



# BOARD GOVERNANCE BYLAWS

DECEMBER 2024

# TABLE OF CONTENTS

		Page
SECTION 1: GENERAL.....		1
1.1	Purpose of Bylaws.....	1
1.2	Application and Scope.....	1
1.3	Rules of Order.....	2
1.4	Amendments to Bylaws.....	2
1.5	Definitions.....	3
SECTION 2: ROLES AND RESPONSIBILITIES.....		10
2.1	Board of Trustees.....	10
2.2	Trustees.....	10
2.3	Board Chair and Vice Chair.....	11
2.4	Committee Chair or Vice	

TABLE OF CONTENTS (Continued)

---

5.3	Open (Public) Sessions.....	26....
5.4	Closed (Private) Sessions.....	26....
5.5	Attendees at a Closed (Private) Session.....	27..
5.6	Confidential Information.....	28....
5.7	Special Board and Committee Meetings.....	28..
5.8	Notice of Special Meeting and Agenda.....	29..
5.9	Board and Committee Meeting Minutes.....	29..
5.10	Board Meeting Attendance and Vacancies.....	30..
5.11	Committee Meeting Attendance and Vacancies.....	31..
5.12	Presiding Officer.....	31....
5.13	Quorum.....	31....
5.14	Acknowledgement of Traditional Lands and Water.....	32
5.15	Board and Committee Meeting Agendas and Notice Requirements.....	32
5.16	Regular Board Meeting Order of Business and Basic Agenda.....	33
5.17	Regular Standing Committee Meeting Order of Business and Basic Agenda.....	34
5.18	Committee of the Whole Closed (Private) Session Order of Business.....	34
5.19	Agenda Amendments at Board and Committee Meetings.....	35
	Board and Committee Meeting Parliamentary Procedure.....	35
5.20	Debate.....	35....
5.21	Speaking Time.....	36....
5.22	Ending Debate.....	36....
5.23	Voting.....	37....
5.24	Recorded Votes.....	37....

TABLE OF CONTENTS (Continued)

---

SECTION 7: RESOURCE DOCUMENTATION.....	52
7.1 Legislation.....	52.....
7.2 Other Documents.....	52.....

## SECTION 1 GENERAL

---

### SECTION 1: GENERAL

#### 1.1 Purpose of Bylaws

- 1.1.1 These Bylaws are enacted and administered by the Board of Trustees with support from the Director of Education and designated staff.
- 1.1.2 The Bylaws are the fundamental rules that support a policy model of governance and together, with the Rules of Order, prescribe the actions of Members and Student Trustees in Board and Committee Meetings and advance democratic decision making through fair and respectful dialogue and debate.
- 1.1.3 The Bylaws are based on the following principles of effective governance:
  - (a) The majority of Members have the right to decide on a matter;
  - (b) The minority of Members have a right to be heard; and
  - (c) All Members and Student Trustees have the right to:
    - (i) appropriate information to assist in decision making, unless prohibited by law;
    - (ii) efficient, effective and professional meetings;
    - (iii) be treated with respect and courtesy, and
    - (iv) equal rights, privileges and obligations.

#### 1.2 Application and Scope

## SECTION 1 GENERAL

---

## SECTION 1 GENERAL

---

The Director or Designate may make any of the following non-substantive changes to the Bylaws:

- (a) Correction of spelling, punctuation or grammar and typographical errors;
- (b) Correction of format or layout of information to improve accessibility or electronic/print presentation;
- (c) Correction of cross-reference errors or discrepancy in the numbering of provisions; and
- (d) Updates to position or organizational titles.

### 1.4.5 Technical Errors and Omissions

A technical error or omission regarding the notice of a Meeting (and related Agenda) or the application of these Bylaws will not affect the validity of subsequent decisions undertaken by the Board or its Committees, unless the error or omission results in a violation of law.

## 1.5 Definitions

For the purpose of these Bylaws the following definitions will apply:

“Abstain Due to a Conflict of Interest” means the act of not voting at a Board or Committee Meeting as a result of having declared a pecuniary conflict of interest in accordance with the [Municipal Conflict of Interest Act](#). Members who declare a conflict of interest on a matter cannot vote on that matter. The number of Members required to pass a motion is subsequently reduced by the number of Members who declared a conflict of interest;

“Act” means the [Education Act](#), the regulations thereunder, and any related Ministry of Education policies, directives, memoranda, etc.;

“Ad Hoc Trustee Committee” means a Committee of Trustees established by the Board to fulfil a specific task or objective, which is dissolved after the completion of its task. An Ad Hoc Trustee Committee typically reports to a Standing Committee or directly to the Board;

“Adjourn” means to end a meeting;

“Advisory Committee” means an Advisory Committee approved by the Board which includes members of the Educational Community, in addition to Trustees, for the purpose of providing community advice and input on specified areas of the Board’s responsibilities. Special Education Advisory Committee and Greater Essex County (GEC) Parent Involvement Committee (also known as Parent Involvement Committee in the [Education Act](#)) are Statutory Committees and not advisory committees within this definition;

“Agenda”









## SECTION 1 GENERAL

---

“Order of Business” means the order that the items of business will be taken up on a Board or Committee Agenda

“Organizational Meeting” occurs in year 2, 3 and 4 of the Term of Office and shall be held on or after the anniversary of the date the Term of Office of the Board began.

“Parliamentary Inquiry” is used when a Member wishes to ask the Presiding Officer a question about Parliamentary Procedure or the Rules of Order to understand the rationale for application in the current Meeting/context. The Presiding Officer’s response in this situation is an opinion, not a ruling, and therefore cannot be appealed. See *Point of Order and Appeal Ruling of Presiding Officer*;

“Point of Order” is used by a Member in a Board or Committee Meeting to address a perceived-



## SECTION 1 GENERAL

---

“Take from the Table” is to resume consideration of a Motion that has been tabled or put aside earlier at the same Meeting. See also “Lay a Motion on the Table”

“Term of Office”

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

2.1.1 The Board of Trustees is the collective governing body of the GECDSB. Decision making authority rests with the entire Board of Trustees and not with individual Trustees.

As outlined in the Act, the Board of Trustees is expected to govern in a manner that is responsive to the needs of all students on the Board. Individual Trustees must balance their role as representatives of the people who elected them with their responsibilities as Members of the Board of Trustees as a whole which includes their fiduciary duty to the GECDSB

2.1.2 In broad terms, the Board of Trustees is required to:

- (a) Promote student achievement and well-being;
- (b) Promote a positive school climate that is inclusive and accepting of all pupils;
- (c) Promote the well-being of all pupils.

## SECTION 2 ROLES AND RESPONSIBILITIES

---

- (a) Make and file with the Secretary of the Board the Declaration of Office described in s.209 of the Act;
- (b) Sign the Code of Conduct, acknowledgement and undertaking each year on or before the date of the Organizational Meeting;
- (c) Attend and participate in Meetings of the Board and Committees, including Statutory and Advisory Committees of which they are a member;
- (d) Bring the concerns of parents, students and the GECDSSB supporters to the attention of the Board (using Board approved methods);
- (e) Uphold the implementation of any Board resolution after it is passed by the Board;
- (f) Entrust the day-to-day management of the GECDSSB staff through the Director;
- (g) Maintain a focus on student achievement and well-being;
- (h) Consult with parents, students and the GECDSSB stakeholders on the Board's Multi-Year Strategic Plan;
- (i) Comply with the Code of Conduct;
- (j) Declare any pecuniary interest, whether direct, indirect, or deemed, in accordance with the [Municipal Conflict of Interest Act](#) at Board and Committee Meetings, including Statutory and Advisory committee meetings;
- (k) Not be Present at a Closed Session for matters where they have declared a conflict of interest;
- (l) Maintain confidentiality by not disclosing to anyone confidential information acquired by virtue of their office or during Closed Sessions unless otherwise required by law

## SECTION 2 ROLES AND RESPONSIBILITIES

---

- unless all schools of the GECDSB are closed, as described in Electronic Meeting and Meeting Attendance Regulation 463/97;
- (d) Establishes Agendas for Board Meetings, in consultation with the Board's Director or Designate and the Vice Chair;
  - (e) Conducts Meetings in accordance with these Board Bylaws and any applicable GECDSB policies;
  - (f) Maintains order in Board Meetings and Committee of the Whole (Public) Sessions including to preserve order and decorum and decide all questions of order subject to an Appeal Ruling of Presiding Officer;
  - (g) Ensures that Members and Student Trustees have the information needed for informed discussion of the Agenda items;
  - (h) Acts as spokesperson to the public on behalf of the Board of Trustees, unless otherwise decided by the Board;
  - (i) Conveys the decisions of the Board to the Director;
  - (j) Provides leadership to the Board in maintaining the Board's focus on the Multi Year Strategic Plan established under the Act;
  - (k) Provides leadership to the Board in maintaining the Board's focus on the GECDSB's mission and vision;
  - (l) Is an Ex-Officio Member of all Committees;
  - (m) Monitors the attendance and expenses of Trustees and address any potential, perceived, or actual violations of these Bylaws, GECDSB policies, the Act or any other applicable legislation. The Chair will discuss the concern with the affected Trustee when it arises and then if necessary, report the matter to the Board for appropriate action;
  - (n) Decide on requests by Trustees to participate electronically in Meetings in accordance with Electronic Meeting and Meeting Attendance Regulation 463/97 and any applicable GECDSB policy or guideline;
  - (o) Assumes such other responsibilities as may be specified by the Board.

### 2.3.3 The Vice Chair:

- (a) may perform the duties of the Chair during a temporary absence of the Chair;
- (b) presides at Committee of the Whole Closed (Private) Sessions; and
- (c) monitor the attendance and expenses of the Chair and address any potential, perceived or actual violations of these Bylaws, GECDSB policies, the Act or any other applicable legislation. The Vice Chair will discuss the concern with the Chair when it arises and then if necessary, report the matter to the Board for appropriate action;

### 2.3.4 A Chair and Vice Chair will be elected each year at the Inaugural and Organizational Meetings, as the case may be, in accordance with the election process in Section 3.5. The term of office of the Chair and Vice Chair shall be for one (1) year or until their successors are elected and will commence upon the date of their election.



## SECTION 2 ROLES AND RESPONSIBILITIES

---

- 2.3.5 There is no limit to the number of terms a Chair or ~~Vice~~ Chair may serve.
- 2.3.6 If a vacancy occurs in the office of the Chair or ~~Vice~~ Chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to be Chair or ViceChair, as the case may be, and the newly elected person will hold the ~~office~~ office

## SECTION 2 ROLES AND RESPONSIBILITIES



## SECTION 2 ROLES AND RESPONSIBILITIES

---

- (b) Reporting to the Board from time to time, or as specifically requested by the Board, on all financial matters.

### 2.8 Signing Officers

- (a) Deeds, transfers, assignments, contracts, obligations, certificates, and other instruments be signed on behalf of the Greater Essex County District School Board by two persons, one of whom holds the office of Chairperson of the Board or Vice Chairperson of the Board and the other of whom holds the office of Secretary of the Board or Treasurer of the Board. In addition, the Board may from time to time direct by resolution the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing officer may affix the corporate seal thereto. If there is an urgent item to be signed and both the Chairperson of the Board and the Vice Chairperson of the Board are unavailable then the Chairperson or one of the Standing Committees shall be authorized to sign on behalf of the Board.
- (b) Resolutions respecting banking and signing officers in the form required by Chartered Banks in Canada and Trust Companies and the same are hereby approved and the Secretary of the Board or Treasurer of the Board be and is hereby authorized and directed to send a certified copy of such resolution to the branch of the Chartered Bank or Trust Company where the Board will maintain its account.
- (c) The Superintendent of Business or Manager of Financial Services or Supervisor of Purchasing and Supply or Purchasing Agent or Buyer be authorized and empowered to sign purchase orders and any two of the Superintendent of Business, Manager of Financial Services, Supervisor of Purchasing and Supply, Purchasing Agent or Buyer be authorized and empowered to sign the accompanying contracts on behalf of the Greater Essex County District School Board in accordance with Board purchasing policies.
- (d) The Superintendent of Business or Manager of Financial Services or Manager of Facility Services be authorized and empowered to sign rental and lease agreements, and licences and agreements related to Board wide licences and consortiums, on behalf of the Greater Essex County District School Board in accordance with Board policies.
- (e) The Director of Education or Superintendent of Business or Manager of Financial Services be authorized and empowered to sign agreements/contracts with Federal Government agencies.
- (e)



## SECTION 3 INAUGURAL AND ORGANIZATIONAL MEETINGS

---

### 3.5 Election Process for Positions of Added Responsibility

3.5.1 The election process will be used to select a Member for each of the following positions of added responsibility during the Inaugural and Organizational Meetings, if the case may be of the GECDSD:

- (a) Chair and Vice-Chair of the Board; and
- (b) Trustee Members of Statutory and Advisory Committees, where applicable
- (c) OPSBA Director and OSPBA Voting Delegate and Alternate

3.5.2 The election process for the GECDSD will be as follows:

- (a) Voting will be by secret ballot;
- (b) A ballot vote may be taken by paper, electronic means (including fax, email, text, or telephone) or electronic devices, provided the means or device can indicate a Member's choice without revealing how the individual Member voted, except to the scrutineer;
- (c) Members participating in a meeting to elect candidates must be present during the discussion leading up to any vote;
- (d) Two external members from the Board's audit committee will serve as scrutineers for all elections. If one or both external member are not available to serve as scrutineer, the Director or Designate will appoint an appropriate external person as an alternate(s) scrutineer;
- (e) The scrutineers will be responsible for distributing, collecting, counting and confirming voting results to the Presiding Officer, without disclosing the count, nor the order of the results;
- (f) The Presiding Officer/Chair will call for nominations from Members for positions of responsibility described in Section 3.5.1;
- (g) Nominations don't require a mover and a seconder;
- (h) Candidates may nominate themselves;
- (i) The nominator and candidate shall be permitted one minute each to speak to the nomination.
- (j) Following a final call for nominations, the Presiding Officer will call for a motion to close nominations. The motion to close nominations requires a mover, a seconder and a Majority Vote;
- (k) Where only one nomination is received for a position described in Section 3.5.1, the Presiding Officer will declare that Member acclaimed to the position;
- (l) Where more than one nomination for any position is received and accepted, the election process will be conducted by secret ballot;
- (m) Following the motion to close nominations, the Presiding Officer will ask nominees whether they accept the nomination and if in the affirmative, the nominators and nominees to speak, in the order of nomination, for up to one minute each regarding their candidacy;
- (n) If a Member nominated for a position described in Section 3.5.1 is not Present at the meeting, the nominator shall satisfy the Presiding Officer that the Member's consent to the nomination has been obtained in writing;

## SECTION 3 INAUGURAL AND ORGANIZATIONAL MEETINGS

---

- (o) Nominees who have not already declared otherwise, may also decline a nomination at this time;
- (p) The scrutineers will oversee the activation of ballots to the Members and their submission when completed by the Members;
- (q) The scrutineers will withdraw from the meeting room to count the ballots or verify the votes if cast electronically, and will share the name only of the successful candidate with the Presiding Officer, who shall announce the name of the successful candidate to the Members;
- (r) To be declared elected to any position, the winning candidate must receive a simple majority of ballots cast by Members;
- (s) An incomplete ballot or a ballot that is unclear will be considered a spoiled ballot. The total number of votes required to determine a simple majority will be reduced by one for each spoiled ballot;
- (t) Where a simple majority cannot be determined, and there are more than two candidates, the candidate with the least number of votes will be dropped from the ballot and voting will continue with the remaining candidates until a simple majority can be determined. The scrutineers will share the name only of the candidate with the least votes with the Presiding Officer who shall announce the name before a new vote continues;
- (u) In the case of multiple candidates and a two-way tie vote for last place, a drawing of lots will take place among the candidates who are tied after the Presiding Officer is advised of the names by the scrutineers and the Presiding Officer announces those names. The name drawn is an affirmative vote in favour of the candidate and the candidate whose name is drawn will result in the candidate remaining on the ballot for the next vote.
- (v) In the case of a three or four-way tie, each name drawn will result in the candidate remaining on the ballot for the next vote;
- (w) In the case of a tie vote with only two candidates remaining on the final ballot, one additional vote will be conducted before the drawing of lots by the candidates, as outlined in the Act (or in the case of the candidate participating electronically, as drawn by a member of senior staff present in the board room); and
- (x) The Presiding Officer will announce the name of the newly elected Board Chair

## SECTION 3 INAUGURAL AND ORGANIZATIONAL MEETINGS

---

consultation with the Director will bring forward recommendations for Standing Committee Members (as defined in Section 15) for approval.

- 3.6.2 The election or appointment of the chair and vice-chair for Standing Committees, Ad Hoc Trustee Committees, Statutory Committees or other Advisory Committees will be as described in its Terms of Reference or applicable legislation





## SECTION 4 COMMITTEE MEETING STRUCTURE AND COMPOSITION

---

### 4.4 Membership of Committees

- 4.4.1 Members may be elected or appointed to Committees, as well as Statutory and Advisory Committees, at the Inaugural Organizational Meeting(s) or at the first regular scheduled Board Meeting, following the Inaugural Board Meeting or Organizational Meeting, or as may be appointed by the Board from time to time, or as vacancies arise.
- 4.4.2 The term of a member on a Standing Committee shall be years or until their successor is elected or appointed by the Board.
- 4.4.3 The term of member on Ad Hoc Trustee Committees, Advisory Committees or Statutory Committees shall be as stated in the Terms of Reference for those committees or legislation, whichever is applicable.
- 4.4.4 A Member whose term on a Committee, or Advisory Committee, has expired may be re-appointed to a subsequent term by the Board at the Organizational Meeting(s) each year.
- 4.4.5 Student Trustees may attend and participate in Committee Meetings in the same manner as Trustees (see 4.4.7), subject to provisions contained in the Act.
- 4.4.6 The membership of a Standing Committee, an Advisory Committee or Ad Hoc Trustee Committee will be determined by the Board, upon recommendation from the Chair and Vice Chair, in consultation with the Director of Education.
- 4.4.7 Except for an Ex Officio Member, a Trustee who is not a member of a Committee cannot move a motion, vote or be counted towards Quorum, but may attend a Committee Meeting as an observer and may speak only if recognized by the Committee Presiding Officer.
- 4.4.8 The Board may appoint Trustees to serve on other agencies, boards and commissions, including those external to the GECDSE, at the Organizational Meeting, or as it deems necessary or when requested, if supported by the Board and consistent with legislation.

### 4.5 Committee of the Whole

- 4.5.1 Committee of the Whole will be composed of all Members with participation and voting privileges, as outlined in the Act. Student Trustees may also attend and participate, in accordance with legislation.
- 4.5.2 Quorum to hold a Committee of the Whole Meeting will be the presence of a simple majority of the Members as defined in Section 1.5.

## SECTION 4 COMMITTEE MEETING STRUCTURE AND COMPOSITION

---

- 4.5.3 The Board may convene a Committee of the Whole Meeting (Public or Private Session) to consider matters which require more informal and detailed discussion by all Members and Student Trustees:
- (a) at any time, in accordance with the notice provisions in Section 5.105;
  - (b) at any time during a regularly scheduled Board Meeting Special Meeting upon a Majority Vote by the Members; or
  - (c) in accordance with Section 6.3 Delegations.
- 4.5.4 The Presiding Officer for Committee of the Whole Meetings (Private Sessions) will be the Board Vice President (by) 8 ( ) 10 ( tmy) 8 ( 0 ( n4 ( r) 14mv) 75Da3he) 13 ( 75Da3he) 13 3,

## SECTION 4 COMMITTEE MEETING STRUCTURE AND COMPOSITION

---

- (a) Audit Committee [Ontario Regulation 361/10](#)
- (b) Greater Essex County Council Parent Involvement Committee (known as Parent Involvement Committee) [Ontario Regulation 612/00](#)
- (c) Special Education Advisory Committee [Ontario Regulation 464/97](#)
- (d)

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND  
PARLIAMENTARY PROCEDURE

Board and Committee Meeting Rules

5.1 Scheduling a Meeting

5.1.1 A Meeting of a Quorum of Members whether held electronically or in person to materially advance the business of the GECSB is prohibited, unless a proper notice and Agenda are given and published in accordance with these Bylaws. Meetings can never be held by email, text or other written medium.

5.1.2 The

**5.3** Open (Public) Sessions

5.3.1 Unless all schools of the ECDSB are

(g) As necessary to comply with the *Youth Criminal Justice Act* or the *Municipal Freedom of Information Act*, including solicitor and client privilege.

5.4.3 Any recommendations considered by the Members in a Closed (Private) Session, will be reported to the Board in an Open (Public) Session. A motion to Rise and Report will include the recommendations, in some cases, a brief description of the nature of the recommendation.

5.1.1 speak on a matter as described under Section 5.0.5 of these Bylaws) in accordance with the *Act*



## 5.8 Notice of Special Meeting and Agenda

- 5.8.1 The Director or Designate will notify all Members and Student Trustees, as applicable, in writing (or via email communication) of a Special Meeting at leasty-eight (48) hours in advance of the Meeting and will include the Agenda for the Meeting with notice. Under extenuating circumstances notice may be waved provided that every effort is made to contact all Members and a Quorum is achieved.
- 5.8.2 Notice of a Special Meeting and the Agenda will be published on the GECDB website.
- 5.8.3 The Agenda for a Special Meeting of the Board include only the timesensitive or Emergency Business item(s) for which it was called, including a brief statement of the item(s) to be considered at the Meeting, including related materials when available, and indicating whether any part of the Meeting should be held in Public or in Private SessionOther Committees are not restricted in this way
- 5.8.4 A matter that is not included on the Special Meeting Agenda for a Board Meeting cannot be considered, unless it also qualifies as a time sensitive or Emergency Business and a TwoThirdsVote of the Members Present and voting at the Meeting wish to consider the matter.
- 5.8.5 If such a matter is added to the Agenda of a Special Meeting, in order for any action taken to become legal, any motion(s) must be ratified by the Board at the next regularly scheduled Board Meeting or, in extreme circumstances, at another Special Meeting of the Board properly called for that purpose, in accordance with the notice provisions in the GECDB laws.

## 5.9 Board and Committee Meeting Minutes

- 5.9.1 The Director or Designate will maintain a complete set of Minutes (Open and Closed Session) for all Board Meetings, including Special Meetings of the Board, which includes the following information:
- Trustee attendance, including specific notations when a Member enters a Meeting while in progress or permanently withdraws from a Meeting prior to adjournment;
  - Amendments to the Agenda (if any) in accordance with Section 19.1;
  - A brief summary of the discussion/rationale regarding Agenda Items including oral and written reports but will not be a verbatim transcript of the Meeting;
  - Motions and related amendments;
  - Recorded Votes; where applicable; and
  - Declarations for inclusion in the Conflict of Interest Registry, (where applicable).











- (e) Declarations of Conflict of Interest
- (f) Approval of Minutes from Previous Meeting
- (g) Delegations
- (h) A recommendation from a Closed (Private) Session (other than a Committee of the Whole) will first be reported to a Closed (Private) Session of the Committee of the Whole
- (i) Receipt for information only minutes of Committee Closed (Private) Session Meetings
- (j) Adjournment

### 5.19 Agenda Amendments at Board and Committee Meetings

- 5.19.1 Agendas for a Board or Committee Meeting may not be amended ~~at the~~ after the notice of the Meeting and Agenda has been circulated to Members ~~to add~~ an item, unless the item qualifies as time sensitive or Emergency Business (defined in section 1.5) and the amendment to the Agenda is confirmed by a ~~Two~~ ~~Thirds~~ ~~Vote~~. This does not preclude a motion to amend the Order of Business on the Agenda ~~to~~ remove an item from the Agenda, which requires a Majority Vote.
- 5.19.2 Agendas for a Board or Committee Meeting scheduled to be held in Closed (Private) Session may be amended to remove an Agenda item by a Majority Vote when a Member is of the opinion the item does not qualify to be discussed in ~~Closed~~ ~~(Private)~~ Session in accordance with Section 5.4.2

### Board and Committee Meeting Parliamentary Procedure

#### 5.20 Debate

- 5.20.1 The Presiding Officer will maintain a list of Members and Student Trustees who wish to speak to a motion and will control who speaks and when, in accordance with these Bylaws and Rules of Order.
- 5.20.2 The Presiding Officer will recognize a Member or Student Trustee to speak by referring to them as Trustee [last name] or Student Trustee [last name] and indicating that the Member or Student Trustee has the floor. A Member or Student Trustee may not speak to a motion until recognized by the Presiding Officer.
- 5.20.3 Members, Student Trustees and any other participants in a Meeting will address their comments through the Presiding Officer.
- 5.20.4 Members and Student Trustees will confine their comments to the merits of the motion being considered.
- 5.20.5 The Presiding Officer may rule a question out of order if a Member or Student Trustee has already asked substantially the same question in another form.





**5.23** Voting

- 5.23.1 A Member who is Present at a Meeting is entitled to vote once on each motion under consideration, unless disqualified from voting.
- 5.23.2 A Student Trustee who is Present at a Meeting is entitled to cast a non-binding vote once on each motion under consideration, unless disqualified from voting due to a conflict of interest.
- 5.23.3 Trustees who are not members of a Committee are not entitled to vote at a Committee Meeting. Student Trustees who are not members of a Committee are not entitled to suggest a motion.

- 5.25.3 A motion that has been moved and seconded may, without permission of the Members of the Board or Committee, be withdrawn, or a minor amendment made by the mover of the motion, until the Presiding Officer states the motion prior to opening the floor to debate.
- 5.25.4 A Member who moved a motion may also withdraw it from consideration after the motion is stated and before the vote is taken on the motion, provided that the seconder or no other Member Present objects to the motion being withdrawn.
- 5.25.5 If a Member objects to a request to withdraw a motion, the Members in attendance at the Meeting will immediately decide whether to permit the motion to be withdrawn by a Majority Vote.

**5.26** Notice of Motion

- 5.26.1 A Member may request that a Notice of Motion be included in the Agenda for a Board Committee of the Whole or Standing Committee meeting as advance notification of a matter to be considered in accordance with Section

**5.27** Motions - Order of Precedence

5.27.1 A Main Motion is the starting point for the Board or a Committee to make a decision.

- (d) it is outside the scope of the purpose or authority of GECDSB
- (e) it is a dilatory motion, this includes
  - (i) misused with the purpose of obstructing the business of the Meeting (e.g. Series of points of order, appeals, motions to table, etc.)
  - (ii) absurd in substance
  - (iii) Frivolous and
  - (iv) Unwarranted.

5.28.2 If a Presiding Officer rules a motion out of order, the Presiding Officer will state the reason and, where applicable, the legislation, parliamentary procedure, GECDSB Bylaws, policies, or Terms of Reference

5.28.3 The following motions are not in order at a Committee Meeting:

- (a) Reconsider or rescind a previous decision of the Board; or
- (b) Amend something previously adopted by the Board (unlessr Tc 0 Tw 8S (l)4 (l)4 ( )Tj E

5.29.5 The vote on the motion, the amendment and any amendment to the amendment will be taken in the reverse order of that in which they were moved.

**5.30 Motion to Refer**

5.30.1 A matter may be referred to the following for specific action or follow-up

SECTION 5:

**5.35**

A motion to continue must receive a Two-thirds Vote otherwise the Meeting will be adjourned.



SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

6.1 Public Participation in Board and Committee Meetings

- 6.1.1 The GECDSE Annual Schedule of Meetings will be published on the GECDSE Public website.
- 6.1.2 Members of the public are welcome to physically attend as observers any regular Public Session of Board or Committee Meetings unless all schools of the GECDSE are closed pursuant to *Electronic Meeting and Meeting Attendance Regulation 463/97*.
- 6.1.3 Members of the public may access a live audio recording for Public Board, Standing Committee, Ad Hoc Trustee Committees, and Committee of the Whole Meetings on the GECDSE Public website.
- 6.1.4 When all schools of GECDSE are closed as described in *Electronic Meetings and Meeting Attendance Regulation 463.97*, the public will be provided with electronic access to any public meetings outlined in Section 6.1.

6.2 Principles of Public Participation

- 6.2.1 The Greater Essex District School Board receives input from the community regarding its legislative authority to provide oversight for education programs and services for public school students who reside in the City of Windsor and County of Essex. More information about the scope of the Board's Responsibilities can be found in the Ontario *Education Act* and its regulations, GECDSE Bylaws and the 2022-2026 Board of Education Strategic Plan.

## SECTION 6 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

---

- 6.2.3 Individuals with a question or concern are encouraged to contact Greater Essex District School Board. Most situations can be resolved with dialogue and cooperation at the local level. The board is committed to addressing concerns in a fair, equitable and timely manner.
- 6.2.4 Parents/guardians should refer to the GECDSB resource *Parent/Guardian to School Communication* <https://www.publicboard.ca/en/family-and-community-support/parent-guardian-to-school-communication.aspx> . For broader concerns Co24 273.96 0.

## SECTION 6 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

---

- (h) regarding matters that are not within the jurisdiction of the GECDSSB Board's governance responsibilities
- (i) if, within the last five (5) months the Delegate has requested and Delegate and been denied or who has delegated to any Standing Committee or Committee of the Whole unless the subject matter has changed substantially; or
- (j) regarding subjects for which there are other opportunities for the Delegate provide input to the Board, such as School Accommodation Review Meetings, the Budget Development Process, the Boards Multi-Year Strategic Planning Process, etc.

- *Request to Delegate*

6.3.5 Delegates must submit a Delegation request form, as follows.

6.3.6 Request must be received a minimum of 48 hours prior to the commencement of a Standing Committee Meeting or a previously scheduled Committee of the Whole Meeting. The timelines do not apply to a request to speak at a Committee of the Whole Meeting that has not yet been scheduled.

6.3.7 Alternative timelines may be considered by GECDSSB

6.3.8 The Director's Office staff are available to respond to inquiries and to provide information to prospective Delegates.

6.3.9 Delegation request forms may be submitted online or delivered in person or mailed to the GECDSSB Director's Office, 451 Park Street West, P.O. Box 210, Windsor ON N9A 6K1.

- *Delegation Request Form*

6.3.10 The following information is required on the Delegation request form

- (a) Name, preferred pronoun, home address and contact information (phone and/ or e-mail address) for each speaker
- (b) Any affiliation with an association, corporation or group which has given consent for the Delegation to speak on its behalf;
- (c) The agenda item or subject matter the Delegation wishes to speak about, including preferred meeting dates, if known;
- (d) The verbatim speaking notes of the Delegate presentation; and
- (e) Employees of the GECDSSB must disclose their employment status (position or location) on the Delegation request form and, if given Delegate status, at the beginning of their presentation to the Standing Committee or Committee of the Whole.)
- (f) Public school supporter.

6.3.11 Delegates may choose to have up to three (3) speakers share the five (5) minutes allotted for making a presentation, provided this information is submitted on the Delegation request form.

-



6.3.27 Trustees and Independent Trustees in attendance at the meeting may ask questions of

**6.4 Conflict of Interest Registry**

6.4.1 Members have a responsibility to disclose any pecuniary conflict of interest, whether direct, indirect or deemed in accordance with ~~the~~ *Municipal Conflict of Interest Act* at Board and committee Meetings by filing a written statement ~~with~~ the Director's Office. In Closed (Private) Session, Members must withdraw from and not be Present in the meeting room or participate via electronic means when a matter about which they have declared a conflict is being discussed.

6.4.2 The Director of Education or Designate will:

- (a) File the written statement by the Member in the GECDsB's Conflict of Interest Registry;
- (b)

SECTION 7: RESOURCE DOCUMENTATION

Legislation

- [Education Act](#)
- [Municipal Conflict of Interest Act](#)
- [Municipal Elections Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)

7.2 Other Documents

- Current edition of Roberts Rules of Order Newly Revised
- Committees' Terms of Reference