

It is through duly constituted, formally called regular or special meetings, that the business of the South Slave Divisional Education Council is conducted. The membership of the SSDEC is comprised of just five representatives, allowing for a relatively informal meeting atmosphere. This policy is designed to help keep the meetings flowing and promote the free and positive exchange of information and ideas, ensuring that each member has an opportunity to participate in the conversation.

In order to ensure that the meetings of the Council are conducted in an efficient and orderly fashion, the meetings will follow the guidelines of this policy. Where might be necessary, and in cases not provided for under the Regulations contained herein, the commonly accepted parliamentary procedure, using Robert's Rules of Order, shall be followed.

## **REGULATIONS**

- 1) As soon after the hour of the meeting as there shall be a quorum present, the Chairperson shall call the meeting to order. In the absence of the Chairperson, the Vice-Chairperson assumes responsibility of the Chairperson:
- 2) The order of business for a regular meeting of the Council shall be contained in the previously prepared Agenda for the meeting:
  - a) No item of business shall be considered by the Council if the item has not been placed on the agenda, unless members of the Council present, by a majority vote, agree. The Chairperson, any Council member, or the Superintendent shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
  - b) A person or a representative of any delegation or group or persons, who wish to bring any matter to the attention of the Council, or who wish to have any matter considered by the Council shall address a letter or other communication to the Council or the Superintendent, outlining the subject to be discussed, at least fourteen days prior to the next regular meeting of the Council. If he/she/they wish to appear before the Council, it shall be so stated in the letter or other communication. Further, any backup material or handouts must be mailed or faxed to the Council office at least 5 days in advance of the meeting.
    - i) The Council shall hear all delegations bringing their items of business onto the agenda in the above described manner, at the time in which they are scheduled for on the agenda, or the order may be changed by a majority vote of the members present. All rules of the Council in these policies shall apply to each and every member of the delegation. The Chairperson shall identify the spokesperson for the delegation and indicate the time allotment, not to exceed fifteen minutes in duration. Delegations shall be advised as to these time limitations prior to engaging the Council.

- 3) The Council shall hold its meetings openly and no person shall be excluded except for improper conduct.
  - a) The person presiding at any meeting may cause to be expelled and excluded, any person who has been guilty of improper conduct at the meeting.
  
- 4) When a motion is regularly before the meeting it may be:
  - a) debated, i.e., may be spoken on,
  - b) amended, i.e., modified by subsidiary motion,
  - c) defeated,
  - d) carried,
  - e) withdrawn, i.e., withdrawn at the request of the maker with the permission of the majority of members of the Council present,
  - f) laid on the table, i.e., set a pending question aside temporarily,
  - g) referred, i.e., turn the question over to a committee for study,
  - h) deferred, i.e., postpone to a certain place and time, a means of avoiding a direct vote until a later time,
  - i) adjourned, i.e., a motion to close the meeting or adjourning to another place and time to continue the meeting,
  - j) the previous question may be moved, i.e., a motion may be made to close debate and amendment of a pending motion so that it will come to an immediate vote
  
- 5) Unless otherwise specifically provided in this policy, the following motions are debatable by the Council:
  - a) A motion arising out of any matter or thing included in the agenda for the Council meeting at which it is debated
  - b) A motion for adoption of, rejection of, referral back or further consideration of a report to the Council, or a motion arising out of any matter dealt with in a report to the Council
  - c) A motion for the previous question
  - d) A motion for the appointment or dismissal of a committee, or referral to a committee of any matter before the Council
  - e) A motion for the Council to go into camera
  - f) Such other motion made upon routine proceedings of the Council as may be necessary for conducting of the business of the Council and the observance of its properties
  
- 6) When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
  - a) A motion to refer the main question to some other person or group for consideration.
  
- 7) The Chairperson and every Council member shall vote on every matter unless excused by resolution of the council or a conflict of interest is declared.

- 8) Voting on all matters shall be done by raising the hand in such a clear manner that votes may easily be counted by the Presiding Officer.
  - a) Any motion upon which there is an equality of votes shall be deemed to be decided in the negative.
  - b) The name of the individual Council member who moved, seconded, and voted for, against or abstained from a question, shall be entered upon the minutes only if it is requested by the individual member immediately following the vote.
  
- 9) If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes. If the absence is by reason of pecuniary interest it shall be recorded in the minutes as such.

Reference:        *Education Act, Section 108 (1) (2), 110(1), 111*  
                      *Education Act - Conduct of Business Regulations*  
                      *Robert's Rules of Order Newly Revised – 11<sup>th</sup> Edition*

Date:                February 1999

Amended:        December 2002  
                          June 2016  
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