
The Board of Trustees is committed to representing the best interests of the entire community through effective governance.

5.1 Board organization

It is the Board as a body that speaks for the Division and it is the Board, not individual Trustees, that has authority.

5.2 Election of the Chairperson and Vice-Chairperson

Each year, on a day selected in accordance with [*The Public Schools Act*](#) , the Board shall hold an inaugural meeting to elect a Chairperson and Vice-Chairperson.

5.3 Role of Chairperson

The Chairperson is elected by the Trustees to lead the activities of the Board. The Board recognizes that the Chairperson is not the head of the Division. The Chairperson is typically the official spokesperson of the Board, signs all legal documents on behalf of the Board, and chairs most of the meetings of the Board.

5.4 Role of the Vice-Chairperson

The Vice-Chairperson assumes the role of the Chairperson in the event of the Chairperson's absence and serves as the Chairperson for committee of the whole in camera meetings.

5.5 Committees of the Board

Committees of the Board shall be selected at the inaugural meeting with the recommended committee list being submitted for approval at the first regular meeting of the Board following the inaugural meeting.

Committees of the Board are established to enhance and complement the work of governance. They report to the Board at public Board meetings. Board committees do not assist or advise staff and shall only request information from staff through the Superintendent/CEO or designate.

5.6 Meetings

- **Inaugural meeting**

It is a requirement of the Board to commence the first meeting of the Board in accordance with *The Public Schools Act*. The first meeting of the Board shall take place in September. In a Trustee election year, the first meeting of the Board shall take place within 14 days of the Trustee general elections.

- **Regular meetings**

The agenda reflects the business the Board must monitor, attend to, and pursue in its governance role. A proposed agenda is presented at the beginning of each regular Board meeting. Rules of procedure for conducting meetings shall be outlined in Board by-laws as per *The Public Schools Act*.

Regular Board meetings are open to the public. The agenda will include the opportunity for the public to ask questions.

Delegations from the public are welcome to present to the Board at a regular Board meeting. The requesting delegation shall submit their request to the Secretary-Treasurer as outlined in Board by-laws. Any associated documentation and background information will be considered by the Board. The Board will not offer a decision to the delegation at the time of the presentation.

- **Special meetings**

Special Board meetings may be convened at any time by the Board Chairperson with the consent of all of the Trustees, as per *The Public Schools Act*.

- **In camera meetings**

The Board believes that the public trust is maintained through Board meetings which are open to the public. The Board recognizes, however, that occasions may arise where it is necessary to discuss sensitive matters in closed meetings. In camera meetings are held in accordance with *The Public Schools Act* and Board by-laws.

- **Electronic participation in meetings**

A Trustee who wishes to participate in a meeting using electronic means shall make a request to the Board Chairperson or the Secretary-Treasurer in accordance with *The Public Schools Act* and Board by-laws.

- **Committee meetings**

Standing committees are appointed at the inaugural or regular meetings. Other committees may be appointed at regular meetings, by Board consensus. All committees must operate according to Board by-laws.