



Lester B. Pearson High School
GOVERNING BOARD

Rules of Internal Management

The rules of Internal Management shall be interpreted in such a way as to not hinder but promote the proper functioning of the Governing Board. In the event of a discrepancy between the Education Act and said Rules, the former shall prevail.

General Rules of Procedure
1.1 The Governing Board relies upon the self and group discipline, mutual respect and cooperation of its members in order to operate smoothly.
1.2 Each member should be familiar with the contents of the Agenda, Minutes and/or other documentation forwarded to him/her. In order to save time and facilitate our meetings all documents distributed before the meeting should be read BEFORE the meeting.
1.3 Our monthly meetings begin precisely at 7:00pm.
1.4 Governing Board must establish quorum in order to hold meeting: quorum is defined as a majority of voting members of the Governing Board, who are in office, including at least half of the parents.
1.5 The chairperson recognizes the members' right to speak, and decides the priority of the speakers.
1.6 The individuals must be recognized by the chairperson to speak and must wait their turn and not interrupt.
Minutes of the Governing Board
2.1 Minutes of the Governing Board will be circulated to members at least 5 days prior to governing board meeting.
2.2 The minutes will take the form of a 'list of motions' and only a brief summary of the important points raised in the discussion be recorded.
2.3 The signed original text of the minutes and any supporting documents be placed in a separate binder and kept in the principal's office, or designated area by principal.
2.4 Copies of the minutes will be sent to all Governing Board members.
2.5 An approved copy of the minutes will be posted on the website (when available).
Agenda
3.1 The items on the Agenda are allotted a certain period of time and type of action. i.e. Information (I), Consultation (©) or Decision (D).
3.2 The time allotted to each item on the Agenda should be divided into three parts and with specific time allotments. The time allotments are as follows: Decisional items (each having 10-15 minutes), Consultation items (each having 8-10 minutes), Informational items (each having 5-8 minutes).
3.3 Members may request items to be put on the Agenda <i>at least 7 days</i> prior to the next meeting. Your requests should be addressed to the chair or the principal. Members should



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also include (a) description of the item, (b) time required and (c) what type of result is this member looking for (i.e. discussion, information or decision).
3.4 Any acceptable item may be added to the agenda under ‘Varia’. Governing Board members should make their best efforts to advise the chairperson in advance.
3.5 Minutes of the Agenda will be distributed <i>5 days before the next meeting</i> via email.
Time
4.1 A timekeeper will be names at the first meeting of the Governing Board.
4.2 The timekeeper’s responsibility is to inform the chairperson that the time allotted for an item has almost expired.
4.3 When the time allotted has expired, the Governing Board will choose from one of the following options: (a) make a motion to resolve the issue or (b) take the item to a subsequent meeting.
4.4 Any outstanding items on the Agenda will be tables at the next meeting.
Calendar
5.1 A calendar of timelines (deadlines/milestones) will be developed by the chairperson in consultation with the Governing Board by the second meeting of the school year.
5.2 The meeting dates for Governing Board meetings will be established by the second meeting of the year, after reviewing all board and committee meetings conflicts.
Question Period
6.1 All questions must be addressed to the chair.
6.2 Question period will take place towards the end of the Agenda unless decided otherwise.
6.3 No questions of a personal nature will be permitted.
6.4 The chairperson will assess the question and refer it to the appropriate party.
6.5 Issues questioned by the community (public at large) will be dealt with in a timely fashion and be accorded due consideration. Should a member wish to discuss the issue, that member shall move that the item be placed on the Agenda of the subsequent meeting.
Reports
7.1 Reports may be in the written and/or oral form.
Evaluation of Governing Board Meetings
8.1 In and effort to continuously improve Governing Board meetings, an evaluation of the meeting, at the end of each meeting, will be solicited by the Chair.