delegations (See Delegation Procedures – Appendix F)
- l) System Presentations
- m) Board Reports
  - Standing Committee Reports
    - Statutory/Legislated Committees
    - Committees of the Board
    - Advisory Committees
  - Special (Ad Hoc) Committee Reports
  - Recommendations must be contained in the Committee report to be considered at the meeting.
  - Recommendations that arise from the Committee report shall be provided as a notice of motion to be considered at the next regular meeting.
- n) Student Trustee Report
- o) Chair Report
  - The Chair shall provide either a verbal or written report to the Board.
- p) Trustee Announcements
  - Trustees may recognize events promoting student success.
- q) Administrative Reports
  - Staff reports requiring a decision or presenting information about the system, are presented.

- r) Correspondence
  - All correspondence requiring the collective decision of the Board and which has yet to be decided by the Board shall be presented for Board consideration and direction. The Board shall provide direction as to how either the Chair or Secretary of the Board shall respond.
  
- s) Future Meetings
  - A list of Board and Committee meetings which are scheduled for and will be held in the next several weeks shall be listed for information purposes.
  - In accordance with Article VI – Meetings of the Board, 6.1 a) and b), of the Procedural Bylaws, the Board may, by resolution, determine a location for a scheduled Regular Board meeting.
  
- t) Workshops, Conferences and Conventions
  - A list of workshops, conferences and conventions related to Trustees shall be noted.
  
- u) Adjournment

### ***Definitions***

- a) **Committee of the Whole** means the whole Board acting as if in committee.
  
- b) **Committee of the Whole in Closed (In Camera) Session** means a Committee of the Whole Board doing business as a committee with only those individuals deemed necessary.
  
- c) **Committee of the Whole in Open Session** means a Committee of the Whole Board doing business as a committee in public.
  
- d) **Closed (In Camera) Session** means a portion of a meeting at which the proceedings are not open.

## Rainy River District School Board of Trustees

### Appendix D - Inaugural and Annual Meeting Procedures

#### Procedures: Inaugural and Annual Meetings

1. The procedures at the Inaugural and Annual meetings shall be as follows:
  - a) The Director shall take the chair until the election of a Chair. If the Director is absent, the designated Supervisory Officer will preside.
  - b) The Director shall call the meeting to order and in an election year:
    - Note in the agenda package, the returns of the clerks of the municipalities certifying to the election of the members;
    - Administer the Declaration of Office and Oath of Allegiance according to the *Education Act*;
    - Declare the Board to be legally constituted when all members present have taken the Declaration and Oath and constitute a majority of all of the members of the Board.
  - c) For voting purposes, the Director shall have blank ballots prepared on which the candidate of choice will be entered by each member.
  - d) The Board shall approve scrutineers for elections.
  - e) The Director shall then conduct the annual election for the office of Chair by calling for nominations and each nominee shall indicate whether the nomination is accepted. Nominations will not require a seconder.
    - If only one member accepts a nomination, that member shall be declared elected by acclamation.
    - Where more than one nominee stands for election, a vote shall be taken by secret ballot and the member receiving a majority of the votes shall be declared elected.
    - If two or more candidates receive the same vote, as per the *Education Act*, an equality of votes will be decided by drawing lots.
    - If no majority is received when more than two nominees stand for election, the nominee receiving the fewest votes cast shall be removed from the ballot. Voting shall continue in a second or subsequent ballot until a nominee receives a majority of votes cast.
    - If there is an equality of votes for fewest votes cast, there will be a drawing of lots to determine who shall be removed from the ballot.
    - Process for Drawing Lots. Ballots shall be prepared:
      - one stating the name of the position to be filled; the other(s) blank.
      - The total number of ballots will be the total number of nominees with an equality of votes.
      - The first nominee to draw a ballot returns the ballot to the scrutineer, who, after noting it, returns it for the next nominee to draw.
      - If no nominee draws the ballot stating the name of the position to be filled, all nominees will draw again.
      - After each round, those nominees who drew blank ballots are removed from the process.
      - The draw continues until only one of the nominees draws the ballot stating the designated position.



- f) The Director shall announce the results of the ballot but shall not declare the count.
- g) The Chair shall then conduct the election for Vice Chair in the same manner as for the election of Chair.
- h) A motion to destroy the ballots for both the offices of Chair and Vice Chair shall be conducted.
- i) The Ontario Public School Boards' Association Board of Directors representative and alternate shall also be elected at the inaugural/annual Board meeting.

2. Order of Business for Inaugural and Annual Board Meetings shall be as follows:

- a) Call to Order
- b) Land Acknowledgement
- c) Elections
- d) Approval of Agenda
- e) Silent Reflection
- f) Disclosure of Conflict of Interest
- g) Recognition of Excellence
- h) Confirmation of Minutes
- i) Unfinished Business
- j) System – Program/Curriculum Success
- k) Board Reports
- l) Student Trustee Report
- m) Chair Report
- n) Trustee Announcements
- o) Administrative Reports
- p) Correspondence
- q) Future Meetings
- r) Workshops/Conferences/Conventions
- s) Adjournment

## Rainy River District School Board of Trustees

### Appendix E – Closed (In-Camera) Meeting Procedures

#### Procedures for Closed (In-Camera) Meeting

##### **Closed (In-Camera) Meeting**

1. The chair of the closed (in-camera) session of a meeting shall be the Vice Chair of the Board. In the absence of the Vice Chair, the Board Chair will fill the role.
2. The order of business for the closed (in-camera) session of a meeting shall be as follows:
  - a) Call to Order
  - b) Disclosure of Conflict of Interest
  - c) Approval of Agenda
  - d) Confirmation of Minutes
  - e) Business Arising from the Minutes
  - f) Reports
3. Meeting by Board Resolution – The Board, or any committee of the Board, may move into closed (in-camera) session by resolution of the Board, or any Committee of the Board, made in accordance with the provisions of these Bylaws.
4. Matters to be Dealt With – Where the Board moves into closed (in-camera) session with the meeting closed to the public, only matters designated in paragraph 8 will be considered.
5. Confidentiality – All Committee or staff reports prepared in support of an item on the Agenda for closed (in-camera) session shall be received in confidence and the materials and discussion shall be treated as confidential.
6. Rise and Report – When the Committee of the Whole Board has completed its work or wishes to recess, it shall “rise and report”.
7. Matters to be Disclosed – The “rise and report” shall specify the items or reports which are to be brought from a closed (in-camera) session of the Board to the open meeting of the Board.
8. Access to Meetings - A meeting of the Board will be closed to the public when the subject matter under consideration involves (*Education Act 207(2)*):
  - i) The security of the property of the Board;
  - ii) 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 student or their parent or guardian;
  - iii) The acquisition or disposal of Board assets or property;
  - iv) Decisions in respect of negotiations with employees of the RRDSB; or
  - v) Litigation affecting the RRDSB.

***Definitions***

- a) **Committee of the Whole** means the whole Board acting as if in committee.
- b) **Closed (In Camera) Session** means a portion of a meeting at which the proceedings are not open.

## Rainy River District School Board of Trustees

### Appendix F - Delegations to the Board Procedures

#### 1. Public Delegations (if applicable)

- a) Delegations shall request the opportunity to appear before the Board through the Secretary of the Board /Director of Education, by 4:00 p.m. CT on the Monday of the week preceding the next Regular meeting of the Board, which is one week prior to the Board meeting.
- b) The request must state the nature of the topic to be addressed and the name of the spokesperson or presenter for the group.
- c) Persons desiring to appear before the Board shall be permitted to do so if it is a matter within the jurisdiction of the Board and does not involve a personnel matter. If it is a personnel matter, it will be dealt with in camera and in accordance with the *Education Act*, provided the person making the request has exhausted all other means of having the matter resolved.
- d) The Chair shall decide whether or not to permit the delegation to be heard. A request for a delegation shall not be unreasonably denied. The Chair will notify the delegate and Trustees, with a written rationale, should a delegation be denied.
- e) If approved, the individual(s) speaking for the delegation must provide the Secretary of the Board/Director of Education with a copy of their written presentation by 4:00 p.m. CT on the Wednesday preceding the next Regular meeting of the Board. The presentation will appear as part of the Trustees' support material for the meeting at which the presentation is made.
- f) Under extenuating circumstances, the requirements may be waived at the discretion of the Chair in consultation with the Director of Education.
- g) A delegation's presentation will be limited to 15 minutes. Amendments as to the length of time is at the discretion of the Chairperson.
- h) The Chair and/or Secretary of the Board may, in consultation with the Committee Chair, assign a delegation to a Standing Committee agenda.
- i) The Secretary of the Board shall acknowledge in writing all requests for delegations to the Board. There shall be a maximum of two delegations allowed at any one Board meeting.
- j) Following the presentation, the Chair will ask the members of the Board if there is any point which they wish clarified. Except for questions of clarification, members of the Board or RRDSB staff shall not enter into discussion with the speaker or any member of the delegation concerning the presentation.
- k) As soon as the Chair is satisfied that all points have been clarified, the speaker of the delegation will be thanked and informed that the delegation material(s) have been received for information.

- l) The subject matter of the delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
- m) Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations in a timely manner.

**Or**

**2. Public Delegations – Student Accommodation Review**

- a) All delegations shall request the opportunity to appear before the Board through the Secretary of the Board /Director of Education, by 4:00 p.m. CT one week prior to the initial Special Committee of the Whole meeting for the Student Accommodation Review.
- b) The request must include a copy of the written presentation with the name of the spokesperson or presenter for the group.
- c) Under extenuating circumstances, the requirements may be waived at the discretion of the Chair in consultation with the Director of Education.
- d) The Chair shall decide whether or not to permit the delegation to be heard. A request for a delegation shall not be unreasonably denied. The Chair will notify the delegate and Trustees, with a written rationale, should a delegation be denied.
- e) The presentation will appear as part of the Trustees' support material for the meeting at which the presentation is made.
- f) A delegation's presentation will be limited to 10 minutes. Amendments as to the length of time is at the discretion of the Chairperson.
- g) The Secretary of the Board shall acknowledge in writing, all requests for delegations to the Board.
- h) Following each presentation, the Chair will ask the members of the Board if there is any point which they wish clarified. Except for questions of clarification, members of the Board or RRDSB staff shall not enter into discussion with the speaker or any member of the delegation concerning the presentation.
- i) As soon as the Chair is satisfied that all points have been clarified, the speaker of the delegation will be thanked and informed that the delegation material(s) have been received for information.
- j) All delegations may not necessarily be accommodated in one meeting.
- k) The subject matter of the delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
- l) Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations in a timely manner.

### Appendix G - Trustee Representation on Committees Preference

**Name:** [Click here to enter your name.](#)

**Date:** [Click here to enter a date.](#)

1. Trustees are asked to mark their preference in the column **“202X Preference”** by checking one of the following boxes  
**[1]** Most Interested                      **[2]** Average Interest                      **[3]** Least Interested

202X Preference	Committees	Admin Liaison	Meeting Dates	Number of Trustees
<input type="checkbox"/> <b>1</b> - Most Interested <input type="checkbox"/> <b>2</b> - Average Interest <input type="checkbox"/> <b>3</b> - Least Interested	<p><b>Special Education Advisory (SEAC)</b></p> <p>“The number to be appointed by the Board under clause (1)(c) shall be the lesser of, (a) three; and (b) 25 percent of the total number of members of the board, rounded down to the nearest whole number.”</p> <p>Regulation 464/97 and as per RRDSB Policy 5.01Special Education, the RRDSB shall establish a Special Education Advisory Committee to advise and make recommendations to the Board with respect to matters affecting the development, establishment, and delivery of special education programs and services.</p>		<p>Monthly</p>	<p>1 member 1 alternate</p>

202X Preference	Committees	Admin Liaison	Meeting Dates	Number of Trustees
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Supervised Alternative Learning (SAL)</b></p> <p>“A board shall appoint the following individuals to be members of a committee:</p> <p>1. At least one member of the board.”</p> <p>As per Regulation 374/10 and Procedure 4.22.</p>		<p>1<sup>st</sup> Tuesday, 9:30 a.m. of each month &amp; additional as needed</p>	<p>1 member 1 alternate</p>
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Discipline Committee</b></p> <p>The Board authorizes the creation of a Discipline Committee of no fewer than three Trustees to decide appeals of principal suspensions and principal recommendations for expulsion.</p> <p>As per Policy 4.16 Safe Schools and Procedure 4.30 Student Discipline.</p>		<p>As Required by Policy 4.30 Student Discipline</p>	<p>3 members</p>
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Joint Health &amp; Safety Committee</b></p> <p>The Joint Health and Safety Committee will meet throughout the year to address health and safety issues within the RRDSB.</p> <p>As per the <i>Occupational Health and Safety Act</i> and Policy 7.00 Occupational Health and Safety.</p>		<p>4 times/year</p>	<p>1 member</p>

202X Preference	Committees	Admin Liaison	Meeting Dates	Number of Trustees
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Audit Committee</b></p> <p>“If the Board has fewer than eight board members, the audit committee shall consist of four members, including two board members and two persons who are not board members.”</p> <p>As per Regulation 361/10.</p>		3 per year (minimum)	2 members
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Parent Involvement Committee</b></p> <p>“The Board shall appoint the following people to the committee:          One member of the board.”</p> <p>As per Regulation 330/10 and Parent Involvement Committee Bylaws.</p>		4 per year (minimum)	1 member 1 alternate
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Policy</b></p> <p>The Policy Committee reviews the policies, which govern the RRDSB, as well as works to develop new policies to align with Ministry initiatives and legislation.</p> <p>As per Policy 1.40 Policy Development and Review.</p>		monthly	4 members



202X Preference	Committees	Admin Liaison	Meeting Dates	Number of Trustees
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Finance</b></p> <p>The Finance Committee reviews and makes recommendations to the Board on matters related to finance, property, budget, and capital planning. This Committee will also make recommendations of financial policies of the RRDSB such as:</p> <ul style="list-style-type: none"> <li>▪ Policy 6.10 Community Use of School Facilities and Grounds</li> <li>▪ Policy 8.09 Procurement</li> <li>▪ Policy 8.23 Competitors' Assistance Fund</li> <li>▪ Policy 8.32 Budget Process</li> </ul>		<p>monthly</p>	<p>5 members</p>
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Joint Transportation Policy</b></p> <p>The Joint Transportation Policy Committee, in partnership with the Northwest Catholic District School Board, makes recommendations for changes to the Joint Transportation Policy and hears appeals in relation to this policy.</p> <p>The Joint Transportation Policy is maintained by the Rainy River District School Board Transportation Services Consortium.</p>		<p>Annually Up to twice/year</p>	<p>3 members</p>

202X Preference	Committees	Admin Liaison	Meeting Dates	Number of Trustees
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>First Nation, Métis, and Inuit Education Advisory</b></p> <p>The First Nation, Métis, and Inuit Education Advisory Committee will create and enhance an understanding of the educational and social needs of First Nation, Métis, and Inuit students.</p> <p>As per Policy 1.20 First Nation, Métis, and Inuit Education Advisory Committee.</p>		<p>Approximately every five weeks</p>	<p>1 member 1 alternate</p>
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Negotiations – ETFO, OSSTF, CUPE, ESP</b></p> <p>The Negotiations Committee makes recommendations to the Board regarding employee collective agreements at the completion of negotiations as well as executive compensation.</p> <p>As per Policy 1.07 Role of the Board.</p>		<p>As Scheduled</p>	<p>3 members</p>
<input type="checkbox"/> 1 - Most Interested <input type="checkbox"/> 2 - Average Interest <input type="checkbox"/> 3 - Least Interested	<p><b>Director’s Performance Appraisal</b></p> <p>As per Policy 1.06 Role of the Director of Education</p>		<p>As Scheduled</p>	<p>Chair Vice Chair 1 member</p>

**Rainy River District School Board of Trustees  
Procedural Bylaws Appendices (A-G)  
Revision Dates**

<b>Appendix</b>	<b>Revision Date</b>	<b>Details of Revision</b>
A	October 18, 2020	<i>Res. 302 - Terminology updates to reflect updates to Articles I and IV</i>
B	October 18, 2022	<i>Res. 303 - Updated to 12<sup>th</sup> Edition of Robert's Rules of Order</i>
C	March 6, 2018	<i>Adjustment to order of business and Business Arising changed to Unfinished Business (including definition)</i>
	October 18, 2022	<i>Res.301, 302, 303 – technical update to time zone; terminology to reflect updates to Article I; updates to Land Acknowledgement</i>
D	March 6, 2018	<i>Adjustment to order of business and Business Arising changed to Unfinished Business</i>
	October 18, 2022	<i>Res. 302, 303 – terminology to reflect updates to Article I; OPSBA rep. election to reflect updates to Article IV; updates to Land Acknowledgement</i>
E	October 18, 2022	<i>Res. 302, 303 – terminology to reflect updates to Article I; update to Rise &amp; Report procedure; update to gender-neutral language</i>
F	October 18, 2022	<i>Res. 302, 303 – terminology to reflect updates to Article I; updates to time zone</i>
G	February 1, 2022	<i>Res. 241 – add a fourth trustee to the Policy Committee requirement Res. 242 – change the meeting frequency for the FNMI Education Advisory Committee to approximately every 5 weeks</i>
	October 18, 2022	<i>Res. 302, 303 – terminology updates to reflect Article I; Updates to Meeting frequency of Director's Performance Appraisal Committee to align with Policy 1.70</i>