

**PIERREFONDS COMPREHENSIVE HIGH SCHOOL  
GOVERNING BOARD 2017-2018  
INTERNAL RULES OF MANAGEMENT  
Resolution #GB 17-10-06, October 10, 2017.**

PREAMBLE

Established by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws. All the Governing Board's decisions must be made in the best interest of the students (Art.64).

Like any committee established under an Act, The Governing Board establishes its own internal management rules and regulations (Art.67).

The present document, adopted by Resolution GB 17-10-06 on October 17, 2017 states the internal management rules of the Pierrefonds Comprehensive High School Governing Board.

***Appointment of the Governing Board***

1. The Principal convenes in writing a general meeting of all the parents of students enrolled in the school in order for them to elect their representatives to the Governing Board.
2. During this meeting, alternates equaling up to a maximum of the total number of parent representatives will be elected. These alternates will substitute for any parent representatives to the Governing Board to ensure quorum is maintained.
3. Convocations should be forwarded at least four (4) days prior to the meeting.
4. During this meeting, parents elect among their representatives to the Governing Board a representative to the School Board's Parent Committee. The assembly may designate a substitute who will be allowed to sit and vote on behalf of the representative should the latter be unable to attend.
5. Each September, all other categories of personnel elect their representatives (teachers, support staff, students from the second cycle in high schools, non-teaching professionals.)
6. The number of representatives for each group is determined by the School Board. If the required number of parents' representatives is not reached, the Principal assumes the functions and powers of the Governing Board. A lack in the numbers of any other group does not prevent the appointment of the Governing Board or its functioning.

7. The mandate of the parents' representatives is two (2) years and the mandate for all other groups is one (1) year.
8. Any member of the Governing Board having interests in a business which might cause a conflict between his/her own interests and those of the school must expose the fact before the Principal by way of the form provided. (Art.70) (See Addendum 1)

## INTERNAL GOVERNMENT RULES

### 1. AIM

The aim of these rules is to favorably and effectively guide the Governing Board's proceedings and activities. These rules must be reviewed and adopted by each Governing Board at the beginning of its term.

### 2. DEFINITIONS

In the present document, unless the context conveys a different meaning, the following words are defined as follows:

School Board:	The Lester B. Pearson School Board
School:	Pierrefonds Comprehensive High School
Members:	The Governing Board's members
Act:	The Education Act

### 3. MEETINGS OF THE GOVERNING BOARD

The meetings of the Governing Board are open to the public. However, members may meet behind closed doors to examine any such topic that might be prejudicial to an individual.

***All members and alternates are required to read pertinent documents that they have received prior to the meeting and respectfully remain engaged during the meeting.***

#### 3.1 Alternates

Alternates will be called upon sequentially to determine their availability with the objective of giving alternates equal opportunity to participate. Alternates will assume the full rights of the parent they are replacing. So as to ensure they are prepared for meetings, they will all be provided with access to the meeting documentation as all other governing board members. Alternates can participate in meetings as the public when they are not acting on behalf of an absent member.

### 3.2 Regular meeting

Each year, the Governing Board designates by resolution, the day, the time, and the location of its regular meetings. The parents, staff and members of the community are advised of these Governing Board meetings. Meetings will be called to order at 7:00 pm and adjourned at 8:30 pm unless the majority of the members vote to continue.

### 3.3 Special Meeting

A special meeting may be called if the Governing Board is required to pass a resolution before the next regularly scheduled meeting where email voting is not appropriate. In this case, the Chair and the Principal call a special meeting of the Governing Board by phoning, or emailing if time permits, the members at least six (6) hours in advance.

### 3.4 Governing Board Term of Office

The term of office will extend from ***October 1 to September 30***, which will give ample time to elect both parent and staff members. Members must make themselves available for emergency meetings during this period to ensure quorum is always respected. Additionally GB members must be prepared to vote via email should it be necessary. This is to maintain a functional Governing Board between the September AGA and the first meeting of the new year in October.

### 3.5 Vote by e-mail

If an issue arises that must be decided before it can be brought up at the next regular meeting, a motion can be passed by e-mail voting. The procedure will be to have a two (2) working day discussion phase after which voting would take place within a two (2) working day period. The Chair and Principal will decide whether a motion can be voted on by e-mail, however, motions should be limited to issues requiring minimal discussion (e.g. field trips, fundraisers, rentals). If any member objects to an item being decided by e-mail vote, an emergency meeting will be called to discuss the issue.

Results of an e-mail vote are to be reported by the Chair at the following meeting in order for the decision to be reflected in the minutes.

### 3.6 Email Privacy

Communication via email must be restricted to the Governing Board and its subcommittees regarding matters of its jurisdiction alone.

## 4. AGENDA

The Principal and the Chair draft the agenda together. Any member may ask that an item be added to the agenda by requesting it to the Chair or to the Principal at least five (5) days in advance in writing. The topic must be of the Governing Board's jurisdiction and, if the item is tabled, a draft resolution must be submitted with the request. Items on the agenda will be listed in order of priority. The final decision as to whether a topic will be put on the agenda resides with the chairperson.

### 4.1 During a regular meeting

4.1.1 After having received the agenda, any member and the Principal may request that: one or several items be added, the order of the items be modified.

4.1.2 Once the agenda is adopted, no other item will be accepted for discussion by the Chair, unless the members unanimously agree to it.

### 4.2 During a special meeting

Only the topics indicated on the convocation may be dealt with, unless all members are present and all are in agreement to modify the agenda.

### 4.3 Question Period for the Public

The Agenda must indicate a question period for the Public to allow participants to ask their questions to the Governing Board.

### 4.4 Correspondence

The agenda includes an item concerning "Correspondence" addressed to the Governing Board. Unless a member notifies the Governing Board prior to the meeting, this correspondence cannot be subject to immediate discussion. Members may, however, have an item concerning this correspondence added to the agenda of the next meeting.

### 4.5 Tabling of document

4.5.1 The agenda includes several items for the tabling of written reports, written answers or received information to be brought to the attention of the members.

- 4.5.2 The Governing Board shall be given all necessary documentation of a complex nature such as School Fees, Budget, Course Allocations etc. at least 72 hours prior to the Governing Board meeting, in order for members to properly study the information to be voted on. In some cases where this will not be possible, the Governing Board members will take a sufficient study period to familiarize themselves with the information before voting for, against or abstaining.
- 4.5.3 Field trips, fundraisers and rentals will each be moved and seconded only once at each meeting. Each individual trip, fundraiser and rental will be voted for, against or abstained from. This will be to allow for clarity and accountability on which of the trips, fundraisers and rentals presented, have been approved or not approved at Governing Board.

## 5. CONVOCAATION

- 5.1 Governing Board meetings are called through a written notice at least (3) days prior to the meeting.
- 5.2 Parents and staff are advised of the dates scheduled for the meeting, except in Emergency situations when a meeting may be called by telephone.

## 6. CALL TO ORDER QUORUM

- 6.1 The Chair declares the meeting open.
- 6.2 The quorum comprises two parts: majority of members who are in office (half + one (1) and at least half of the parent representatives.
- 6.3 After three (3) consecutive convocations, at least seven (7) days apart, where a meeting of the Governing Board cannot be held because quorum is not reached, the School board may order the suspension of the Governing Board's functions for a time period such as deemed necessary by the School Board and transfer functions and powers to the school's Principal.
- 6.4 If quorum is not reached within reasonable delay (no later than 30 minutes after the time indicated on the convocation), the Chair adjourns the meeting. In the absence of the Chair when quorum is not reached within reasonable delay, the principal adjourns the meeting.
- 6.5 A member foreseeing his/her absence at a regular meeting must inform the Chair or the Principal no less than 24 hours of said meeting.

6.6 Any member missing three meetings without prior notification of the Chair or the Principal may respectfully be asked to resign.

## 7. FUNCTIONS AND POWERS OF THE CHAIR

7.1 The person presiding as Chair conducts all proceedings, maintains order, peace and decorum, and insures the smooth running of the meeting.

7.2 The Chair receives the motions and submits them to the Governing Board for study and debate.

7.3 The Chair continues to exercise his/her functions even when presenting his/her own motions subject to the approval of the Governing Board.

7.4 The Chair must vote on all motions. In the case of a tie, the Chair has a casting vote.

7.5 In the Chair's absence or inability to act, the members of the Governing Board shall elect a substitute Chair having the same powers and subject to the same obligations as the Chair.

## 8. GENERAL RULES GOVERNING DEBATE

### 8.1 Participation in debates

Only the members and the Principal are allowed to participate in debates. However, a resource person or a member from the administration may be authorized to provide information or answer questions. The right to speak is given in the same order as individuals have requested it. The Chair is subject to the same procedure as the other members.

8.1.1 Discussions are limited to items on the agenda.

8.1.2 Discussions must be formal and should not take the form of dialogue. The individual given the floor must address the Chair; the Chair addresses the assembly. One cannot intervene until given permission by the Chair.

8.1.3 Discussion on any subject will be limited to twenty (20) minutes unless a majority of members vote to extend the period.

## 9. MOTIONS AND VOTING

With the exception of the following motions,

Agenda  
Suspension of rules  
Putting a question to a vote  
Appeal of the Chair's decision  
Time limit  
Referral for study  
Adjournment or suspension of meeting  
Tabling or withdrawal of motion  
Motion to split  
Secret ballot  
Postponing the study of a motion or dossier  
Nomination

Any motion should be submitted in writing. All motions must be seconded. As soon as a motion is tabled, the proceedings are carried on in four (4) stages:

1. Tabling: On the Chair's request, the mover presents and explains his motion.
2. Question Period: Any member, as well as the Principal, may ask one or several questions in order to get the information necessary to give an opinion. At this stage, he/she must limit the intervention to precise questions and only questions.
3. Discussion Period: Any member, as well as the Principal, may then intervene to indicate and explain his/her position. One can intervene only once on each motion during the discussion period, unless the majority of attending members are in agreement. A member has the right to speak on an amendment just as he/she has the right to speak on the main motion.
4. Right of reply: The mover is always the last to speak on his/her motion. He/she does not intervene during the discussion period but exercises his/her right of reply at the end of the proceedings.

### 9.1 Voting

- 9.1.1 When everyone who wished to speak on a motion has done so, the Chair calls the vote.
- 9.1.2 At the request of a member, the Governing Board may decide to hold a secret ballot.

- 9.1.3 Any decision must be adopted by the majority of the attending members having the right to vote.
- 9.1.4 A motion may be amended once.
- 9.1.5 No sub-amendment is possible.
- 9.1.6 The Governing Board must settle all motions put to a vote.
- 9.1.7 The Chair votes on all motions. In the case of a tie, the Chair has a casting vote.

## 10. QUESTION PERIOD FOR THE PUBLIC

- 10.1 At public meetings of the Governing Board, members of the community are invited by the Chair to ask questions of public interest during the question period.
- 10.2 The question period is provided at the beginning of the meeting, after the call to order, the declaration of attendance, the adoption of the agenda and, if need be, after the adoption of the minutes.
- 10.3 An individual wishing to take the floor must introduce himself/herself and address all his/her questions to the Chair.
- 10.4 After all the questions have been asked and all comments stated, the Chair may answer.
- 10.5 There is no right of reply, unless clearly authorized by the Chair, to allow the individual who took the floor to ask more questions.
- 10.6 The question period duration is no more than 20 minutes (2-10 minute periods) unless otherwise stated by the Chair.

## 11. ADJOURNMENT

- 11.1 When all items on the agenda have been discussed, the meeting may be adjourned by a majority vote. Meetings must be adjourned by **8:30** PM unless a majority of the members vote in favor of continuing the meeting.
- 11.2 Any regular or special meeting may be adjourned to another time of the same day or to a subsequent day. The Secretary will post, when possible, in locations previously agreed upon, the details of the adjourned meeting.



## 12. MINUTES

- 12.1 The minutes of the meeting are taken by the Principal, or a person nominated by the GB members, and are recorded by this person.
- 12.2 After the minutes have been read and adopted at the beginning of the next meeting, they are signed by the Chair and the Principal or the person designated by him. However, the Governing Board may skip the reading of the minutes if every member attending a meeting where they are approved received a copy, at least six (6) hours prior to the meeting.
- 12.3 Each item recorded is designated by a number and a title.
- 12.4 The minutes report on the decisions taken. However, a resolution may start by a brief explanatory preamble.
- 12.5 The minutes state positive votes, dissenting votes and abstentions. In the case of a roll-call vote, the minutes give the names of those in favor, against or abstaining. No reason is given to justify the votes, except when a member specifically requests that his reasons be recorded.
- 12.6 The minutes may be consulted at the principal's office during the school's opening hours by anyone who is interested since they are of public domain. Approved minutes may also be viewed on the PCHS website.
- 12.7 The Principal or the person designated by him may publish a signed extract of the minute book, according to the Act, for a fee of \$0.25 per page.
- 12.8 When the minutes are adopted, the corrections made cannot alter the substance of the decisions taken, nor can they add components which were not included in the decisions.
- 12.9 The adoption of the minutes cannot be subject to discussion or result in an ancillary motion, an amendment or a sub-amendment.
- 12.10 The minutes must indicate the presence or the absence of the members for part of or all of the meeting. The time of arrival and the time of departure must be recorded.

## 13. IMMUNITY

No member of the Governing Board may be charged before the law for an act accomplished in good faith while exercising his or her functions.

14. REPEAL PROVISIONS

The present internal rules of management repeal any others governing the proceedings of the Governing Board.

15. COMING INTO EFFECT

The present rules come into effect on the date they are adopted by the members of the Governing Board.

16. AMENDMENT

Any amendments to these Internal Rules during the current term will require the approval of two-thirds (2/3) of the total members on the Governing Board.