

Book	UCDSB Board By-Laws
Section	Board By-Laws
Title	Upper Canada District School Board (UCDSB) Board By-Laws ~ January 30, 2019
Code	
Status	Active
Legal	Education Act, R.S.O. 1990, c. E.2 1. Ontario Public School Boards' Association
Adopted	June 25, 1998
Last Revised	January 30, 2019
Last Reviewed	January 30, 2019

UPPER CANADA DISTRICT SCHOOL BOARD BY-LAWS

January 30, 2019

ARTICLE 1.0 - AUTHORITY AND DEFINITIONS		
REFERENCE	ARTICLE	BY-LAW
The Education Act	1.00	These By-laws are adopted with respect to, and in conformity with, The Education Act. Wherever discrepancies occur between these By-laws and The Education Act, and its accompanying regulations, the ruling and interpretation of said Act and regulations will have precedence.
American Institute of Parliamentarians Standard Code of Parliamentary Procedure	1.05	These By-laws are also drawn in conformity with the American Institute of Parliamentarians Standard Code of Parliamentary Procedure. When a discrepancy exists with these By-laws, then these By-laws and the procedures herein shall be considered to have precedence in the resolution of such discrepancy.
Interpretation of By-Laws	1.10	Any request for interpretation as referred to in Articles 1.05 and 1.10 may be made at any time to the Chair and must be presented as a Point of Order and dealt with accordingly.
Amendments to By-Laws	1.15	These By-laws may be amended at any Regular Meeting or Special Meeting of the Board by a two-thirds vote of the membership present at such a meeting and entitled to vote, providing that such amendment has been presented as a Notice of Motion at the previous Regular Meeting of the Board of Trustees.
Waiver of By-Laws	1.20	Any provision contained in these By-laws may be waived temporarily at any Regular Meeting or Special Meeting of the Board of Trustees by a two-thirds vote of the membership present at such meeting and entitled to vote.
Cases not Covered	1.25	In all cases not provided for in the By-laws of the Upper Canada District School Board, the statutes of the Province of Ontario, including The Education Act, or in the American Institute of Parliamentarians Standard Code of Parliamentary Procedure, recourse shall be to the Chair or presiding officer.
Definitions	1.30	In these By-laws, unless otherwise stated or provided for by resolution: <ol style="list-style-type: none"> 1. "Board" refers to the Board of Trustees which is the governing body of the Upper Canada District School Board. 2. "District School Board" is the corporate entity named the Upper Canada District School Board. 3. "Ex-Officio" refers to the Chair of the Board who is automatically a member of all Special Committees. An ex-officio member has all rights, responsibilities and duties of any other member of the Committee, is not counted in calculating the number necessary for a quorum but does count at a Committee meeting to provide that quorum.
Administration Building (Head Office)	1.40	The District School Board shall maintain a Head Office, which is situated at 225 Central Avenue West, Brockville, Ontario, K6V 5X1.
Officers of the District School	1.50	The officers of the District School Board shall be: <ol style="list-style-type: none"> 1. the Chair

Board		<ol style="list-style-type: none"> 2. the Vice-Chair 3. the Director of Education and Secretary of the Board 4. the Treasurer.
Signing Officers	1.55	<p>Unless otherwise provided for by resolution of the Board, the signing officers in all matters pertaining to the District School Board shall be as follows:</p> <ol style="list-style-type: none"> 1. the Chair of the Board 2. the Vice-Chair of the Board 3. the Director of Education and Secretary of the Board 4. the Treasurer <p>The signing officers of the District School Board are authorized to sign documents on behalf of the Board when such documents are approved by the Board or required by statute.</p>

ARTICLE 2.00 - DUTIES OF OFFICERS -

Chair of the Board	2.00	<p>In addition to any other duties under the Act, the chair of a board shall,</p> <ol style="list-style-type: none"> a. preside over meetings of the board; b. conduct the meetings in accordance with the board’s procedures and practices for the conduct of board meetings; c. establish agendas for board meetings, in consultation with the board’s director of education or the supervisory officer acting as the board’s director of education; d. ensure that members of the board have the information needed for informed discussion of the agenda items; e. act as spokesperson to the public on behalf of the board, unless otherwise determined by the board; f. convey the decisions of the board to the board’s director of education or the supervisory officer acting as the board’s director of education; g. provide leadership to the board in maintaining the board’s focus on the multi-year plan established under section 169.1; h. provide leadership to the board in maintaining the board’s focus on the board’s mission and vision; and i. assume such other responsibilities as may be specified by the board. 2009, c. 25, s. 25.
Vice-Chair	2.10	<p>Duties of the Vice-Chair shall include:</p> <ol style="list-style-type: none"> a. Fulfilling the duties of the Chair when the Chair is temporarily absent or otherwise unable to perform the duties of office; b. Presiding at meetings of the Board in private session, and c. Monitor the attendance and expenses of the Board Chair and address any potential, perceived or actual violations of the bylaws, board policies or the Education Act. The Vice-Chair should discuss the concern with the Chair when it arises and then if necessary report the matter to the Board of Trustees for appropriate action.
Secretary	2.20	<p>The secretary of a board is responsible for,</p> <ol style="list-style-type: none"> a. keeping a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensuring that the minutes when confirmed are signed by the chair or presiding member; b. transmitting to the Ministry copies of reports requested by the Ministry; c. giving notice of all meetings of the board to each of the members by notifying the member personally or in writing or by sending a written notice to his or her residence; d. calling a special meeting of the board on the request in writing of the majority of the members of the board; and e. performing such other duties as may be required of the secretary by the regulations, by this Act or by the board. R.S.O. 1990, c. E.2, s. 198 (1).
Treasurer	2.30	<p>Every treasurer of a board shall,</p> <ol style="list-style-type: none"> a. receive and account for all money of the board; b. open an account or accounts in the name of the board in such place of deposit as may be approved by the board; c. deposit all money received by the treasurer on account of the board, and no other money, to the credit of such account or accounts; d. disburse all money as directed by the board; and e. produce, when required by the board or by auditors or other competent authority, all papers and money in the treasurer’s possession, power or control belonging to the board. R.S.O. 1990, c. E.2, s. 198 (5).

Director of Education	2.40	<p>In addition to his or her other duties under this Act, the director of education shall,</p> <ol style="list-style-type: none"> a. annually review with the board the multi-year plan developed under clause 169.1 (1) (f); b. ensure that the multi-year plan developed under clause 169.1 (1) (f) establishes the board’s priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under this Act, in particular, its responsibility for student achievement as set out in section 169.1; c. implement and monitor the implementation of the multi-year plan developed under clause 169.1 (1) (f); d. report periodically to the board on the implementation of the multi-year plan developed under clause 169.1 (1) (f); e. act as secretary to the board; f. immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of this Act or any policy, guideline or regulation made under this Act; and g. if a board does not respond in a satisfactory manner to an act or omission brought to its attention under clause (f), advise the Deputy Minister of the Ministry of the act or omission. 2009, c. 25, s. 47. <p>It shall be the responsibility of the Director of Education to conduct all affairs of the District School Board within the policies determined by the Board.</p>
Signing Officers	2.50	<p>Refer to Article 1.55</p> <p>The signing officers of the District School Board are authorized to sign documents on behalf of the Board when such documents are approved by the Board or required by statute.</p>
Role of Individual Trustee	2.60	<p>The responsibilities of Members of the Board are defined in the Education Act and include but are not limited to:</p> <p>A member of a board shall,</p> <ol style="list-style-type: none"> a. carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board’s duties under section 169.1; b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member; c. consult with parents, students and supporters of the board on the board’s multi-year plan under clause 169.1 (1) (f); d. bring concerns of parents, students and supporters of the board to the attention of the board; e. uphold the implementation of any board resolution after it is passed by the board; f. entrust the day to day management of the board to its staff through the board’s director of education; g. maintain focus on student achievement and well-being; and h. comply with the board’s code of conduct. 2009, c. 25, s. 25. <p><i>Student Trustee:</i></p> <p>The Minister may make regulations providing for elected student trustees to represent, on district school boards and on boards established under section 67, the interests of pupils in the last two years of the intermediate division and in the senior division. 2006, c. 10, s. 6.</p> <p>Student Trustees are full time students of the Upper Canada District School Board and are elected annually in accordance with the Education Act and Board policy.</p>

ARTICLE 3.00 - BOARD MEMBERSHIPS

Board Memberships	3.00	<p>The Board shall, in January of each year, hold discussions regarding memberships which will be undertaken during the next fiscal year.</p>
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ARTICLE 4.00 - INAUGURAL AND ORGANIZATIONAL MEETINGS

Inaugural and Organizational Meetings	4.00	<p>At Inaugural and Organizational Meetings, and at the first meeting following a vacancy in the Chair, the Chief Executive Officer shall preside until election of the Chair. If the Chief Executive Officer is absent or if there is not one, the members of the Board shall select one of themselves to preside. If a member of the Board is so designated, the member may vote for the election of the Chair. Upon election, the successful candidate shall assume the Chair.</p>
Inaugural Meeting	4.05	<p>As per the Education Act, the Board must hold its first meeting within seven days after the trustee term commences. Refer to Municipal Act for first day of term.</p> <p>The agenda of an Inaugural Meeting held during election year shall be as follows:</p>

1. Report by the Secretary of the Board on members elected.
2. Declaration and Oath of Allegiance by members elected.
 - 2.1 Declarations and Oaths will be made in Public Session on an individual basis in the presence of a Justice and the Secretary of the Board.
3. Ratification of appointment of an Akwesasne representative to the Board.
4. Election of Chair.
5. Election of Vice-Chair
6. Appointment of Nominating Committee. (see Appendix B)
7. Election of OPSBA [1] Director (for term of Board)
8. Election of OPSBA[1] Alternate (for term of Board)[1]

**Note* - Bullet # 7 and 8: Election of OPSBA Director (for term of Board) and Election of OPSBA Alternate (for term of Board) were approved May 23, 2018 with an effective date of December 1, 2018; all references to these positions have been added.*

Organizational Meeting	4.10	As per the Education Act, the Board shall hold an organizational meeting annually on the first Wednesday of December commencing no earlier than 5:15 p.m., and no later than 7:00 p.m. insofar as such date falls on a normal working day, and if not, meeting shall be held on the first working day following.
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Organizational Meeting Agenda	4.15	<p>The agenda of the Organizational meetings shall be as follows:</p> <ol style="list-style-type: none"> 1. Election of Chair. 2. Election of Vice-Chair
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Elections	4.20	<p>For the purposes of elections, spoiled ballots will not be counted to determine a majority. A spoiled ballot is any ballot in which the scrutineer determines as not clearly indicating the intention of the voter. Upon the completion of an election, the scrutineers shall report total votes cast in the total number of spoiled ballots to the Secretary of the Board.</p> <p>Members in attendance via electronic means shall be permitted to vote by the means of electronic mail (email). The Secretary of the Board shall designate a Board staff member to send and receive the ballots. Electronic voting will be conducted as follows:</p> <ol style="list-style-type: none"> 1. The designated Staff member will send out an email which will serve as a ballot a minimum of 30 minutes prior to voting. The email will have as its subject “Ballot for the Position of (insert position)” A member voting electronically must inform the Secretary of the Board prior to the commencement of the voting process if they have not received the ballot. Candidate’s names will not be provided in the email. 2. The Board member will have five minutes from the time the paper ballots are distributed to reply to the email sent out by designated staff member. 3. Scrutineers shall wait no more than 15 minutes from the time the paper ballots were distributed for the member’s electronic ballot. 4. The first email received will be considered as the members vote. <p>No other means of electronic voting will be provided for the election of executive officers.</p>
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		<p>Upon election, the successful candidate shall assume the Chair.</p> <p>Each member present shall vote in the elections, with the election being conducted in the following manner:</p> <ol style="list-style-type: none"> 1. The nomination of each candidate shall be in writing with the consent of the nominee, shall not require a second and self-nomination is permitted. 2. If, when nominations have been closed, there is one candidate, the candidate shall be declared elected for said position for the year and shall assume the duties of said position. 3. If, when nominations have been closed, there is more than one candidate, an election by ballot shall be held to determine who shall hold the position for the year. 4. Nominees will be permitted to address the Board for no more than three minutes. The speaking order will be determined by the order in which the nominations were received. 5. In the case of an election, the presiding officer shall appoint two (2) scrutineers from administration. 6. The successful candidate must receive a clear majority of the votes cast. 7. In the event a candidate is not elected on the first ballot, the following procedure shall be followed: <ol style="list-style-type: none"> a. the candidates shall draw lots if a clear majority is not attained b. Where there are more than two candidates: <ol style="list-style-type: none"> i. a second ballot shall be taken if a clear majority is not attained for any reason; ii. the candidate with the least number of votes on the first ballot shall be dropped from the second ballot; and
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- iii. in the event that there is a tie for the least number of votes, all candidates tied shall be dropped from the second ballot except where such action will reduce the number of candidates to less than two (2), in which event the candidate or candidates to remain on the ballot shall be determined by lot.

Lottery Process

In the event of a tie-vote, a lottery shall be conducted as follows:

- i. A number of folded pieces of paper (four times the number of candidates), one of which shall be marked, will be placed in a receptacle
- ii. If there is not a winner on the first draw, a second draw will be made with the candidate who drew second on the previous draw drawing first, and the candidate who drew first on the previous draw drawing last. This rotation in drawing to continue until a winner has been declared. The successful candidate will be the first one to draw the marked ballot.

Vacancy of Executive Officers	4.25	In the event of a vacancy for an Executive Officer position an election will be held at a Regular or Special Board meeting. A minimum of seven days of notice must be given for the election unless unanimously agreed to by the Board. Refer to Section 4.20 for election process.
Honorarium - Trustee	4.30	As outlined in O. Reg. 357/06 , the honorarium for trustee shall consist of the following components: <ul style="list-style-type: none"> i. the base amount for the year; ii. the enrolment amount for the year; as per UCDSB Procedure 312.1
Honorarium - Chair	4.35	As outlined in O. Reg. 357/06, the honorarium for Chair shall be the base trustee honorarium, plus the following: <ul style="list-style-type: none"> i. \$5,000; ii. the trustee enrolment amount multiplied by .05¢; as per UCDSB Procedure 312.1
Honorarium - Vice-Chair	4.40	As outlined in O. Reg. 357/06, the honorarium for Vice-Chair shall be the base trustee honorarium, plus the following: <ul style="list-style-type: none"> i. \$2,500 ii. the trustee enrolment amount multiplied by .025¢ - as per UCDSB Procedure 312.1

ARTICLE 5.0 - MEETINGS OF THE BOARD

Regular Meetings	5.00	Unless otherwise ordered by Special Motion, the Board shall meet at the Administration Building on the second and fourth Wednesday of each month except for those as provided for in Article 5.50. Regular Meetings of the Board shall commence at 6:30 p.m. The Vice-Chair will act as Chair of Private Session at Committee of the Whole meetings.
Meetings to be Open to Public	5.05	All Regular and Special Meetings of the Board, shall be open to the public unless closed in accordance with <i>The Education Act</i> , section 207, subsection two.
Special Meetings	5.10	When necessary, a special meeting may be held on either the first or third Wednesday of the month, as circumstances warrant. Additionally, the Chair may call a Special Meeting of the Board at any time providing members of the Board are given adequate notice. It shall be the duty of the Secretary of the Board to convene a Special Meeting of the Board when requested to do so. Again, members must be provided adequate notice of such meetings. In such cases, adequate notice shall be that as determined by the Chair.
Trustee Attendance	5.15	Members of the Board are expected to attend all Regular and Special meetings of the Board meetings, either in person or through electronic means. A trustee is removed from the Board if he/she is absent from three consecutive regular meetings without being authorized in advance by a Board resolution. Trustees must be present in person at three regular meetings of the Board in each 12-month period beginning December 1. Trustees are required to notify the Director of Education / Secretary of the Board of any expected absence from any of these meetings. A trustee must be physically present, once during each four month period of the year beginning with the annual organizational meeting in December or upon date of appointment, and ending on the following November 30.

		<p>Meetings held at the Administration Building, provision will be made for attendance through teleconference. Any trustee, save the Chair, wishing to attend a meeting through teleconference must inform the Secretary of the Board prior to the scheduled start of the meeting.</p> <p><i>In order to preserve confidentiality and privacy, attendance via teleconferencing in Private Session will be at the discretion of the Chair.</i></p>
Trustee Attendance - Student Trustee	5.20	<p>The student trustee is not entitled to be present at a meeting that is closed to the public under the Education Act clause 207(2)(b) 2006, c. 10, s. 6. - 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;</p> <p>In addition, refer to Article 6.90 (2).</p>
Trustee Attendance - Special Meetings	5.25	<p><i>For the purpose of trustee attendance, Special Meetings are considered Regular meetings.</i></p>
Quorum	5.30	<p>The presence of a majority of all members constituting the Board is necessary to form a quorum. When members declare a Conflict of Interest, the presence of the majority of those still entitled to vote is necessary to form a quorum.</p>
Adjournment for Want of Quorum	5.35	<p>Whenever the Chair adjourns the Board for want of a quorum, the time of adjournment and the names of the members present shall be recorded in the minutes.</p>
Automatic Adjournment	5.40	<p>Unless otherwise provided for by motion of the Board, all meetings of the Board shall stand adjourned at 10:00 p.m.</p> <p>The following rules are applicable to automatic adjournment:</p> <ol style="list-style-type: none"> 1. When an item is under discussion at the time set for automatic adjournment, such item must be completed prior to adjournment. 2. The time set for automatic adjournment may be extended once only by a two-thirds majority vote of the board specifying the length of the extension. 3. If automatic adjournment occurs during public session of the Board, a motion to adjourn shall be put forward. 4. If automatic adjournment occurs during a <i>Committee of the Whole</i> meeting in private session, then the <i>recommendation</i> put forward must provide for the Board to: <ol style="list-style-type: none"> a) retire from Committee; b) report recommendations at the next Regular Board Meeting; c) adjourn. 5. When automatic adjournment occurs, the Board will deal with unfinished agenda items at the next regularly scheduled meeting of the Board. This does not preclude the Chair from calling a Special Meeting, if and when warranted, or as provided for in Article 5.10.
Cancellation of Meetings	5.45	<p>It shall be the prerogative of the Chair, for reasons of inclement weather and other such emergencies, to cancel any meeting of the Board up to four hours prior to the time scheduled for its commencement. Such cancellation under emergency circumstances shall be compulsory on the part of the Chair when such a request is made verbally by a majority of the members entitled to vote at such a meeting. Such cancelled meetings may be rescheduled by the Chair.</p>
Exceptions to Scheduled Dates For Meetings of the Board	5.50	<ol style="list-style-type: none"> 1. Unless called for by the Chair there will be no meeting of the <i>Board</i> in the months of July and August. 2. To accommodate High School Graduations, meetings in the month of June will be held on the first and third Wednesday. 3. At the discretion of the Chair, any regular scheduled meeting that is in conflict with a Board holiday, the Chair will cancel and may reschedule.

ARTICLE 6.0 - ORDER OF MEETINGS

Regular Meetings	6.00	<p>For Regular Board meetings, the order of business as set out in the agenda shall be as follows:</p> <ul style="list-style-type: none"> • Call to Order – O Canada – Roll Call • Consent Agenda <ul style="list-style-type: none"> ◦ Approval of Agenda ◦ Approval of Minutes • Conflict of Interest Declarations • Unfinished Business (where applicable)
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- Director's Comments
- Chair's Comments
- Delegations and Presentations
- Committee Reports
- Scheduled business
- Other Business
- Report to Board from Private Session, *Committee of the Whole*
- Action Items
- Non-Action Items and Correspondence
- Information Items
- Adjournment

Private Session will be scheduled as needed.

Setting the Agenda	6.05	The agenda for all meetings of the Board shall be set by Management Council.
Management Council	6.10	There shall be a Management Council of the District School Board which shall be composed of the following: <ol style="list-style-type: none"> 1. the Chair and Vice-Chair of the Board 2. the Director of Education 3. Other employees of the Board may be asked to attend from time to time <p>Management Council will meet to set board meeting agendas and to facilitate relations between administration and the Board.</p>
Additions to Agenda	6.15	Additions may be allowed to the agenda if the Secretary of the Board and the Chair of the Board have been notified of the matter to be presented six hours prior to the time set for the start of the meeting. The Secretary or Chair shall place these items in the appropriate agenda section following those listed on the electronic agenda.
Delivery of Agendas	6.20	The Secretary of the Board shall assure that agendas for all regular Board meetings are made available to the trustees at least three business days prior to the scheduled start of the meeting. Agendas will be made available to the public through the Board's website at least two business days prior to the scheduled start of the meeting. Any further delay must be held to a minimum and only with the permission of the Chair.
Delegations	6.25	The Board will receive, unless special circumstances dictate otherwise, delegations at its Regular meetings with such appearances limited to three per meeting. <i>Delegations are submitted and presented by the public only.</i> <p>A person or delegation wishing to appear before the Board, or a committee with power to act, shall complete the application form provided as Appendix A and submit same to the Secretary of the Board before the indicated deadline. Rules for delegations are printed on the reverse of the application form.</p>
Absence of Chair	6.30	If the Chair, and Vice-Chair are absent at the hour of opening a meeting and there is a quorum in attendance, the Secretary of the Board shall call the meeting to order and a Chair chosen from among the members of the Board, who shall preside during the absence.
Chair to Take Part in Debate	6.35	The Chair may leave the Chair for the purpose of taking part in debate, and the Vice-Chair shall assume the Chair. When the Chair vacates the Chair for the purpose of taking part in debate, it shall continue to be vacated until such debate is completed.
Right of Member to Speak	6.40	Any member desiring to speak must be recognized by the Chair, and in this regard, no one shall be at liberty to question the decision of the Chair.
Time a Member May Speak	6.45	No member shall speak longer than a total of ten (10) minutes on any subject, question or motion unless given permission by the Chair. Within this ten minutes total, a member shall be recognized and may hold the floor on only two occasions.
Chair Ruling	6.50	When ruling, the Chair may be asked by any member to state the applicable rule. The Chair shall state or have stated the rule applicable to the case without argument or comment.
Appeal of Ruling	6.55	The ruling of the Chair on all matters, except as otherwise provided for, is subject to an appeal to the Board, moved and seconded, and must be voted on without debate.
Member Conduct	6.60	All meetings of the Board and its committees are to be conducted in a civilized, courteous fashion. A member whose behaviour disrupts a meeting or whose remarks are felt by the Chair to be offensive or inappropriate will be called to order and given an immediate opportunity by the Chair to withdraw the remarks. Refusal will result in eviction from the meeting.
Motions May Be Made	6.65	Motions may only be made on matters which have been included in the agenda as distributed and approved by the Board. <i>No action may be made on agenda items added under Article 6.15, unless a motion to consider receives unanimous consent.</i>
Order of Procedure	6.70	A motion shall be considered to be on the floor when the following conditions apply: <ol style="list-style-type: none"> 1. A speaker who has been recognized by the Chair has the floor and makes a motion. 2. A seconder is obtained.

3. The Chair reads the motion.

4. No discussion can occur on a topic unless a motion has been put on the floor first.

Divided Question	6.75	When a question under consideration contains several propositions, any one proposition shall be voted on separately if requested by a member.
Member's Vote	6.80	All motions before the Board at Regular or Special meetings shall be voted on by a recorded vote via the Board's electronic agenda system. Chair will vote on all matters by a recorded vote via the Board's electronic agenda system unless specified otherwise.
Minutes of Board Meeting	6.85	The Board shall cause the Secretary of the Board to keep minutes, subject to confirmation by the Board, duly recording all actions and proceedings of the Board.
Private Matters	6.90	Matters which fall into the following categories and other matters at the discretion of the Chair, shall be considered by the Board in Private Session and shall be closed to the public: <ol style="list-style-type: none">1. the security of the property of the District School Board.2. 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 parent or guardian.3. the acquisition or disposal of a school site.4. decisions in respect of negotiations with employees of the District School Board.5. litigation affecting the District School Board. When the Chair's decision in regard to private session discussion is challenged, a discussion of the challenge shall be held in private immediately following its issue or shall be voted upon without debate.
Rules Applicable to Board Action from Private Session	6.95	All Board meetings in Private Session shall be subject to the By-Laws and Rules of Order of the Board. The agenda for matters to be considered by the Board in Private Session must be approved as the first item of business in such meetings. Actions emanating from the Board in Private Session and being reported to the Board in Public Session, will be voted upon in Public Session, without debate. In voting on the Report of the Board from Private Session, the recommendations presented may be divided for voting purposes and votes in regard to same may be recorded.

ARTICLE 7.00 SPECIAL COMMITTEES


Special Committees	7.00	There may be Special Committees of the Board and the Chair shall be an ex-officio member of all. Where committees other than 7.05 have been formed, their terms of reference will be defined in appendix B .
By Board Resolution	7.05	The Board may require, through resolution, the formation of a Special Committee. In such cases, the Board will also, through resolution, assign the mandate of the committee, the number of members to be appointed, and where desired, request the administrative resource personnel needed to provide assistance to the committee.
	7.10	The Chair may also form a Special Committee. In such case, the Chair shall decide on the composition of the committee and its mandate and name members to said committee. When such action is taken by the Chair, a report shall be given at the next Regular Meeting of the Board as to the above matter.
	7.15	There may be Special Committees of the Board and the Chair shall be an ex-officio member of all.
First Meeting of Committee	7.20	Where an administrative resource person has been provided, s/he shall call the first committee meeting and at such meeting, the first item of business shall be the election of a committee chair. If no administrative staff has been provided then the committee members themselves shall elect a chair.
Vacancy on Special Committee	7.25	In the event a vacancy occurs on a Trustee Special Committee, a replacement shall be named by the Chair of the Board and shall complete the term of office of the member being replaced.
Vacancy on Statutory Committee	7.30	In the event a Trustee vacancy occurs on a Statutory Committee, a replacement shall be suggested by the Chair and such replacement shall be confirmed by Board resolution. Again, the replacement shall complete the term of office of the member being replaced.
Report of Special Committees	7.35	Special Committees shall report their findings to the Board as follows: <ol style="list-style-type: none">1. when deemed necessary by the Committee.2. when required by Board resolution.3. when requested to do so by the Chair of the Board.
Dissolution of Special Committees	7.40	When a Special Committee completes its mandate and submits its final report, such report will recommend the dissolution of the committee.
Planning Meetings	7.45	Planning Meetings of the Board shall be held <i>once a year</i> in February.


If necessary, additional planning meetings may be scheduled.

ARTICLE 8.00 - TRUSTEE WORK SESSIONS AND ORIENTATION

Trustee Work Sessions	8.00	To enhance trustee understanding and provide for professional development, the Chair may organize work sessions for the trustees. Topics and attendance will be posted publicly on the e-governance system.
Trustee Orientation	8.05	Every December following election of a new Board, all Board members will offer an orientation program to familiarize Trustees to the dynamics and internal function of the UCDSB and to introduce Board members to the various departments and staff of the District School Board. In the event a vacancy occurs on the Board, an orientation session will be offered to the replacement member, no more than two months after the vacancy has been filled.

APPENDIX A AND B ATTACHED IN PDF FORMAT BELOW

 [UCDSB BoardByLaws_Appendix A_2019Jan30.pdf \(240 KB\)](#)

 [UCDSB BoardByLaws_Appendix B_2019Jan30.pdf \(188 KB\)](#)



APPENDIX "A"

**UCDSB BY-LAWS
APPLICATION FORM FOR DELEGATIONS**

This application form must be completed, signed, and submitted to the Secretary of the Board, by 12:00 noon on the 7th calendar day preceding the day on which the presentation will be made, and must be accompanied by a complete copy of the presentation.

Delegation Name (Title): _____ Matter to be Addressed: _____

Name of Spokesperson _____ Authority: _____

Name of 2nd Spokesperson (if applicable) _____ Authority: _____

Address of Primary Spokesperson: _____ Phone#: _____ Email: _____

Are you an employee of UCDSB?: YES NO Do you have close relatives employed by UCDSB?: YES NO

Have you spoken with any of the following regarding the matter to be presented?
(check all that apply)

	Communications & Relationship Management	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Superintendent	YES <input type="checkbox"/> NO <input type="checkbox"/>	School Principal	YES <input type="checkbox"/> NO <input type="checkbox"/>
School Council	YES <input type="checkbox"/> NO <input type="checkbox"/>	Local Trustee	YES <input type="checkbox"/> NO <input type="checkbox"/>

List names of members in your delegation; please specify those who are employees of UCDSB: _____

A copy of your presentation (and speaking notes) must be attached.
(Laptop and digital projector are available onsite for presentations)

I acknowledge that I have read and will comply with the Rules Applying to Delegations included with this form.

_____ Applicant Signature	_____ Date
_____ Secretary of the Board Signature of Approval	_____ Date

This information is being collected for the purpose of coordinating presentations at meetings of the Upper Canada District School Board and its Committees and will be used solely for that purpose, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

APPENDIX “A” (continued)

RULES APPLYING TO DELEGATIONS

1. Any person wishing to make a presentation regarding an individual’s situation, rights and/or requests shall be governed by the following:
 - a) Any individual situation to be heard must first have been processed through all steps of existing processes for appeal.
 - b) When individuals are identified or identifiable, in any manner, the delegation will be heard in private session.
2. There shall be a maximum of two persons designated to act as spokespersons for the delegation.
3. The time allocated for the delegation’s presentation shall be ten minutes.
4. Upon completion of the presentation, the Chair shall allow for up to ten minutes for questions by Board members.
5. There shall be no debate between spokespersons and members of the Board.
6. Upon conclusion of the presentation, the Board may:
 - a) receive the presentation without further debate, comment or action;
 - b) refer the matter presented to Administration for follow-up and report at the next regular Board meeting;
 - c) refer the matter presented to Committee for review and recommendation at the next Board meeting.
7. Where the matter presented is referred to Committee, the following shall apply:
 - a) The delegation is to be informed of the Committee meeting and invited to attend.
 - b) The Committee shall review with the delegation the matter in question, shall deliberate on its findings and shall prepare recommendations for the Board.
 - d) Notwithstanding rules and regulations governing the conduct of committee meetings, any delegation may attend committee meetings, but will be allowed to participate and discuss a specific matter on only one occasion.
8. Once a matter has been dealt with, as presented by a delegation, such delegation may not present the same matter for Board consideration without a delay of at least six months.



APPENDIX “B”

It is the responsibility of every committee member to identify their absence from a committee member and to ensure that their alternate has been notified, in order to maintain a presence at the meeting. Alternates may attend committee meetings as an observer, unless they are in the position of replacing the member, at which time they become the committee representative.

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Nominating Committee

At the Inaugural Meeting, the Chair shall appoint a Nominating Committee consisting of two members of the Board. The Nominating Committee shall recommend at the first meeting following, appointments of members, for the term of the Board, to statutory committees as follows:

- Audit Committee (3 members + 1 alternate)
- Parent Involvement Committee (PIC) (1 member + 1 alternate)
- Special Education Advisory Committee (SEAC) (2 members + 1 alternate)
- Supervised Alternative Learning (SAL) (2 members + 1 alternate)
- Suspension and Expulsion Committee (4 members + 1 alternate)

Audit Committee

- i) The committee is comprised of 3 Trustees + 2 external members + members of Senior Staff
- ii) Meets a minimum of 4 times a year
- iii) Reviews relevant accounting and reporting practices of the Board
- iv) reviews results of an annual external audit before presentation to the Board
- v) reviews the Board’s annual financial statement
- vi) reviews the overall effectiveness of the Board’s internal controls
- vii) discusses the Board’s significant financial risks and ways to manage them

Parent Involvement Committee

- i) has 1 Trustee representative
- ii) Meets once per term in the evening
- iii) Discusses items of interest to parents

Special Education Advisory Committee

- i) comprised of 2 Trustees and 1 alternate
- ii) Meets 1 evening per month
- iii) Discusses items of interest in Special Education
- iv) Makes recommendations to the Board on Spec. Ed. Programming and on the Spec. Ed, budget

Supervised Alternative Learning Committee

- i) The committee is comprised of 2 Trustees
- ii) Meets once a month with Board reps
- iii) Approves alternate educational plans for students in non-traditional learning environments

Suspension and Expulsion Committee

- i) The Committee will be comprised of a minimum of three trustees.
- ii) Committee meetings will be held during the day at Board administrative offices.
- iii) Teleconferencing will not be made available for Committee meetings.
- iv) It is the responsibility of each Committee member to self-identify any need for his/her replacement.
- v) It is the responsibility of each Committee member to identify his/her replacement at least 72 hours before a meeting.
- vi) It is strongly recommended that all trustees participate in training regarding the new requirements of the Safe Schools legislation.

Accountability Framework Committee

- i) consists of 5 Trustees
- ii) Meets on as needs basis
- iii) Discusses issues related to Board long range planning
- iv) Makes recommendations to the Board and Senior Administration