

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**211  
POLICY  
Regular Public Meetings**

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1. The Board of Education shall determine annually the schedule of regular Board meetings for the following school year.
2. A quorum of the Board is a majority of the trustees holding office at the time of the meeting.
3. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this policy.
4. In the event both the Chair and Vice Chair are absent the trustees that are present shall appoint a trustee to Chair the meeting.
5. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this policy.
6. The agenda and notice of meetings shall be prepared under the direction of the Chair in consultation with the Vice Chair, the Superintendent and the Secretary-Treasurer. Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each trustee by delivery to the place designated by the trustee. Non-receipt by a trustee shall not void the proceedings.
7. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting.

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Cross Refs:

Adopted: January 15, 2008  
Reviewed:  
Revised: October 12, 2010, October 23, 2012, September 19, 2017

8. The order of business at regular Board meetings shall be:
  - a) approval of agenda
  - b) approval of minutes
  - c) question period
  - d) presentation
  - e) action items
  - f) information items
  - g) in-camera meeting summary
  - h) question period on agenda items
  - i) adjournment
9. A change to the order of business may be proposed by any trustee and shall require a majority vote.
10. Minutes of the proceedings of meetings shall be stored in digital format certified as correct by the Secretary-Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
11. The minutes of the regular public meeting shall be open for inspection at all reasonable times.
12. A meeting shall stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
13. The meetings shall be open to the public.
14. If the Secretary-Treasurer is unable to attend the meeting, another employee must be appointed as acting Secretary-Treasurer, for the purpose of the meeting, to record motions and their disposition.
15. The Chair or other member presiding at a meeting may expel from the meeting a person, other than trustee, that the Chair or other member presiding at the meeting considers guilty of improper conduct. A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.