

6. Agenda for Regular Meetings

The Board Chair, in consultation with the Vice-Chair, where possible, and the Superintendent and their designate(s), is responsible for establishing the agenda for Board Meetings. Agenda planning for the monthly meeting held at Regional Office may also include an additional trustee.

The agenda will be supported by copies of letters, reports, contracts and other materials, including administrative recommendations, where appropriate, and as are pertinent to the business which will come before the Board in the performance of its duties.

Items may be placed on the agenda in one of the following ways:

- 6.1 By notifying the Superintendent or Board Chair at least eight days prior to the Board Meeting.
- 6.2 By notice of motion at the previous meeting of the Board.
- 6.3 Request from a committee of the Board.
- 6.4 A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an item.

The agenda package, containing the agenda and supporting information, will be distributed electronically to each trustee at least three days in advance of regular Board Meetings.

The list of agenda items shall be posted electronically on the Division website for the general public to view. Any elector may inspect the agenda and request a copy.

Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

Adding Agenda Items

If items arise after the Agenda Planning meeting, the Board Chair has the authority to add the item(s), prior to the Board Meeting. The Chair will determine whether or not the item is an emergent item, and whether it is an information item or an action item.

The Chair has the right to say where on the agenda an additional item is placed.

Emergent Items

Emergent means the item has arisen **since** agenda planning and **must** be dealt with now, at the upcoming Board Meeting. Emergent items need to be truly emergent not “surprises” that occur because a trustee did not forward the request to be included on the original agenda. The Board will vote on whether or not a requested agenda item is truly emergent and should be placed on the agenda. If the motion is defeated the proposed agenda will remain as is. If the motion is approved the item will be added to the revised agenda.

A trustee also has the ability to use the “Notice of Motion” to put an item on the agenda of the next or a future regular meeting.

Information Items

The Chair can request a brief report and when the agenda item occurs entertain only questions for clarification.

Reference:

[Education Act](#)
[Board Procedures Regulation](#)