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**BYLAW NO.1**

**“A bylaw to provide for the organization and operation of the Board”**

1. **BOARD MEETINGS**

- 1.1 The Board will publish a calendar of regular meeting dates at the beginning of each school year. Regular meetings shall be scheduled not less than once each month while district schools are in session.
- 1.2 One regular Board meeting per year shall be held outside the city of Prince George, within the geographic region of School District No. 57.
- 1.3 In all meetings of the Board of Trustees, procedures shall be guided by Robert’s Rules of Order, except where provisions of the bylaws of the Board or the *School Act* may conflict, in which case the latter shall prevail. Details regarding meeting procedures are outlined in the School Board Meeting Handbook.
- 1.4 The Chairperson may enter into debate and vote as any other trustee.
- 1.5 A special meeting of the Board may be called by:
  - 1.5.1 The Chairperson.
  - 1.5.2 The Secretary-Treasurer, upon written request of a majority of the trustees holding office.
  - 1.5.3 A majority of the Board at a meeting of the Board.
- 1.6 No business other than that for which the meeting was called shall be conducted at a special meeting.
- 1.7 The Board shall provide an opportunity at regular and special public meetings for formal public presentations and informal community input.
- 1.8 Prior to a decision being made on an issue, a trustee may make a motion requesting that a public hearing, forum, focus group, task force, survey or poll or an ad hoc committee be formed to address the specific issue.

- 1.9 Forty-eight hours' notice in writing shall be given of each special meeting of the Board, which notice must be given to each trustee by delivery of the same at the place designated by him or her for notice, or failing any such designated place, then at the trustee's address as set out in the trustee's nomination paper.
- 1.10 Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.
- 1.11 A quorum shall be a majority of trustees holding office at the time of the meeting. No decision may be made in the absence of a quorum except to adjourn or recess the meeting or to take steps to establish a quorum.
- 1.12 A trustee may participate in or attend a meeting of the Board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 1.13 All matters coming before the Board shall be considered in public sessions except the following:
  - 1.13.1 Personnel matters
    - a) Salary claims and negotiations
    - b) Efficiency, discipline or retirement of employees
    - c) Employee promotion or termination
  - 1.13.2 Legal matters
    - a) Accident claims
    - b) Legal actions brought by or against the Board
    - c) Legal opinions respecting any matters which are to be considered in private session
  - 1.13.3 Student matters
    - a) Indigent students
    - b) Student discipline



- 1.13.4 Property matters
  - a) Negotiations regarding purchase, lease or sale of property
  - b) Future site planning and designation
- 1.13.5 Investigations regarding possible school closures
- 1.13.6 Auditors' management letter
- 1.13.7 Medical matters respecting individual students or employees
- 1.13.8 Other matters that the Chairperson considers appropriate for initial discussion in camera
- 1.13.9 Such matters as the Board may determine
- 1.14 No trustee shall disclose to the public the proceedings of an in camera meeting unless a motion has been passed at the meeting to allow such disclosure.
- 1.15 A trustee may make a motion to place an in camera item of business onto the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favour of the motion shall be sufficient cause to move the item into the public session.
- 1.16 Subject to appropriate sections of the *School Act*, its attendant regulations, and existing contracts, the Board may exclude from attendance at an in camera meeting an employee under consideration by the Board relative to the employee's salary, promotion or termination, efficiency, discipline, retirement or any other matter directly concerning the employee.

2. INAUGURAL MEETING

- 2.1 The inaugural meeting of the Board shall be held in November of each year at the time, place and date determined by the previous Board. In the event that the board shall not so determine, then such meeting shall be held at the hour of 8:00 p.m. in the board room of the administration building on the first Tuesday after the first Monday in November. In an election year, the inaugural meeting shall be held on the Tuesday following the first Monday after November 1, in accordance with Sections 49 and 67 of the *School Act*.
- 2.2 In a non-election year, an inaugural meeting may be followed by a regular public meeting.



- 2.3 The Superintendent of Schools or, in the Superintendent's absence, the Secretary-Treasurer, shall call the meeting to order and shall preside at such meeting until a chairperson shall have been elected. If the inaugural meeting takes place in an election year, the presiding official shall proceed to read to the Board the results of the election as certified by the returning officer or city clerk, and shall then report whether or not the trustees-elect have completed the declarations required by the *School Act*.
- 2.4 A trustee-elect shall become a trustee upon the signing of the Declaration with respect to qualifications to hold office and the Trustees' Code of Ethics attached hereto as Appendix "A".
- 2.5 The presiding official shall then conduct the election of a chairperson according to the rules provided herein.
- 2.6 Nominees for all positions will have up to three minutes each to comment on their reasons for accepting the nominations.
- 2.7 Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of the Vice-Chairperson, the B.C.S.T.A. Provincial Councillor, B.C.S.T.A. Provincial Alternate Councillor, representative to the B.C. Public School Employer's Association and an alternate representative to the B.C. Public School Employer's Association.
- 2.8 Prior to the next regularly scheduled board meeting following the inaugural meeting, the Chairperson, Vice-Chairperson and Superintendent of Schools shall meet to appoint one trustee to serve as chairperson and two trustees to serve as members of each of the Board's standing committees and shall name the Board's appointees to liaison schools and other boards and organizations as are required. The appointments shall be made by the Chairperson only after trustees have had an opportunity to make their preferences known.
- 2.8.1 In order to assist the Chairperson, Vice-Chairperson and Superintendent of Schools in making the appointments required under Part 2, Section 6 above, trustees will be provided with a list of the standing committees and other appointments and asked to notify the Chairperson of their preferences for these appointments.
- 2.8.2 A trustee shall not be appointed as liaison to a school attended by his or her child or a child in his or her care or at which an immediate family member is employed.



- 2.9 The announcement of the appointments made by the Chairperson, Vice-Chairperson and Superintendent of Schools shall be subject to the approval of the Board at the next regularly scheduled board meeting following the inaugural meeting.
  - 2.10 The procedure for election of Chairperson, Vice-Chairperson, B.C.S.T.A. Provincial Councillor and representative to the B.C. Public School Employers' Association, and such other Board officer as may be required from time to time, shall be as follows:
    - 2.10.1 Any other trustee may nominate any trustee and no seconder shall be required.
    - 2.10.2 Nominations shall be called three times.
    - 2.10.3 All voting shall be by ballots.
    - 2.10.4 Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least number of votes, a special ballot shall be taken for the purpose of determining which name shall be dropped.
3. STANDING COMMITTEES
- 3.1 The standing committees of the Board shall be as follows:
    - 3.1.1 The Education Programs and Planning Committee
    - 3.1.2 The Education Services Committee
    - 3.1.3 The Management and Finance Committee
    - 3.1.4 The Policy and Governance Committee
  - 3.2 Trustees are appointed to standing committees as outlined in Clause 2.6 above.
  - 3.3 The Education Programs and Planning Committee shall meet with the Superintendent of Schools or designate, other members of senior administration as required, one representative from each educational partner group, and other appropriate persons to receive information, review and make recommendations to the Board on any issue relating to the development of, review of, or change to an education program or policy, and specifically on the following:



- 3.3.1 Student learning initiatives
  - 3.3.2 Curriculum implementation and program requirements
  - 3.3.3 School learning resources and supplies
  - 3.3.4 Aboriginal education
  - 3.3.5 Special education
  - 3.3.6 Assessment, evaluation and reporting
  - 3.3.7 Career preparation programs
  - 3.3.8 District Resource Centre
  - 3.3.9 Career Technical Centre
  - 3.3.10 Continuing Education
  - 3.3.11 Distance Education
  - 3.3.12 Locally developed and Board authorized courses
  - 3.3.13 Other matters referred by the Board.
- 3.4 The Education Services Committee shall meet with the Secretary-Treasurer, other members of senior administration as required, one representative from each educational partner group, and other appropriate persons to receive information, review, and make recommendations to the Board on any issue relating to services that support an education program, or to the implementation of a policy, and specifically on the following:
- 3.4.1 Facilities, planning and utilization
  - 3.4.2 Capital planning
  - 3.4.3 Enrolment
  - 3.4.4 School boundaries
  - 3.4.5 Accommodation
  - 3.4.6 Student transportation and district administrative services
  - 3.4.7 Property maintenance services
  - 3.4.8 Technology
  - 3.4.9 Other matters referred by the Board.



- 3.5 The Management and Finance Committee shall meet with the Superintendent and the Secretary-Treasurer, and other members of senior administration as required, to receive information, review and make recommendations to the Board in the following areas:
  - 3.5.1 Personnel
  - 3.5.2 Labour relations
  - 3.5.3 Legal and audit
  - 3.5.4 Corporate sponsorships, donations and partnerships
  - 3.5.5 Office of the superintendent
  - 3.5.6 Office of the secretary-treasurer
  - 3.5.7 Budget review
  - 3.5.8 Liaison with other levels of government
  - 3.5.9 Other matters as referred by the Board.
  
- 3.6 The Policy and Governance Committee shall meet with the Superintendent of Schools or designate, one representative from each educational partner group, and other appropriate persons to receive information, review and make recommendations as directed by the Board in the following governance areas:
  - 3.6.1 Bylaw revision
  - 3.6.2 Policy revision
  - 3.6.3 Upon request, the Policy and Governance Committee may also assist the other standing committees in the development of new policies or the revision of current policies that are within the jurisdiction of that standing committee.
  - 3.6.4 Other matters as referred by the Board.
  - 3.6.5 Notwithstanding Clause 3.6, at the discretion of the chair of the committee, or as per Section 69 (2) of the *School Act*, partner group representatives and/or other persons may be excluded from meetings when issues related to personnel matters or other in camera or sensitive items, as listed in Clause 1.12, are discussed.
  
- 3.7 Standing committees shall meet as required.
  
- 3.8 Standing committees may not exercise any of the rights, duties or powers of the Board.



- 3.9 For all standing committees, a quorum shall consist of a majority of the trustee members of the committee.
  - 3.9.1 The Board Chairperson, or in the Board Chairperson's absence, the Board Vice-Chairperson, may be called upon and counted along with trustee members of a committee in forming a quorum, except on committees on which they are appointed members.
- 3.10 Trustees may attend meetings of any standing committee of the Board as observers and may ask questions and provide input to the committee members on the topics being considered.
- 3.11 A meeting of any standing committee shall be called by the chairperson of the committee, but any two trustees on a committee may request that the chairperson call a meeting.
- 3.12 After two hours have passed, any standing committee meeting may be continued, with the agreement of the trustees present.
- 3.13 The procedures applying to Board meetings shall be observed in standing committee meetings so far as they are applicable.
- 3.14 Should a vacancy occur on any standing committee, the Chairperson of the Board shall appoint a successor.
- 3.15 All standing committee chairpersons shall report to the Board on a regular basis.
- 3.16 Standing committees shall consider and make recommendations to the Board in matters assigned to them or in other matters within their jurisdiction. No action shall be taken on the report of any committee until the Board has formally approved the report.
- 3.17 The Superintendent of schools and/or the Secretary-Treasurer and/or the Assistant Superintendents shall confer with and keep all chairpersons of standing committees informed on matters within the jurisdiction of the committee, and shall meet with the committee at such times as the committee may desire.
- 3.18 No trustee shall serve as chairperson of more than one standing committee. The Chairperson of the Board may not be the chair of any standing committee.
- 3.19 Each trustee except the Board Chairperson must be appointed to no more than two standing committees, except in extraordinary circumstances. The Board Chairperson may be appointed to no more than one standing committee, except in extraordinary circumstances.



- 3.20 Opportunities may be provided for education partners and members of the community to place items on the agendas of the Board's standing committees.
- 3.21 An opportunity shall be provided, at the beginning of each standing committee meeting, for committee members to comment on or question items considered by the Board.
- 3.22 At the discretion of the Board Chairperson, policies, major presentations and significant reports may be referred directly to the Board without discussion at committee level.

4. AD HOC COMMITTEES

- 4.1 Ad hoc committees may be appointed for any purpose by the Board.
- 4.2 The mandate and membership of each ad hoc committee will be determined by the Board and announced at a public meeting.
- 4.3 When an ad hoc committee has been appointed by the Board, all information pertaining to the issue before that committee shall be directed to the committee chairperson.
- 4.4 No business other than that for which an ad hoc committee was appointed shall be conducted by that committee.
- 4.5 The final report of an ad hoc committee will be received by the Board at a public meeting, unless the subject matter of the report is such that it may not be made public.

5. FORUMS

- 5.1 The Board may schedule a forum to receive information on a specific issue.
- 5.2 Forums may be public or by invitation.
- 5.3 Notice of public forums will be given in the form of advertisements in the local media.



6. CONFLICT OF INTEREST

- 6.1 The Board considers conflict of interest to include:
  - 6.1.1 Pecuniary interest –a matter that could monetarily affect a trustee.
  - 6.1.2 Indirect pecuniary interest – where the trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter Indirect pecuniary interest – where the trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter.
  - 6.1.3 Deemed pecuniary interest – a matter in which the trustee knows that his spouse, parent or child has a pecuniary interest.
- 6.2 A trustee with a conflict of interest in a matter, who is present at a Board or committee meeting at which the matter is to be considered, must, at that meeting:
  - 6.2.1 disclose the general nature of the interest;
  - 6.2.2 refrain from any discussion or vote on the matter;
  - 6.2.3 not attempt in any way, before, during or after the meeting, to influence any vote relating to the matter.
- 6.3 If the meeting at which a trustee discloses a conflict of interest is an in camera meeting, the trustee, in addition to the requirements of 6.2 above must leave the meeting during the Board’s consideration of the matter.
- 6.4 If a trustee’s conflict of interest is not disclosed at a meeting because the trustee is not in attendance at the meeting, the trustee shall disclose the interest at the next Board meeting and also comply with 6.2.2 and 6.2.3 above.
- 6.5 The duty to disclose a pecuniary, deemed pecuniary or indirect pecuniary interest does not apply where the interest is of a general, widespread or insignificant nature.
- 6.6 A trustee with a direct or indirect pecuniary interest in teacher or support staff collective bargaining shall not participate or represent the Board in those activities.

(Reference: *School Act*, Sections 55-59)



7. PASSAGE OF BYLAWS

- 7.1 Bylaws will be read in accordance with Section 68 of the *School Act*.
- 7.2 The first reading of a bylaw is not debatable.

8. AMENDMENT OF BYLAWS

- 8.1 Bylaws may be amended by a two-thirds vote of the trustees present at any regular meeting of the Board, provided the amendment was submitted in writing at the previous regular meeting.
- 8.2 Insubstantial amendments to a bylaw or to an amendment to a bylaw may be made by a majority vote of the trustees present.
- 8.3 Notwithstanding Section 1, a substantial amendment to a bylaw shall be permitted, provided written notice of proposed amendments is waived by a two-thirds vote of the trustees present and provided the amendment is approved by a majority of the trustees constituting the Board.

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This Bylaw may be cited for all purposes as “School District No. 57 (Prince George) Bylaw No. 1 - a Bylaw to provide for the organization and operation of the Board” and is in all respects in accordance with the provisions of the *School Act*.

Read a first time the 10th day of July, 1984.  
Read a second time the 10th day of July, 1984.  
Read a third time the 10th day of July, 1984.  
Reconsidered, finally passed and adopted the 10th day of July, 1984.  
Amended by Bylaw No. 10 the 5th day of November, 1985.  
Amended by Bylaw No. 11 the 8th day of November, 1988.  
Further amended by the Board on the eighth day of November, 1988.  
Further amended by the Board on the 20th day of November, 1990.  
Further amended by the Board on the 15th day of December, 1992.  
Further amended by the Board on the 22nd day of September, 1998.  
Further amended by the Board on the fifth day of December, 2000.  
Further amended by the Board on the 15th day of May, 2001.  
Further amended by the Board on the 25th day of June, 2002.  
Further amended by the Board on the 26th day of November, 2002.  
Further amended by the Board on the 24th day of February, 2004.  
Further amended by the Board on the 29th day of June, 2004.  
Further amended by the Board on the 15th day of March, 2005.  
Further amended by the Board on the 28th day of November, 2006.  
Further amended by the Board on the 29<sup>th</sup> day of March, 2011.  
Further amended by the Board on the 24th day of April, 2012.  
Further amended by the Board on the 27th day of November, 2012.  
Further amended by the Board on the 29<sup>th</sup> day of May, 2018  
Further amended by the Board on the 4th day of December, 2018

