



RULES OF INTERNAL MANAGEMENT Governing Board Meetings 2018-2019 School Year

A governing board is a legally established body, mandated by Section 42 of the Quebec Education Act. Furthermore, it is also mandated by Section 67 that rules for the internal management of the governing board shall be adopted and Sections 70 and 71 establish a standard to be followed by members of a governing board.

Stated in this document are only the rules customized by East Hill's Governing Board. The rules in the Educational Act that cannot be customized and are standard for schools across Quebec are not repeated here. The Educational Act rules can be found on the Educational Act document published by the ministry.

1. Meetings:

- Regular meetings are held at least 5 times per year (or once a month) Meeting starts at 19h00.
- The annual calendar of meetings is normally adopted at the October meeting and is distributed to all parents via letter of the month and school's website.
- Agenda will be distributed to Governing Board members, via email, the Friday before the meeting including in attachment any documents that require reading before the meeting. Items on the agenda will be listed in order of priority.
- The minutes of a meeting are approved at the beginning of the following meeting and will be modified if they are inaccurate.
- Approved minutes will be signed by the chairperson and GB secretary. The approved minutes will be kept in an official binder and will be posted on the school's website.
- A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.

2. Reports:

All reports (Chairperson, Regional Delegate, Principal, Teacher, Daycare, Commissioner, Home & School, and Treasurer Report) will be reported by each respective member in its entirety and then questions will be asked.

3. Guidelines for Conduct of Member:

The following guideline for the conduct of members were approved:

- Attend meetings regularly
- Arrive on time
- Advise the Chairperson in advance if unable to attend
- Raise their hand when they wish to speak
- Wait for the Chairperson to give permission to speak
- Always address the Chairperson when taking part in the discussion
- Avoid speaking when someone else is speaking
- Stay on the subject or motion being discussed
- Keep their contribution to the discussion short and to the point
- Avoid numerous interventions on the same topic
- Be objective, engaged and represent school community
- Not be silent during the debate and then criticize after the meeting
- Respect the right of others to express their point of view
- Listen and speak politely remaining transparent, professional and honest
- React to a point of view, never the person
- Fully understand any proposal or report that is presented before voting
- Once a decision is taken, support that decision
- Be willing to participate in activities of the governing board
- Respect all rules of procedure and guidelines for conduct
- Should a member miss more than three meetings without sending regrets, the member will lose their position on the governing board
- The chairperson is the only person who can speak for governing board. Members must never speak on behalf of the governing board unless directly mandated to do so.
- Repeated violation of the rules of conduct may lead to dismissal following a two-thirds vote.
- Use of electronic devices is permitted only for taking notes at governing board meetings and not for personal use.

4. Special Meeting:

The following parameters will apply with respect to special meetings:

A special meeting may be called to consider a matter that cannot wait until the next regular meeting. A notice shall go out to the GB members and parents 48 hours prior to the special meeting. If the GB is unable to hold a special meeting within the time required to consider the urgent topic, all members will be contacted by email or telephone to state their opinions on the urgent matter.