

Verdun Elementary School Governing Board – Internal Rules of Operation

Be it resolved that:

1. Motions will be numbered in the minutes and referred to as such e.g. Motion #1
Each new GB year will start with Motion #1.
2. Motions will be read in full prior to voting.
3. There is no limit as to how many years a person can be a member of our Governing Board as long as he/she has a child who attends Verdun Elementary.
4. Order of speaking: Indicate by raising your hand that you would like to speak to the topic and the Chair will address you sequentially.
5. Meeting will commence at 5:30 p.m. and end no later than 7:30 p.m. Any unresolved issues or items on the agenda will be tabled to the next meeting.
6. A draft of the meeting agenda and any related documentation will be sent out 48 hours prior to the meeting date. Additions to the agenda are to be presented via email 24 hours prior to the meeting and will be added to agenda at the discretion of the Chair.
7. Three missed meetings without a valid reason and without communicating said reason to the GB Chairperson will constitute receiving a notification to step down from the Governing Board. This includes non-responses to emails and phone calls.
8. You are required to have a valid phone number and email address that you provide to the school and Governing Board Chairperson. We need to be able to leave a message for you that you will receive and respond to within 24 hours at most. In case of time-sensitive matters, an email votes are permitted and will be formally recorded via motion at the following meeting.
9. Each member of the Governing Board should be an advocate for our school at all times. Should there be issues of concern, please feel free to discuss with the Governing Board Chairperson or Principal to clarify whether it is a Governing Board issue and can be added to the agenda, or an issue that should be discussed in another forum (e.g., privately, with the Principal).
10. Babysitting fees will be capped at \$15.00 per Governing Board parent member for the evening, payable with a bill written by and signed by the babysitter.
11. Absences must be reported to the Chairperson at the earliest possible convenience, so as to establish whether a substitute is needed and whether there will be quorum for the meeting.
12. Of note, the principal can dissolve the Governing Board with 3 non-quorum meetings.

Verdun Elementary School

The Chair:

13. The Chair of the Governing Board is responsible for consulting with the principal re: the agenda for Governing Board meetings prior to the 48 hour criteria listed above.

14. The Chair will create the agenda and receive communications regarding additions.

15. The Chair will receive regrets from parent members and contact substitutes to step in, in the case of an absence of a parent member.

16. The Chair will collate the Governing Board meeting Kit and send it out to the Governing Board members at least 48 hours before the meeting date.

17. The Chair will manage and oversee the meeting by way of Robert's Rules of Order:

- A motion will be moved
- The same motion will be seconded
- The chair will pause for discussion - (No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once and all remarks must be directed to the Chair)
- The Chair will request a vote

Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

18. The Chair will collate and send feedback to the Secretary General of the Lester B. Pearson School Board regarding Consolations.

19. The Chair will produce the Annual Report for the Governing Board.