

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

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**236  
POLICY  
Committee of the Whole**

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1. All trustees are members of the Committee of the Whole.
2. Committee of the Whole meetings are not open to the public.
3. 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. Non-receipt by a trustee shall not void the proceedings.
4. 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.
5. The Board shall prepare a meeting summary containing a statement as to the general nature of the matters discussed. The meeting summary shall be presented at the next regular public meeting of the Board.
6. In the event both the Chair and the Vice Chair are absent the trustees present shall appoint a trustee to Chair the meeting.

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Cross Refs:

Adopted: April 30, 2019  
Reviewed:  
Revised: