

2. Regular Meetings

Attendance of all trustees at Board meetings is an expectation under the *Education Act* in order to fulfill legislated responsibilities. The Board expects all trustees to make attendance at the Board's meetings a priority and it recognizes that electronic meetings may be required. The Board believes that attendance of all trustees at the Board meeting place is important so the Board can fulfill its governance role.

- 2.1 Typically, the regular meetings of the Board take place the second and fourth Wednesday of each month, except for the following:
 - 2.1.1 No meetings in July
 - 2.1.2 One meeting in August
 - 2.1.3 One meeting in December
 - 2.1.4 One meeting in January
 - 2.1.5 One meeting in March
- 2.2 The acknowledgement statement will be recited at the beginning of each Board meeting. Regular meetings begin with a call to order time of 9:00 a.m. and guideline of adjournment of 4:30 p.m.
- 2.3 An organizational meeting followed by a regular meeting is held in August, except in an election year when it shall be no later than four (4) weeks following the date election results are announced.
- 2.4 Regular meetings on the fourth Wednesday of the month will be held at selected schools, except for the following:
 - 2.4.1 The first meeting of May and June will be held at selected schools
 - 2.4.2 The second meeting of May and June will be held in the Pembina Hills School Division Office in Barrhead
 - 2.4.3 Both meetings in November will be held at the Pembina Hills School Division Office in Barrhead
 - 2.4.4 The December meeting will be held in a select school
- 2.5 Notwithstanding the above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 2.6 Out of courtesy, the Board expects that members of the public wanting to use recording devices at a public Board meeting shall notify the Board Chair prior to the start of the meeting.

Reference:

[Education Act](#)
[Board Procedures Regulation](#)
[Local Authorities Election Act](#)