



## MOUNTAIN VIEW SCHOOL DIVISION

### BY-LAW NO. 02-1819

### RULES OF PROCEDURE

**BEING A BY-LAW** to regulate the proceedings of the Board of Trustees of the Mountain View School Division and the Committees thereof.

**WHEREAS** Section 33(1) of the Public Schools Act provides that every school board shall pass a by-law establishing Rules of Procedure for the guidance of the board in the conduct of its meetings.

**NOW THEREFORE BE IT HEREBY ENACTED** as a By-Law of the Board of Trustees of the Mountain View School Division that, unless they shall at any time be contrary to the overriding provisions of the Public Schools Act, the following Rules of Procedures shall regulate the operations of the Board:

#### A. Board Member Positions

##### 1. Role of the Board Chair

The Board Chair shall act on behalf of the Board and provide leadership and guidance to assist members of the Board to operate effectively as a group.

##### a. Duties of the Chair

- At all meetings of the School Board the Chair of the meeting shall:
  - Maintain the order and proper conduct and decorum of the meeting;
  - Decide questions of order, subject to an appeal to the rest of the Board (*Reference Section 30(5), Public Schools Act*; and
  - Conduct meetings in accordance with the Public Schools Act and the Procedural By-Laws adopted by the Board, and where those are silent, Robert's Rules of Order shall prevail.
- The Chair should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present. If a quorum is present, but the Chair is absent, the Vice-Chair should call the meeting to order.
- It shall be the duty of the Chair at all times to preserve order and to endeavour to conduct all business before the Board with propriety and dispatch.
- The Chair as such has no casting vote; his/her right is to vote on every question by virtue of his/her membership and any question on which there is an equality of votes shall be deemed to be negative.
- The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any two members duly moved and seconded.
- The Chair shall preserve order and decorum at all times, acting with impartiality in all matters.
- If the Chair wishes to speak to a motion, he/she should vacate his/her seat as Chair and ask the Vice-Chair to take over. The Chair should speak just prior to the last speaker who will be the mover of the motion. The mover of the motion has the right to close the debate.

- Act as the chief spokesperson on behalf of the Board except for those instances where the Board has delegated this role to another individual or group.
- Represent the Board at official meetings inside and outside of the Division, except for those instances where the Board has delegated this role to another individual.
- Present, on behalf of the Board, such awards as the Board may authorize from time to time, except for those instances where the Board has delegated this role to another individual.
- Keep the Trustees and the Superintendent/CEO informed on all matters that might affect the Division.
- Ensure that the Board operates in accordance with its own policies and procedures.
- The Chair will be accessible to Trustees and the Superintendent/CEO and to that end the division will provide the Chair with a wireless communication device. The procedures supporting the Employee Wireless Communication procedure GE10 would also be applicable with this device.

## 2. Role of the Vice-Chair

The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the powers, duties and responsibilities of the Board Chair.

## B. Meetings of the Board

### 1. Organizational Board Meeting in Election and Non-Election Years

#### a. Term and Oath of Office

Notwithstanding any provision of any other Act of the Legislature and except as otherwise provided in this Act or in the order or award establishing or altering the School Division or school district, each Trustee shall hold office for a term of four years, and thereafter until his/her successor is elected or appointed and takes office (*Reference: Section [25\(1\)](#), Public Schools Act*).

The term of office of Trustees shall commence fourteen (14) days after the fourth Wednesday in October of the year in which the election is held or on the date of the first meeting whichever first occurs (*Reference Section [25\(5\)](#), Public Schools Act*).

A person elected Trustee shall, before assuming the duties of the office, make an affidavit of qualification and take the oath of office in Form 1 of Schedule "D" of the Public Schools Act (*Reference Section [25\(8\)](#), Public Schools Act*).

#### b. Address of Member

Each member of the Board shall notify the Secretary-Treasurer in writing of his or her addresses for the receipt of all notices or communications. Until the Secretary-Treasurer receives another address, a notice of meeting or other communications delivered or mailed to the member at his or her residence shall be sufficiently given. (*Reference Section [30\(2\)](#), Public Schools Act*).

**c. First Meeting**

The first meeting of the School Board of a School Division or School District following the regular election of Trustees shall take place within fourteen (14) days after the election on a day and at an hour to be fixed by the Secretary-Treasurer of the School Division or School District who shall notify each Trustee of the date, time and place of the meeting (*Reference Section [29\(1\)](#), Public Schools Act*).

**i. Election of the Chair and Vice-Chair**

From among the Trustees present, the Secretary-Treasurer must conduct an election of a Chair and a Vice-Chair of the Board. The election must be held:

- In a year a regular election is held, at the first meeting of a School Board after the regular election; and
- In any other year, at the first meeting of a School Board in September (*Reference Section [29\(2\)](#), Public Schools Act*).

If the Secretary-Treasurer is absent when an election under Section 29(2), Public Schools Act is to be held, the Trustees must select from among themselves a Trustee to conduct the election, and the Trustee selected is entitled to vote in the election (*Reference Section [29\(2.1\)](#), Public Schools Act*).

The Chair and Vice-Chair hold office until the next election held under Section 29(2) (*Reference Section [29\(2.2\)](#), Public Schools Act*).

**ii. Tie Vote**

In the event of a tie vote in selecting a Chair and Vice-Chair, the School Board shall determine by lot who shall cast the deciding ballot (*Reference Section [29\(3\)](#), Public Schools Act*).

**2. Notice of Meetings**

Notice of all school Board meetings, regular and special, shall be given by the Secretary-Treasurer to all Trustees so that the notice will be received at every Trustee's designated address at least twenty-four hours before the meeting, by notifying each of them personally or in writing, stating the place, date and hour of the meeting (*Reference Section [30\(2\)](#), Public Schools Act*).

**3. Chair/Vice-Chair to Preside**

The Chair shall preside at the meetings of the School Board and may vote with the other members on all questions (*Reference Section [31](#), Public Schools Act*).

In the absence of the Chair, the Vice-Chair shall preside and while so presiding he/she has the powers of the Chair. (*Reference Section [32](#), Public Schools Act*).

**4. Binding Acts or Proceedings of the School Board**

An Act or proceeding of a school Board that is not done or taken at a regular or special meeting of the School Board is not valid or binding on any person affected thereby (*Reference Section [35](#), Public Schools Act*).

## 5. Regular Board Meetings

### a. Time and Location of Regular Meetings

The Board of Trustees will meet on the second and fourth Monday of every month except during the months of July, August and December, and statutory holidays wherein the meeting shall take place on the following day. The regular meeting will start at 7:00 P.M. with In-Camera sessions beginning at 6:30 P.M. The Chair will make every effort to conclude the business of the meeting before 10:00 P.M. Any extension beyond 10:00 P.M. will only be done so by resolution/motion and shall be limited to a maximum of fifteen (15) minutes at which time the meeting will stand adjourned. Any changes in date or time of meetings will be done so by resolution/motion and communicated to the public.

### b. Quorum

A quorum is a majority of the whole Board and no business can be legally transacted without a quorum present. The quorum of the Board shall be a simple majority (i.e., 50% plus one).

### c. Agenda Preparation

A proposed agenda will be presented at the beginning of each regular meeting.

- The Secretary-Treasurer shall prepare agendas for all meetings of the Board in consultation with the Superintendent/CEO and the Board Chair/Vice-Chair.
- All items for inclusion on the agenda shall be in the hands of the Secretary-Treasurer prior to the deadline for setting the agenda. This procedure for agenda items is to include delegations or oral presentations to the Board.
- The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote by members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies or adopt new ones unless such action has been scheduled.
- The following order of business shall serve as a guide in the preparation of agendas for regular meetings of the Board:
  - 1) Call to Order
  - 2) Record of Attendance
  - 3) Reading of Mission Statement and Treaty Acknowledgement
  - 4) Additions to the Agenda
  - 5) Approval of Agenda
  - 6) Adoption of Board Minutes
  - 7) Business Arising from the Minutes
  - 8) In-Camera Report
  - 9) Delegations
  - 10) Board Committee Reports
  - 11) Superintendent/CEO Report
  - 12) Information
  - 13) Other Business
  - 14) Future Meetings
  - 15) Adjournment
- Members wishing to add new items to the agenda at a regular meeting, may do so with permission of two thirds of the members present, such matters shall be dealt with in the “Other Business” portion of the meeting.

#### **d. Meeting Proceedings and Rules of Order**

##### **i. Rules of Debate in Board Meetings**

- Each and every member of the Board has equal rights.
- The first person recognized by the Chair as desiring to speak has the right to the floor.
- Every member previous to speaking to any question or motion shall address the Chair.
- No Trustee shall be interrupted while speaking, unless he/she is out of order, on point of privilege, or for clarification.
- When any matter is before the Board, the consideration of same cannot be interrupted except on a motion: for adjournment; to lie on the table; for postponement; for referral; or for amendment.
- A motion may be rescinded at the same meeting at which it was passed, provided that the Board, by a two-thirds majority vote of members present voting thereon, votes in favor of rescission.
- Each Trustee shall be required to vote on every question unless excused by the Chair or by a majority vote of the Board for some particular reason. One reason acceptable for abstention could be an actual conflict of interest as defined in the Public Schools Act or where the Trustee desiring to abstain from voting perceives himself or herself to have a conflict of interest even where such is not considered to be a conflict of interest as defined in the Public Schools Act. If a Trustee abstains from voting without permission of the Chair, his abstention should be considered as a negative vote.
- If any member at a meeting of the Board when a question is put and a roll call vote taken does not vote he shall be deemed as voting in the negative.
- Exceptions to rules within the jurisdiction of the Board can be made by unanimous consent of the entire Board.

##### **ii. Motions and Resolutions**

- To begin a motion, "I move that ....," is the correct phrase to use.
- When a motion is important, complex or long, it should be presented as a resolution. A resolution is simply a formal motion and should begin with the words "Resolved that..."
- A motion or resolution made must be seconded, and then may be repeated distinctly by the Chair or read aloud before it is debated, and every motion shall be reduced to writing if the Chair or any member requires it.
- Any Trustee who shall have made a motion/resolution shall have the liberty to withdraw it, with the consent of his/her second, before any debate has taken place thereon, but not after debate is had, without leave being granted by the Board.
- An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment can modify the motion. An amendment cannot change the intent of the motion.
- All amendments shall be put in the reverse order in which they are moved, and every amendment submitted shall be decided upon

individually or withdrawn before the main question is put to vote. Once all amendments have been voted on, the initial motion, as amended, shall be put to the vote.

- A motion, once made, may be withdrawn with the consent of the mover and the seconder. A motion may be amended with the consent of the mover and seconder with a formal amending motion, provided that no objection is raised by any member. In these cases, the amendments shall be deemed to have formed part of the original motion.
- When a motion has been made, the mover thereof shall have an opportunity of speaking thereto before any other member is permitted to do so. In addition, the mover shall have the opportunity to be the final speaker to a motion.
- The following categories of motions may be introduced verbally, without written notice and without leave:
  - a. Debatable motions requiring only a simple majority for approval:
    - Motions to postpone to a specific date or time;
    - Motions to receive reports;
    - Motions to refer; and
    - Motions to table (indefinite postponement).

The debate of a referral or postponement motion may relate only to the issue of whether the main question ought to be referred or postponed, or not. The debate may not extend to a debate of the main question itself.

- b. Non-debatable motions requiring only a simple majority for approval:
    - Motions to adjourn
  - c. Non-debatable motions requiring only a two-thirds majority for approval:
    - Motions for the previous question (that the vote be now taken)
- A motion for adjournment shall be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board.
  - A motion for postponement takes precedence over a motion for referral, and a motion for referral takes precedence over a motion to amend or a vote on the original subject.
  - A motion is:
    - Postponed – To a specific date
    - Referred – To a Committee
    - Tabled – Indefinitely
  - When a member raises a point of order, he/she shall ask leave of the Chair to raise a point of order and after leave is granted, he/she shall state the point of order to the Chair and remain silent until the Chair shall have stated and decided the point of order. Thereafter, a member shall only address the Chair for the purpose of appealing to the Board for the Chair's decision. If no member appeals, the decision of the Chair shall be final.
  - If, however, a member wishes to appeal from the decision of the Chair, he/she shall, as soon as the decision is made, appeal to the Board the decision of the chair. If this appeal is seconded, the Chair shall state clearly the question at issue and his/her reasons for the decision if

he/she thinks it is necessary and the Board, if appealed to, shall decide the question and its decision shall be final.

- Following debate on a motion, that motion shall be read when requested by any member of the Board, or by the Secretary-Treasurer, before the vote is taken.
- A question once decided by the Board shall not be reversed unless written notice of a proposal to reverse the decision has been given from at least one meeting to another and a majority of the Trustees vote in favour of the reversal.
- Notwithstanding the above clause, a decision of the Board may, at the same meeting at which it is made and by unanimous consent of all members present and voting thereon, be reversed.

### iii. Process for Approval of By-Laws

- The following items shall be resolved by by-law:
  1. Amendments to by-laws;
  2. Where required by the Public Schools Act; examples:
    - debentures ([PSA 213](#))
    - Trustee indemnities [[PSA 56\(1\)](#)]
    - pension plans [[PSA 50\(1\)](#)]
    - expropriation of land [[PSA 65](#)]
    - alteration of wards [[PSA 57\(1\)](#)]
    - religious instruction [[PSA 80\(10\)](#)]
  3. Rules of procedure of the Board and rules relative to the organization of meetings of the Board; [[PSA 33\(1\)](#)]
- By-laws must be given no fewer than two separate readings at two separate Board meetings and require a two-thirds majority of the members present.
- The separate readings of any by-law shall be given at different meetings unless by a vote of two-thirds of the whole Board this rule will be suspended.
- On the first reading of a by-law, the by-law shall be read, and on such first reading the by-law shall not be debated or amended.
- When the second reading of a by-law shall be moved, the principle of the by-law may be discussed and it shall be in order for the Board to reject, defer or amend by the by-law and a motion may be made to that effect.
- On the second reading of the by-law, the title only of such by-law need be read, unless a member of the Board shall request it to be read clause by clause.
- On the third reading of a by-law, the title only need be read.

### iv. Voting Method

- Voting shall normally be done by a show of hands.
- Any trustee can request that his/her vote be recorded in the minutes. Such request must be made prior to the vote being taken.

### v. Reversal of Decisions

Subject to Section [33\(3\)](#) of the Public Schools Act, a question once decided by a School Board shall not be reversed unless:

- Written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
- A majority of the total number of trustees for the Division votes in favour of the reversal (*Reference Section [33\(2\)](#), Public Schools Act*).

**vi. Reversal by Unanimous Consent**

A decision of a school Board may at the same meeting at which it is made and by unanimous consent of all members present and voting thereon be reversed (*Reference Section [33\(3\)](#), Public Schools Act*).

**vii. In-Camera Session**

The Board may move into an in-camera session to discuss an item (see [In-Camera Meetings](#) section).

**e. Public Participation**

Every School Board shall hold its meetings openly, and no person shall be excluded or removed from any meeting except for improper conduct (*Reference Section [30\(3\)](#), Public Schools Act*).

**f. Use of Electronic/Recording Equipment**

Accredited members of the news media are permitted to use recording devices and photographic equipment at Board meetings. Non-accredited use of electronic/recording equipment shall be prohibited except as otherwise authorized by the Board.

**g. Removal of Persons from Meetings**

Where, at a meeting of the School Board, any person other than a member of the School Board is, in the opinion of the Chair of the meeting, guilty of disorderly or improper conduct, the Chair of the meeting may require him/her to leave the meeting forthwith and if he/she fails to do so may cause him to be removed (*Reference Section [30\(6\)](#), Public Schools Act*).

**h. Delegations**

- Delegations shall inform the office of the Secretary-Treasurer of their desire to appear before the Board, stating in writing the reason for the delegation and any remedy requested of the Board.
- The delegation must deliver or send the written notice so that it reaches the Secretary-Treasurer at least ten (10) days before the date of the meeting at which the delegation wishes to appear.
- The Chair in consultation with the Vice-Chair, Superintendent/CEO and Secretary-Treasurer may determine (at Agenda Setting) that the reason for the delegation to appear does not fall within the purview of Mountain View School Division. Should the delegation be denied to appear, the delegation may appeal this decision in writing to the full Board. The appeal will be considered at the next regularly scheduled Board meeting under Other Business. A resolution to appear must be approved by two-thirds of the Board members present.
- The Chair shall decide which Board meeting the delegation shall appear before and the Secretary-Treasurer shall inform the delegation as to the date of the meeting and the time during the meeting at which the delegation will be received.
- Any individual desiring to speak, as a delegation shall give his or her name, and the group, if any, that is represented at the Board meeting. The address

should be submitted to the Secretary-Treasurer, in writing, for any further correspondence.

- Delegations may appoint up to two spokespersons and no other member of the delegation shall address the Board except with the permission of the Board. After the spokespersons have spoken, the Board members shall have the opportunity to ask questions for clarification.
- The presentation should be as brief as possible. The delegation when presenting the highlights of the brief at the Board meeting should restrict its presentation to a maximum of fifteen minutes unless the Board grants an extension of time. An additional time period of up to five minutes will be allowed to the delegate or delegation to answer questions of clarification that Trustees may ask the delegate or delegation.
- Speakers may offer such objective criticisms of school operations and programs as concern them; but in public session, the Board will not hear personal complaints of school personnel, nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.
- Once the delegation has appeared before the Board, the Secretary-Treasurer shall provide, in writing, acknowledgement of the presentation and advice as to the intended date that a decision is to be made, or a staff report is to be considered, concerning the delegation's submission.
- A delegation, once heard, shall not be received again by the Board on substantially the same information for a period of three (3) months from the date of the first hearing.
- Despite the foregoing, if a matter is determined by resolution of a two-thirds majority of the Board members present at a meeting to be of a serious and urgent nature, some or all of these rules concerning delegations may be waived.
- On resolution of the Board, a delegation may appear before a committee of the Board.
- Persons appearing before the Board are reminded, as a point of information that members of the Board are without authority to act independently as individuals in official matters. Thus questions may be directed to individual Board members, and the responses given by individual members are only an expression of their individual opinions; but official answers on behalf of the Board must be deferred pending consideration by the full Board.

**i. Minutes**

- The Secretary-Treasurer shall keep a full, complete and correct record of the proceedings of every meeting of the Board in the minute book provided for that purpose, and present the minutes when confirmed before signature by the Chair.
- Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Copies of the minutes of the regular meetings, or portions thereof, may be made available to the public if requested, and posted in local schools and communities.
- The Secretary-Treasurer shall record in a minute book, without note or comment, all resolutions, decisions and other proceedings of the School Board (*Reference Section [55\(1\)](#), Public Schools Act*).

- On the demand of any resident elector, the Secretary-Treasurer shall make available to him and permit him to examine the minutes of any School Board meeting, excepting any record of any meetings held in camera, at any time when the offices of the School Division or school district are open for the transaction of business (*Reference Section [55\(2\)](#), Public Schools Act*).

## 6. Committee of the Whole

### a. Membership

Membership on the Committee of the Whole is the same as membership on the Board; that is, all of a Division's Trustees.

### b. Resolving into Committee of the Whole

The Board of Trustees may go into Committee of the Whole whenever the Board wishes to consider a matter involving:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a member, an employee or prospective employee or a pupil or the parent or guardian of a pupil;
- Decisions with respect to personnel and/or collective bargaining matters; or
- Litigation respecting the Board.

The Board of Trustees may resolve itself into Committee of the Whole in respect of any matter requiring freer debate and more detailed consideration than the Rules of Order permit.

The Board of Trustees may resolve itself into a Committee of the Whole or may schedule a meeting or an arrangement of meetings of the Committee of the Whole Board to discuss matters and formulate recommendations for consideration by the Board.

When the Board resolves into Committee of the Whole, the Vice-Chair shall assume the Chair, or in his or her absence, such other member as the Committee shall select.

### c. Committee Meetings Held In-Camera

If there is doubt as to whether or not a matter should be dealt with in-camera, majority vote shall decide.

Part of any duly constituted regular, special or emergency meeting may be held "in-camera" if decided upon by a majority of the Board members present and voting.

Meetings of committees may be held "in-camera" (*Reference Section [30\(4\)](#) of the Public Schools Act*).

### d. Reports to the Board from Committee of the Whole

Whenever a recommendation is reported to the Board from the Committee of the Whole Board, a motion to concur in the recommendation shall be put before the Board and decided without debate or amendment.

A member or group of members opposed to the motion may make a minority report by submitting a written report to the Secretary of the Board within one week following the Committee of the Whole meeting, and such report will be included in the minutes of the meeting of the Board at which the report of the Committee was dealt with.

When the minority report is presented, it is for information only. No reference shall be made in the report to what has occurred during the deliberations of the Committee.

Prior to the Secretary of the Board including the minority report as part of the minutes, such report shall be approved by the Chair of the Board to ensure its contents are in accordance with the above.

The formal submission of a minority report is a privilege, not a right, and as such, may be revoked by the Board by a majority vote.

## **7. In-Camera Meetings**

### **a. Moving Into and Out of In-Camera**

When the matter before the Committee of the Whole is one involving a matter(s) referenced in Subsection 6 (above), the Committee may resolve to exclude from the meeting while that matter is under discussion all persons other than members and other persons specifically authorized by the Committee to be present.

A motion to go “in camera” shall include a statement of the purpose for going “in-camera” as it relates to matters referred to in Subsection 6 (above).

Upon completion of “in camera” deliberations, the meeting will resume in Committee of the Whole and the conclusions reached during the “in camera” session, if any, shall be formulated into a report or recommendation to be considered in a subsequent meeting of the Board. Recommendations in respect of deliberations while “in-camera” shall contain no information that would divulge the nature of discussions.

### **b. General Duty of Non-Disclosure**

Unless required to disclose the information by a court, no member shall disclose to any person, other than another member of the Board, the nature, substance or any detail of “in camera” proceedings of the Committee of the Whole relating to matters referred to in Subsection 6 (above).

## **C. Emergency/Special Board Meeting**

The School Board may hold a meeting at any time and any place to deal with an emergency situation if all of the trustees consent thereto and are present thereat (*Reference Section [30\(1\)](#), Public Schools Act*).

Special meetings of the Board may be convened at any time by the Chair, or the Board at a regular meeting.

The only business to be considered at a Special meeting, or an Emergency meeting, shall be the business set forth in the notice calling the meeting, unless all members of the Board are present, and all members of the Board consent to the consideration of other business.

## **D. Leaves of Absence and Resignations**

### **1. Meeting Absence: Personal/Medical/Parental Leave**

- A trustee who participates in a regular meeting of a school board through electronic means is deemed to be present at the meeting (*Reference Section [39.7.1\(1\)](#), Public Schools Act*). Despite this regulation, every trustee must be

physically present at a regular meeting at least once every three months (Reference Section [39.7.1\(2\)](#), *Public Schools Act*).

- It is required that, in all instances where a Trustee will be absent from a Board or committee meeting(s), the Trustee communicates absence by 2:00 p.m. on the day of the meeting, via email to the Board Chair, the Committee Chair, the secretary of the Board, the Superintendent/CEO and Secretary-Treasurer.
- A person is disqualified from remaining as a trustee of the Board if that person absents himself or herself, without being authorized by a resolution of the Board to do so, from three consecutive regular meetings of the Board (Reference Section [39.8\(c\)](#), *Public Schools Act*).
- If a Trustee will be away for three or more consecutive regular meetings of the Board, they may request that a resolution brought to Board granting them authorization for their absence.

**a. Resignations**

**i. From a Board Committee**

A Trustee who decides to resign from a Board Committee shall provide two weeks written notice to the Committee, the Board Chair and the Superintendent/CEO or committee designate. A replacement will be selected at the next public Board meeting.

**ii. From Position of Board Chair or Vice-Chair**

An incumbent who decides to resign from the position of Board Chair or Vice-Chair shall notify each other and the Superintendent/CEO. The Board Chair will notify the Board at a Caucus Committee Meeting. Decisions pertaining to public communication will need to be determined. Nominations and elections for the vacant position will take place at a board meeting using the process as per the annual Organizational Board meeting.

**iii. From the Board**

An incumbent who decides to resign from the Board should inform the Board Chair and the Superintendent/CEO. The Board Chair will notify the Board at a Caucus Meeting. Decisions pertaining to public communication and any requirements for a by-election will need to be determined. The Board Chair will notify the Minister of Education with the information and Board decisions about a by-election.

GIVEN FIRST READING by the Board of Trustees of the Mountain View School Division, assembled at the RM of Dauphin in the Province of Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SECOND  
READING:

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CHAIRMAN

THIRD AND  
FINAL READING:

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SECRETARY-TREASURER