

## **8. Motions**

All motions must be submitted to a Board by the Chair of the Board or a trustee, and no seconder is required.

### **8.1 Motions during a Board Meeting**

Most motions occur in the action item portion of the agenda. However, a trustee is free to make a motion at any time if it pertains to an agenda item. A motion made in response to an information item should be a referral motion:

- a. refer to the next meeting as an action item, or
- b. refer to a committee for further study, or
- c. request or direct further information from the Superintendent to be brought back at a specified time.

Motions that are not part of an agenda item should be ruled as out of order.

### **8.2 Wording of a Motion**

The Board only directly supervises one employee, the Superintendent. Therefore the proper motion is to “direct” or “request” an action by the Superintendent and have them report back to the board by a certain date. The date needs to be negotiable if the Superintendent needs to do additional research or enlist the help of the senior administration team. Both the “direct” and the “request” place items on the Superintendent’s action sheet.

If the request or direction will become a yearly request of the Board, it should be included in the Board’s Workplan.

### **8.3 Notice of Motion**

The Notice of Motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A Notice of Motion is not debatable and may not be voted on.

A trustee may present a Notice of Motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written Notice of Motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee need not be present during the reading of the motion, however, if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

### **8.4 Discussion on Motions**

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A Board motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

#### 8.5 Speaking to the Motion

The mover of a motion will speak first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

#### 8.6 Voting on Amendments

An amendment is a change to the main motion. The Chair will decide if the amendment is appropriate to the main motion. An amendment must be voted on before returning to the main motion. If it is passed, then another motion needs to be made relative to the amended motion.

A friendly amendment is very simple, and acceptable to the original mover of the motion. There must be unanimous consent that the amendment is friendly, and then it is amended back to the main motion.

#### 8.7 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 8.8 Tabled Motion

Tabling a motion temporarily puts a motion aside to deal with a more urgent matter.

#### 8.9 Postponed Motion

Postponing a motion brings a motion forward, as is, at a later date.

#### 9.0 Recorded Vote

Prior to a vote being taken on a motion, a trustee may request a recorded vote. The

recording secretary shall record in the minutes the name of the trustees who voted for or against the matter.

#### 9.1 Required Votes

The Board Chair and all trustees present, unless excused by motion of the Board or where there is a pecuniary interest in the matter pursuant to Section 88(1) of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair, Vice-Chair, and committee appointments which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

#### 9.2 Debates

In all debates, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

#### **Reference:**

[Education Act](#)  
[Board Procedures Regulation](#)  
[Robert's Rules of Order](#)