



**PURPOSE**

A bylaw to provide for the various procedures and conduct of meetings.

**I. INAUGURAL MEETINGS**

1. The Inaugural Meeting of the Board of Education, in each year following Trustee Elections, shall be held on the first Monday after November 1.
2. The Chairperson of the Inaugural Meeting shall be the Secretary Treasurer until such time as the Chairperson of the Board has been elected.
3. Election of the Chairperson shall be in accordance with the procedures outlined in Section II.
4. The interim Chairperson shall announce the results of the trustee elections prior to the swearing-in ceremonies.
5. The Swearing of Oaths and the taking of Declarations shall be done by the Secretary Treasurer, or by a Judge of a Court of Record or by a Justice.
6. The interim Chairperson shall call for nominations for Chairperson of the Board by ballot and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, the person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present.
7. Following the election of the Chairperson of the Board the order of business shall be:
  - a. Election of a Vice Chairperson of the Board
  - b. Motion to destroy the nomination and election ballots
  - c. Passage of Banking Resolutions
  - d. Discussion of Committee and Representative Appointments
8. The election of Vice Chairperson shall follow the same procedure as that for the Chairperson.

**II. ANNUAL ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE BOARD  
(non-election years)**

1. The Chairperson and the Vice Chairperson shall be elected for a term of one year commencing September 1<sup>st</sup> of each year, except in election years.

The election shall be held at the Regular Board Meeting held in August of each year, except in election years. In an election year, the Chairperson and Vice Chairperson terms will extend up to the trustee elections.



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2. Until the Board Chairperson is elected, the Interim Chairperson of the meeting shall be the Secretary Treasurer.
3. The interim Chairperson shall call for nominations by ballot for Chairperson of the Board and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present.
4. Following the election of Chairperson of the Board, the order of business shall be:
  - a. Election of Vice Chairperson of the Board;
  - b. Passage of Banking Resolutions.
  - c. Discussion of Committee and Representative Appointments.
5. The election of the Vice Chairperson of the Board shall follow the same procedure as that for the Chairperson of the Board.

Reference: **Section 67 of the *School Act***

### III. APPOINTMENT OF TRUSTEE REPRESENTATIVES

The Chairperson of the Board of Education shall annually appoint Trustee Representatives to External and District Internal Committees.

Trustee representation and participation on committees shall be approved by the Board of Education.

### IV. TRUSTEE REMUNERATION

1. Trustee Remuneration will be established as follows:
  - In the first year of the term the remuneration will be the previous year's Provincial Average Trustee Remuneration as established by BCSTA
  - In all subsequent years of a term, the remuneration will be increased by the Consumer Price Index of the previous calendar year.
2. Each Trustee shall receive an annual remuneration of which two-thirds is paid as remuneration and one-third is paid as an expense allowance. The remuneration and expense allowance shall be paid on a monthly basis.
3. The Chairperson shall receive an additional 20% of the base Trustee Remuneration. The Vice-Chairperson will receive an additional 10% of the base Trustee Remuneration.
4. Each Board, during budget deliberations in the fourth year of its term, shall review the Trustees' Remuneration and make any adjustments the Board deems appropriate.



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#### V. CHAIRPERSON AND PRESIDING OFFICERS

1. The Chairperson shall preside at all meetings of the Board, shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Ministry of Education.
2. The Vice Chairperson shall have the powers and duties of the Chairperson, in the Chairperson's absence or during the Chairperson's disability, and such other powers and duties as the Board may from time to time determine.
3. In the event that neither the Chairperson nor the Vice Chairperson is able or willing to take the Chair the presiding officer shall be such person as the Board may elect for that meeting.
4. The presiding officer shall rule on all points of order and shall state reasons and the authority for ruling when making a ruling.

A Board member shall have the right to appeal the presiding officer's ruling.

An appeal may only be requested immediately after a ruling and before resumption of business.

#### VII. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Board Structure Bylaw No. 2."

Read a first time this 13<sup>th</sup> day of March, 2018.

Read a second time this 24<sup>th</sup> day of April, 2018.

Read a third and final time, passed and adopted this 22<sup>nd</sup> day of May, 2018.

*Original signed copy on file*

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CHAIRPERSON OF THE BOARD

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SECRETARY TREASURER