

WILDER PENFIELD ELEMENTARY SCHOOL



GOVERNING BOARD RULES OF INTERNAL MANAGEMENT & PROCEDURE

Originally Adopted February 6, 2018
Revised March 26, 2025

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1. PURPOSE

The governing board at Wilder Penfield Elementary school is an established representative body composed elected members from among the parents, teachers, support staff and day care; as well as community members, who work in partnership to ensure that all students receive the best possible learning opportunities.

The purpose of these rules of internal management and procedure is to facilitate the operation of the Wilder Penfield Elementary School governing board.

2. GLOSSARY OF TERMS AND DEFINITIONS

ACT

Education Act, R.S.Q., ch I-13-3 - Updated to November 30, 2024

AGA

Annual General Assembly

(The) Board

The Lester B Pearson School Board

Chair

A parent member of the governing board who is elected as chair to preside over meetings

GB

The Wilder Penfield Elementary School Governing Board

LBPSB

The Lester B Pearson School Board

Member

Any person who has been elected or appointed to the GB

Principal

The principal of the Wilder Penfield Elementary School

(The) School

Wilder Penfield Elementary School

3. COMPOSITION

The governing board at Wilder Penfield Elementary school consists of total of 14 elected parent and staff members. This number is determined by the board.

At Wilder Penfield Elementary school, the breakdown is as follows:

- 7 parents of students attending the school who are not members of the school staff, elected by their peers.
- 6 members of the school staff, including at least two teachers and at least one support staff member, elected by their peers.
- 1 member of the staff assigned to daycare, elected by his or her peers.

The governing board may also have up to two community representatives who are not members of the school staff, appointed by the elected members of the governing board. The community representatives on the governing board are not entitled to vote.

The principal shall take part in meetings of the governing board but is not entitled to vote.

4. FORMATION

4.1 Parent Members

Each year during the period beginning on the first day of the school year and ending on the last day of September, the Chair of the governing board shall call a meeting, by written notice, of the parents of the students who attend the school to elect parent members to the governing board. This meeting is known as the Annual General Assembly. The notice shall be sent at least four days before the meeting is to be held.

If there is no Chair, the principal shall call this meeting by written notice.

The term of office of parent members on the governing board is two years with alternating mandates. With 7 parent members, each year there should be 3 or 4 representatives elected.

At the AGA, substitute members to the governing board are elected to replace members who are unable to take part in a governing board meeting. The number of substitute members cannot be greater than the number of governing board members. The term of office of substitute GB members is 1 year.

At the AGA, the parents shall also elect a representative to the LBPSB Parents' Committee from among their members on the governing board. A second parents' representative on the governing board may be designated as a substitute to attend and vote at meetings of the LBPSB Parents' Committee when the representative elected for that purpose is unable to do so.

If the AGA fails to elect the required number of parents' members to the governing board, the principal shall exercise the functions and powers of the governing board.

A parent member whose child no longer attends the school may remain a member of the governing board until the next AGA.

A vacancy resulting from the departure of a parents' representative shall be filled by substitute members until the next AGA, when a new member is elected for a term of one year.

4.2 Staff Members

During the month of September each year, teachers, support staff, and daycare staff shall hold meetings to elect their members to the Governing Board. Should members of any group fall short of the required number, the formation of the Governing Board is not prevented. The term of office of the members of these groups is 1 year.

A vacancy resulting from the departure or disqualification of any staff member of the governing board is filled for the unexpired portion of the term according to the mode of appointment prescribed for the member to be replaced.

5. FUNCTIONS OF THE GOVERNING BOARD

The governing board exists to govern the school, not administer the daily operation of the school. The latter is the responsibility of the principal. The powers and functions of the governing board impart responsibilities and decisional authority in general matters of school governance as well as matters such as educational services, community services and material and financial resources.

The Governing Board has various function, including but not limited to the following;

- Election of officers and members;
- Advising on the Operation of the School. Any advice the GB wishes to communicate to the school board must be formalized and if the committee so decides, forwarded to the appropriate administrator;
- Informing the board on the needs of the school. Any information the GB wishes to communicate to the school board should be formalized and if the GB so decides, forwarded to the administrator concerned;
- Responding to school board consultations. Preparatory work on responses may be done in sub-committees struck for the purpose. Support materials and a draft response for each consultation will be submitted to the GB to enable discussions and to formalize a response.

6. ROLES AND RESPONSIBILITIES OF MEMBERS

6.1 Chair

The principal shall preside over the first governing board meeting of the year until the Chair is elected.

The governing board shall elect its Chair from among the parent members at the beginning of the first meeting of the school year. The Chair cannot be a member of the personnel of the school board.

The Chair shall call and preside at the meetings of the GB.

The term of office of the Chair is one year. If the chair is absent or unable to act, the governing board shall designate a person from among the members who are eligible for the office of Chair to exercise the functions and powers of the Chair.

Without restriction, the Chair has the following duties:

- Call meetings
- Work with the principal to develop meeting agendas
- Speak on behalf of the governing board
- Ensure that the rules of internal management are observed in order to create an amicable and orderly environment
- Follow the agenda approved by the GB and keep discussions on track
- Ensure that all subjects are properly explained and questions responded to appropriately
- Allow and solicit members to express their opinions
- Decide on the order of discussions and give the right to speak
- Keep the discussions to within the mandate of the GB
- Summarize the opinions of the assembly

6.2 Members' Conduct and Responsibilities

Each member shall:

- Act with honesty and loyalty and in the interest of the school, the students, the parents, the school staff and the community
- Act effectively and in good faith in relaying the needs, concerns and advice to the GB
- Prepare for and attend the GB meetings
- Contribute to the meetings and participate in GB activities
- Address themselves to the chair and not to a member in particular
- Maintain a respectful demeanor at meetings and GB activities
- Inform the chair of any foreseen absence from GB meetings and activities

Every member of the governing board who has a direct or indirect interest in an enterprise that places the member's personal interest in conflict with the interest of the school must

- Disclose the interest in writing to the principal
- Abstain from voting on any matter concerning the enterprise
- Avoid influencing the decision relating to it
- Withdraw from a meeting while the matter is discussed or voted on.

This disclosure must be made at the first meeting of the governing board

- after a person having such an interest becomes a member of the governing board;
- after a member of the board acquires such an interest;
- during which the matter is dealt with.

Violation of these rules will result in forfeiture of office.

The members of the governing board may not be prosecuted for an act performed in good faith in the exercise of governing board functions.

7. MEETINGS AND QUORUM

7.1 Scheduled Meetings

At the first meeting of the year the Governing Board shall fix the date, time and place of its meetings. Generally, the meetings are held in the school library. It is required to have at least five meetings every school year. The parents and members of the school staff are informed of these meeting dates. The scheduled meeting dates shall be posted on the school website calendar.

The meetings of the governing board are open to the public; however, the governing board may order that a meeting be closed to the public if a matter is to be examined which could cause injury to a person.

7.2 Special Meetings

Special meeting may be called if the need arises, by the Chair or by the request of a majority of the members of the Governing Board.

Special meetings may be called for, but not limited to:

- School Board consultation, which requires a governing board response before its next regular meeting;
- An activity or outing which requires a governing board approval before its next regular meeting;
- To replace a cancelled meeting due to school closure on a scheduled meeting date (such as a snowday);
- To replace a meeting which did not have quorum, or
- If the required minimum 5 meetings during the school year have not been conducted.

If a special meeting is required, the members of the governing board shall be informed by email at minimum of six hours in advance by the chair.

The school community and staff will be notified of the date, time, and location of special meetings via the School's social media accounts page and/or website.

7.3 Meeting Agenda

The agenda lists the order of the business to be addressed during GB meetings. The chair drafts the agenda in conjunction with the principal. The agenda of a scheduled meeting and supporting documentation should be distributed to all governing board members and substitute member at least (3) days prior to the meeting.

After the agenda is distributed, GB members have the opportunity to add or modify items to the agenda.

Each agenda will include the following items:

Call to Order - Meeting is called to order once quorum has been established.

Approval of the Agenda - The agenda is adopted by the members present. Before adoption, members of the GB may request to add items or change the order of the agenda.

Approval of Minutes - The minutes of the previous meeting (s) are reviewed and approved. Corrections may not alter the substance of any decision or resolution listed.

Business Arising - Any outstanding or deferred items from previous meetings.

New Business - Any new items to be addressed.

Reports and Correspondence - Reports include Principal & Teacher Forum, Daycare Forum, Home and School Forum, Commissioner's Forum, LB Parents Committee Forum & Chairperson's Forum. Reports to be presented to the GB should be submitted preferably in written form and whenever possible, prior to the opening of the meeting. Any issue arising from a report which requires the GB attention may be included in the meeting in progress, or deferred to a subsequent meeting.

Correspondence to and from the GB shall be reported during regular meetings.

Varia - Miscellaneous items or topics.

Questions periods - The agenda will have two questions periods of 10 minutes for the public. During these periods members of the community are invited to ask questions to the governing board. The first question period will be before 'New Business' and the second after 'Varia'.

Next Meeting - The date of the next scheduled meeting shall be identified.

Adjournment - Adjournment from the meeting.

It will be determined at 7:45pm to reprioritize remaining items on the agenda. Meeting should not extend beyond 8:15pm. The members may extend the meeting in 30 minute increments by majority vote. Any items which are not address shall be deferred to the following scheduled meeting.

The agenda of the first meeting of the year will be modified to include introductory items and election of officers. The agenda of a special meeting may be limited to the topic for which the meeting was called. The agenda should be included in the email which informs the members of the meeting.

7.4 Meeting Minutes

The minutes of the meeting are a permanent record of the items discussed and the decisions made at GB meetings.

A Secretary shall be designated at the first meeting of the year for the entire academic year, or at each meeting for that meeting only.

The Secretary will take the minutes during the meeting. The minutes shall include, but is not limited to, the following:

- A list the members present, having sent regrets and who were absent;
- If applicable, the name and the time of arrival of anyone member who arrives after the meeting is called to order;
- If applicable, the name and the time of departure of anyone member who departs before the meeting is adjourned;
- A brief summary of topics discussed and any decisions made during meetings (including the full text of motions);
- Vote results, indicating the number "in favor", "opposed" and "abstentions";
- The names of the individuals voting differently than the majority will be noted;
- A mention of the vote being "unanimous", "carried" or "defeated" will also be noted.

The Secretary shall prepare and submit a draft copy of the meeting minutes to the chair within 7 days after the meeting. The chair shall distribute the draft minutes to the other members of the Governing board.

The minutes are reviewed and approved at the subsequent meeting. Corrections may not alter the substance of any decision or resolution listed. The reading of the minutes is not required provided that a copy of the minutes was delivered to each member present at least six hours before the beginning of the meeting at which the minutes are to be approved.

The minutes, after being read and approved at the beginning of the following meeting, shall be signed by the person presiding over the meeting and countersigned by the principal. The minutes will be kept by the principal in an official register at the school.

Adopted and signed minutes shall be posted on the school's website.

7.5 Quorum

A majority of the members of the governing board who are in office, including at least half of the parent members, is a quorum of the governing board.

With a 14 person governing board with 7 parent representatives, quorum is 8 members with at least 4 parent representatives.

If the governing board is unable to hold a meeting for lack of a quorum after three consecutive notices have been sent at intervals of at least seven days, the school board may order that the functions and powers of the governing board be suspended for the period determined by the school board and that they be exercised by the principal.

If quorum is not achieved within a reasonable delay, an informal meeting may nevertheless take place, however no decisions may be taken and no official GB function may be performed.

8. MOTIONS AND VOTING

8.1 Motions

A motion is a formal proposal to a committee. Every motion must be moved, seconded, recorded and reread prior to voting.

A motion may be amended by changing certain words, adding or deleting other words, provided the changes do not alter the main body of the motion and provided the person who moved the motion is in agreement. In this case, the motion is considered "friendly."

A motion can only be subjected to one amendment motion at a time.

8.2 Voting

The decisions of the governing board on the motions are made by a majority vote of the members present and entitled to vote. If votes are equally divided, the chair has a casting vote.

Every decision of the governing board must be made in the best interests of the students.

8.3 Basic Procedure for Handling a Motion

If several motions are on the table at the same time, they must be voted on in order of priority, at the discretion of the Chair.

1. A member addresses the chair.
2. The member is recognized by the chair.
When a member has been recognized, the member is the only member entitled to present or discuss a motion.
3. The member proposes a motion.
The motion should begin "I move that" followed by a statement of proposal. It is not permissible to discuss the merits of the motion either prior to or immediately following the formal proposal of the motion.
4. Another member seconds the motion.
The member simply states "I second the motion" If nobody seconds the motion, the chair may ask "Is there a second to the motion?" If there is none, the chair may declare "The motion is lost for want of a second"
5. The chair or delegate states the motion to the assembly.
When a motion has been properly proposed and seconded, the chairperson or delegate repeats the motion to the assembly.
6. The assembly discusses or debates the motion.
To speak, a member must obtain the floor in the same manner as when presenting a motion.
 - a. The chair should show preference to the proposer of the motion.

- b. A member who has not spoken has prior claim over one who has already spoken.
- c. The chair should alternate between proponents and opponents of the motion.
- d. The chair should recognize a member who seldom speaks in preference to one who frequently speaks.
- e. The motion may have "Friendly" amendments.

DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE ASSEMBLY".

7. The chair takes the vote on the motion.

Before taking the vote, the chair ask, "Is there further discussion?" or "Are you ready for the question?". Generally voting is done by show of hand. The chair proceeds to take the vote by announcing "All in favor of the motion (STATE THE MOTION)". The chair then says "Those opposed". The chair then says "Any abstentions". The votes are counted.

8. The chair announces the results of the vote.

The chair announces the vote by saying "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." or if the vote is in the negative, the chairman states "The motion is lost."

9. REVISION AND AMENDMENT PROCEDURE

The GB shall review these rules at the beginning of its mandate. Amendments may be proposed by any member and will be adopted if a simple majority of the members.

10. COMING INTO EFFECT AND REPEAL PROVISION

The rules stated herein take effect as of the time and date of their adoption and repeal all previous internal rules of management which were in effect until such time.