

RULES OF ORDER

Rules of order are designed to facilitate group decision-making. To allow everyone's opinion to be heard while ensuring fairness, respect and civility. Rules of order help efficiently manage conduct and time to cover all business. The ultimate goal is to help deliver quality decisions.

There are two components to Rules of Order

- Rules of Procedure, how to get business done
- Rules of Conduct, how to behave

"It is better to debate a question without settling it than to settle a question without debating it" -
Joseph Joubert, 1754-1824

1. RULES OF PROCEDURE

1.1. Discussion

- 1.1.1. Prior to a motion being made, time will be allowed for discussing an item. During this time there should not be any debate on it, only time for the presenter to highlight parts and for trustees to ask questions, gather more info.
- 1.1.2. Once Chair is comfortable there has been enough discussion, they will call for a motion.
- 1.1.3. Before asking for a motion chair will ask if anyone needs more time for discussion.

1.2. A motion is made

- 1.2.1. A trustee shall make a motion (no seconder required as per School Act).
- 1.2.2. The motion may be as recommended by administration but does not have to be.
- 1.2.3. Motions may be made by any trustee, including the Chair.

1.3. The Chair states the motion

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

1.4. Debate

- 1.4.1. Once a motion is made debate may only be about the motion.

- 1.4.1.1. E.g. I am favor of this motion because; I am against this motion because
 - 1.4.2. Chair controls debate
 - 1.4.2.1. Chair may very occasionally let another trustee or administration provide feedback on a speaker's comments.
 - 1.4.2.2. Chair may ask administration to speak in the middle of the speaker list if they feel it will be beneficial to the discussion; or let the mover answer a question from another trustee.
 - 1.4.3. Everyone can speak up to two times to each motion and up to two minutes per time talking.
 - 1.4.3.1. Chair may allow a third or more rounds of debate on an item if they determine it is necessary to ensuring a quality decision.
 - 1.4.4. Mover speaks first and may close the debate as well.
 - 1.4.5. 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 Chair.
 - 1.4.6. When a trustee arrives 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 Chair shall rule on whether further discussion will be allowed.
 - 1.4.7. Point of Order or Point of Information
 - 1.4.7.1. Everything stops to deal with "point"
 - 1.4.7.2. Two kinds of point of order:
 - 1.4.7.2.1. Point of Order
 - 1.4.7.2.1.1. Process problem (e.g. someone speaking too long)
 - 1.4.7.2.2. Point of Information (e.g. Need information on an item - e.g. need to know if have enough \$\$ in budget for an item asking to purchase.)
 - 1.4.8. In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to this Appendix. If this reference is inadequate, procedure shall be determined by motion supported by the majority of trustees in attendance.
- 1.5. Voting
- 1.5.1. As soon as motion is voted on debate is over and the motion stands as the position of the Board and each trustee.
 - 1.5.2. The Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question.
 - 1.5.3. 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.
 - 1.5.4. In the case of an equality of votes, the question is defeated.
 - 1.5.5. A vote on a question shall be taken by open vote, expressed by show of hands, except votes to elect the Chair or Vice-Chair, which are by secret

ballot, unless there is unanimous consent of all trustees present to use a show of hands.

- 1.6. Chair announces the result and effect.
 - 1.6.1. Result of vote is announced (e.g. carried unanimously or carried or defeated).
 - 1.6.2. Effect of vote is announced (e.g. will be sending \$500 to charity for school uniforms).
- 1.7. Procedural Motions
 - 1.7.1. Approve agenda; approve consent agenda.
 - 1.7.1.1. Trustee may ask for an item to be pulled from the consent agenda and put into action items but must do so prior to the approval of the consent agenda.
 - 1.7.2. Procedural motions should go through very quickly.
 - 1.7.2.1. If a trustee wishes to address a procedural motion they should be prepared to do so as soon as the item is called or have dealt with it prior to the board meeting such as correcting typos in minutes.
- 1.8. Substantive motions
 - 1.8.1.1. Must only be debating one main motion at a time.
- 1.9. Amendments
 - 1.9.1. Chair will decide if amendment is contrary to the essence of the main motion.
 - 1.9.1.1. If an amendment is accepted then debate on main motion stops and debate is about the amendment only.
 - 1.9.1.2. Only debate one amendment at a time.
 - 1.9.1.3. Chair should restart speaking list to discuss amendment.
 - 1.9.1.4. Ask mover of amendment if they would like to speak to their amendment.
 - 1.9.1.5. Ask if anyone else wants to speak to amendment.
 - 1.9.1.6. After all debate; mover may close.
 - 1.9.1.7. Vote is taken
 - 1.9.1.7.1. If amendment if accepted then go back to main motion as amended.
 - 1.9.1.7.2. If amendment is not accepted then go back to main motion as it was and go back to speaker list for the main motion.
 - 1.9.2. Friendly amendment
 - 1.9.2.1. Someone puts forward an amendment and indicates it may be a friendly amendment or if chair sees a lot of head nodding to the amendment may ask if it is a friendly amendment.

- 1.9.2.2. Chair ask if anyone DISAGREES with it being a friendly amendment.
- 1.9.2.3. If it is unanimous then the amendment is added into the main motion and then go back to speaker list of main motion (as now amended) because it is a friendly amendment.

1.9.3. Germane Amendments

- 1.9.3.1. All amendments must be germane to the main motion which means the amendment must be about the same essence as the main motion, if not it might not be accepted.
- 1.9.3.2. No set rule on whether it is germane, depends on situation
 - 1.9.3.2.1. Chair can accept or not accept the amendment;
 - 1.9.3.2.2. Trustees can challenge the Chairs' ruling and then the Board votes on whether it will be considered as an amendment.

1.10. Notice of Motion

- 1.10.1. 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.
- 1.10.2. A notice of motion is not debatable and may not be voted on.

1.11. Motion to Adjourn

- 1.11.1. If all items on the agenda are complete:
 - 1.11.1.1. Chair says: "Seeing no further business, meeting is adjourned.
- 1.11.2. If agenda is not completed and are deferring business then should have a motion to adjourn and defer business.

2. RULES OF CONDUCT

- 2.1. The behavior of everyone in attendance at a meeting shall be to help ensure good debate and quality decisions.
- 2.2. Laptops and cell phones should not be used during in-camera meetings.
- 2.3. Forms of address
 - 2.3.1. Titles will be used at all public meetings
 - 2.3.1.1. Example: Chair Smith, Trustee Brown, Superintendent Jones
- 2.4. Speaking at Meetings
 - 2.4.1. Raise hands to be put on speaker list.
 - 2.4.2. Must be recognized by Chair before speaking.

- 2.4.3. Thank Chair when recognized to speak; thank Chair when finished so everyone knows are finished speaking.
 - 2.4.4. The custom of addressing comments to the Chair is to be followed by all persons in attendance.
- 2.5. Addressing the Motion
- 2.5.1. Debate motion, not each other.
 - 2.5.2. Discussion should occur with no reference to a prior position.
- 2.6. Debating and Deciding the Motion
- 2.6.1. All debate and decisions shall be:
 - 2.6.1.1. Formal enough to give clear direction to the Superintendent in implementing the Board's expectations.
 - 2.6.1.2. Informal enough to allow a complete, honest and factual sharing of information and opinions.
- 2.7. Role of the Chair
- 2.7.1. Main role is to "direct traffic".
 - 2.7.2. Remain calm and neutral.
 - 2.7.3. Provide a "safe space" for everyone to speak, share thoughts and information.
 - 2.7.4. Acknowledge, generally by nodding, that they see trustee or administration that wants to be on speakers list.
 - 2.7.5. Read next three speakers on the speaker list and then acknowledge first speaker to speak.
 - 2.7.6. Be as neutral as possible.
 - 2.7.7. Avoid temptation to speak after every comment.
 - 2.7.8. Hold own comments as long as possible, or at least until other trustees have had the opportunity to speak once.
 - 2.7.9. Maintain speaking order and work towards goal of hearing from everyone, with priority given to first time speakers.
 - 2.7.10. Think in "rounds". Has everybody had a chance to speak first? Anybody else want to speak first? If not then could go to second round and allow second time speakers.
 - 2.7.11. Responsible to limit a speaker when they are speaking too long, becoming repetitive or not on topic.
 - 2.7.12. Chair must be firm in keeping order.
- 2.8. Roles of Trustees
- 2.8.1. All trustees are responsible to hold themselves and Chair to the rules of order.

- 2.8.2. Come prepared. A lot of work goes into preparing the Board packages and asking questions that are already answered in the package just should not happen.
- 2.8.3. Read all materials provided to you ahead of the meeting at least once, preferably twice and seek clarification to Consent Agenda items prior to the meeting.
- 2.8.4. Represent whole district.
- 2.8.5. Know how to behave; don't repeat yourself.
- 2.8.6. Do not sidebar; only Chair and Superintendent can do that.
- 2.8.7. Be humble if corrected by Chair; you are the one that made the mistake.
- 2.8.8. Help the Chair!