

---

## **POLICY BC – Organization of the Board**

**The Board’s ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational structure.**

### **PURPOSE**

To provide structure for the Organizational Meeting.

### **GUIDELINES & PROCEDURES**

1. At each Organizational Meeting, the Board shall review its organizational structure by:
  - a) electing a Chair and Vice-Chair;
  - b) forming standing committees, ad hoc committees, and external committee appointments;
  - c) establishing a date for a trustee orientation on election years, if one has not already been established;
  - d) Confirmation of specific policies.
2. The Organizational Meeting of the Board will be held annually:
  - a) before September 30<sup>th</sup> on non-election years;
  - b) within 14 days of the date the election results are posted on Election years.
3. Notice of the Organizational Meeting will be given as if it were a special meeting as defined in the Board Procedures Regulation.

### **PROCESS**

1. At each Organizational Meeting, the Corporate Secretary shall:
  - a) call the meeting to order;
  - b) call for approval of the agenda. No additional items can be added unless all trustees are present/participating and agree;
  - c) appoint two returning officers;
  - d) call for nomination for Chair of the Board; for each nomination:
    - i) confirm with the nominee that they accept the nomination;
    - ii) provide opportunity for the nominator to speak to their nomination;
    - iii) provide opportunity for the nominee to speak to their nomination;
  - e) hold an election by secret ballot if more than one nomination is received. Returning officers will:
    - i) provide ballots for each Trustee to cast for the election of a Chair;

- ii) count the ballots;
    - iii) in the event of a tie, the returning officers will draw the name of the winner.
  - f) if an election was held, call for a motion to destroy the ballots;
  - g) declare the election or acclamation of the Chair.
2. At each Organizational Meeting, the Chair shall:
- a) call for nominations for Vice-Chair of the Board; for each nomination:
    - i) confirm with the nominee that they accept the nomination;
    - ii) provide opportunity for the nominator to speak to their nomination;
    - iii) provide opportunity for the nominee to speak to their nomination;
    - iv) hold an election by secret ballot if more than one nomination is received;
  - b) hold an election by secret ballot if more than one nomination is received.  
Returning officers will:
    - i) provide ballots for each Trustee to cast for the election of a Chair;
    - ii) count the ballots;
    - iii) in the event of a tie, the returning officers will draw the name of the winner.
  - c) if an election was held, call for a motion to destroy the ballots; and declare the election or acclamation of the Vice-Chair.
3. If one or more trustees is participating remotely in the Organizational Meeting the Board may choose an alternative method of voting by secret ballot that the majority of trustees have agreed on.
- a) The meeting chair will clearly state who has been nominated for the position of Chair of the Board or Vice Chair of the Board to ensure all attendees can hear.
4. At each Organizational Meeting, the Chair shall preside over the selection of Board standing committees, ad hoc committees, and external committee appointments:
- a) call for a motion to approve the proposed Committee Structure and Membership;  
or
  - b) call for nominations and preside over elections to such standing committees as the Board has deemed necessary.
5. At each Organizational Meeting, the Chair shall request confirmation of the following policies by:
- a) reviewing and reaffirming *Policy BBG – Trustee Code of Ethics, Policy BBF - Trustee Code of Conduct* and *Policy BHB –Trustee Development Opportunities*;
  - b) reviewing and reaffirming unanimously *Policy BDDI – Trustee Attendance*;
  - c) reviewing and reaffirming via recorded vote *Policy BDC– In Camera/Committee of Whole* and *Policy BD – Board Meetings* and *Exhibit 1- Meeting Protocols*.

6. The Trustee Orientation will include, but is not limited to:
- a) Trustee's remuneration for school board meetings and for attendance at other school board related functions;
  - b) expense reimbursement for accommodation, meals and travel;
  - c) three year plan.

## **REFERENCES**

### **Cross Reference:** links to

*Policy DGA – Authorized Signatures*  
*Policy BBF – Trustee Code of Conduct*  
*Policy BBG – Trustee Code of Ethics*  
*Policy BDC – In Camera/Committee of Whole*  
*Policy BD - Board Meetings*  
*Policy BHB – Trustee Development Opportunities*

### **Legal Reference:**

[Education Act](#) Section 53  
[Board Procedures Regulation](#)  
[Local Authorities Election Act Section 99](#)

**BM#:** 266-95; 156-02; 200-05; 20100617.1024; 20150129.1006, 20161124.1012, 20170223.1015; 20190620.1007; 20200220.1007; 20200618.1011

**Next Review:** 2022/2023