

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

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 Organization Meeting, the Board shall review its organizational structure by:
 - a) electing a chairman and vice-chairman;
 - b) forming standing committees, ad hoc committees, and external committee appointments;
 - c) establishing a date for a trustee orientation on election years;
 - d) reviewing the Trustee Code of Ethics;
 - e) reviewing and reaffirming unanimously *Policy BDDI – Trustee Attendance*.
2. The Organizational Meeting of the Board will be held:
 - a) before October 31 on non-election years;
 - b) within 14 days of the election on Election years.

PROCESS

1. At each Organizational Meeting, the Corporate Secretary shall:
 - a) call the meeting to order;
 - b) call for appointment of returning officer;
 - c) call for nomination for Chairman of the Board;
 - d) when necessary:
 - i) provide ballots for each Board member to cast for the election of a Chairman;
and
 - ii) count the ballots;
 - iii) in the event of a tie, the returning officer will draw the name of the winner.
 - e) upon election of a Chairman, call for a motion to destroy the ballots; and
 - f) declare the election of a Chairman.

2. At each Organizational Meeting, the Chairman shall:
 - a) call for nominations for Vice-Chairman of the Board;
 - b) when necessary, preside over the balloting for Vice-Chairman;
 - c) declare the election of a Vice-Chairman;
 - d) call for nominations and preside over elections to such standing committees as the Board has deemed necessary;
 - e) call for a motion to destroy ballots.
3. The Trustee Orientation will include the review of:
 - a) Board member's remuneration for school board meetings and for attendance at other school board related functions; and
 - b) expense reimbursement for accommodation, meals and travel.

REFERENCES

Cross Reference: links to

[DGA – Authorized Signatures](#)

Legal Reference: School Act RSA 2000 Section #60
Local Authorities Election Act Section 99

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