

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

1. Organizational Meeting

An Organizational Meeting of the Board shall be held annually in August, and no later than four weeks following the date election results are announced when there has been a general election. The Secretary Treasurer will give notice of the Organizational Meeting to each trustee as if it were a special meeting.

Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

Election Process for Chair and Vice-Chair:

The Superintendent shall serve as Acting Chair of the meeting for the purpose of the election of the Board Chair. The election of the Board Chair shall be for a period of one year.

- a. Acting Chair calls three times for nominations.
- b. Acting Chair seeks consent from nominees.
- c. Motion is made for nominations to cease.
- d. Nominees are invited to speak.
- e. Trustees vote by secret ballot, and the result is counted and announced by Administration. If there is a tie, a flip of the coin determines the winner.
- f. Motion is made to destroy the ballots.
- g. Upon election, the Board Chair shall preside over the remainder of the Organizational Meeting.
- h. The Board Chair completes the same process for election of the Vice-Chair.

The Organizational Meeting shall, in addition include, but not be restricted to, the following:

- 1.1 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings.
- 1.2 Representation on Board Committees:
 - a. Review Policy 07-11 Trustee Conflict of Interest.
 - b. Trustees put their names forward to show interest in becoming a representative of the specified board committee.
 - c. When there is more than one trustee interested, trustees vote by secret ballot.
 - d. If there is a tie, a flip of the coin determines the winner.
 - e. Motion is made to destroy the ballots.

Reference:

[Education Act](#)

[Board Procedures Regulation](#)

[Local Authorities Election Act](#)

[Policy 07-11 Trustee Conflict of Interest](#)

[Policy 08 Committees of the Board Appendix A](#)