



**Chilliwack  
School District**

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

**Inaugural Regular Public Board Meeting**

**AGENDA**

**November 13, 2018**

**7:00 pm**

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**1. CALL TO ORDER – School District Office**

- 1.1. Call to Order
- 1.2. Adoption of the Agenda  
(THAT the agenda be adopted as circulated.)

**2. TRUSTEE OATH OF OFFICE**

- 2.1. Policy 208 – Board Member Oath/Affirmation of Office

**3. ACTION ITEMS**

- 3.1. Election of Board Chair
- 3.2. Election of Board Vice-Chair
- 3.3. Election of BCPSEA Provincial Councilor and Alternate
- 3.4. Election of BCSTA Provincial Councilor and Alternate
- 3.5. Motion to Destroy Ballots

**4. ADJOURNMENT**

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

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**210  
POLICY  
Inaugural Meeting**

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1. After the general local election of trustees, the Secretary Treasurer for the school district shall convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office as identified in the *School Act*.
2. The Secretary Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*.
3. The Secretary Treasurer shall conduct the election of Board Chair as per Policy 209 – Election of Trustees to Board Positions.

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Cross Refs:

Adopted: January 15, 2008  
Reviewed:  
Revised:

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

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**208  
POLICY  
Board Member Oath/Affirmation of Office**

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I, \_\_\_\_\_ do solemnly affirm that:

I am qualified to hold office as a trustee in School District No. 33 (Chilliwack) and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying, intimidation or other election offences in relation to my election as a trustee;

I will abide by the *School Act* and I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

Date \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Signature \_\_\_\_\_

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Cross Refs: *School Act*

Adopted: March 29, 1982

Reviewed:

Revised: January 22, 1991, July 15, 1997, May, 2003, January 15, 2008, January 22, 2008, October 19, 2018

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

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**206  
POLICY  
Duties of Chair and Vice Chair**

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**The Chair shall:**

1. Prepare, in consultation with the Vice Chair, the Superintendent and the Secretary-Treasurer the agenda and notice of Board meetings.
2. Preside at all meetings of the Board except in camera meetings.
3. Facilitate the Board self-evaluation process according to policy.
4. Facilitate the evaluation of the Superintendent according to policy.
5. Appoint, in consultation with trustees, Board representatives to all internal committees, liaison sites and external organizations.
6. Initiate, in consultation with the Superintendent and trustees, district long term planning.
7. Facilitate, in collaboration with trustees and the Superintendent, annual goals and objectives.
8. Sign all Board correspondence.
9. Represent the Board as necessary.

**The Vice Chair shall:**

1. Chair in-camera meetings of the Board.
  2. Assume all duties of the chair in his/her absence.
  3. Coordinate and facilitate partner group meetings.
  4. Participate in planning of agenda and notice of meetings of the Board.
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Cross Refs:

Adopted: January 15, 2008  
Reviewed:  
Revised:

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

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**209  
POLICY  
Election of Trustees to Board Positions**

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1. Following a general school election everything below shall apply excepting the date of the meeting which shall be called in accordance with the *School Act*.
2. At an annual regular special meeting of the Board to be held no later than the second Tuesday in December, the Secretary Treasurer or designate shall call for nominations for Board Chair and conduct a vote.
3. Once the Chair has been elected he/she shall assume the duties of Chair and the Board shall proceed to elect the Vice Chair, the BCSTA Provincial Councillor and Alternate and the BCPSEA Representative and Alternate in the same manner as the election of the Chair.
4. Trustees once elected as identified in Sections 2 and 3 shall serve at the pleasure of the Board or until the annual special meeting in the following December when this process shall be repeated.
5. Nominations do not require a seconder but must be accepted by nominee.
6. Trustees who are not elected for one office may accept a nomination for another office.
7. Trustees, after accepting a nomination, may address their colleagues for two (2) minutes.
8. Voting shall be as follows:

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Cross Refs:

Adopted: January 15, 2008  
Reviewed:  
Revised: November 18, 2014

The Chilliwack Board of Education agrees to conduct its internal elections as described below:

- a) secret ballot
  - b) majority of ballots cast are required to be elected
  - c) if more than 2 candidates are on a ballot and no majority is reached, then candidate/s with one vote shall be eliminated from the next ballot.
  - d) in the event of a 3-2-2 vote the trustees with 2 votes will be on a separate ballot and the winner will be included in a final ballot with the trustee who received 3 votes.
9. The Secretary Treasurer and one other staff member shall count ballots.