

EDINBURGH GOVERNING BOARD INTERNAL RULES OF OPERATION 2023-2024

The purpose of the Internal Rules of Operation is to facilitate the operation of the Edinburgh Governing Board.

Definitions:

GB: Edinburgh Governing Board

Member: any person serving on the Governing Board

The Board: English Montreal School Board

Composition of Edinburgh Governing Board: 7 Parent Members, 5 Teaching Members, 1 non-teaching professional, 1 Daycare director, 1 or 2 Community Representatives, Principal (non-voting) Commissioner (non-voting)

Chair:

The Chair is the official spokesperson for the GB. They are elected by the GB from amongst the members for a term of one (1) year. The Chair prepares the agenda in collaboration with the school principal and ensures that meetings proceed in accordance with the internal rules of management that are in place, maintaining order and decorum at meetings.

Personal behavior:

It is expected that members of the GB will:

- attend meetings on a regular basis. Any member of the Governing Board who misses three meetings or more should consider resigning in order to allow a replacement to be named. After missing two meetings, the GB member will be advised in writing requesting a response with their intention to remain on GB.
- act ethically, with honesty and integrity, in the best interests of the Board at all times;
- take individual responsibility to contribute actively to all aspects of the GB;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against colleagues, and/or members of the public; and,
- not make improper use of their position as a GB member to gain advantage for themselves or for any other person.

Communication and official information: It is expected that GB members will:

- channel all communication products through the Chair and the Principal;
- support, adhere to and not contradict the formal decisions of the GB made in its meetings; and,
- respect the confidentiality and privacy of all information as it pertains to individuals.

Meetings:

Schedule of meetings: Dates of the regular meetings (a minimum of five meetings each year) shall be decided upon at the first meeting GB of the school year. Dates shall be posted on the school webpage. Meetings will run from 7:00 p.m. to 9:00 p.m. and may be extended for a maximum of two (2) 15-minute periods by resolution. At 8:30 p.m. the chair will prioritize remaining items in order of urgency. Items that cannot be addressed will be tabled until the next GB meeting. Discussion for each topic should not surpass 20 minutes.

Special meetings: Special meetings may be called by the Chair and Principal between the dates of regular meetings, if deemed necessary. A notice shall go out to the GB members and community at large prior to the special meeting. In exceptional circumstances, when it might be impossible to convene the required minimum number of members for a special meeting, a special vote by e-mail may be called. In such a case, any necessary information or documents must be sent to all members by e-mail for their review at least 24 hours in advance of the determined deadline for members' votes. The Secretary shall record the minutes of any such Special Meeting and/or vote. Everyone who casts their vote by email is to do so by making sure to 'reply to all' so that the voting process is as transparent as it would be at a face-to-face meeting.

Quorum: A simple majority (50% + one) of the GB members, half (50%) of whom must be parent members. If quorum is not achieved, an informal meeting may take place, however no decisions/votes may be taken, nor any official GB business concluded. Members are asked to alert the Chair in advance if they are unable to attend a scheduled GB meeting.

Proceedings:

The Chair will run the meeting. In the absence of the Chair, the Vice-Chair will take on this role. Before speaking, a member should raise his/her hand to be recognized by the Chair. The Chair will keep note of those who wish to speak, in the order of members' indication they wish to contribute to the discussion and will recognize them in turn. Members must address the Chair. Members should be mindful to keep to the agenda topic, bearing in mind that items may be visited under Varia or be suggested for discussion at a future meeting.

Observers/Visitors: GB meetings are open to the public, although guests are not permitted to participate in the discussions of the GB meetings. The agenda for each regular meeting must include a Question Period. Observers/Visitors must restrict their questions to matters under the jurisdiction of the GB. They are asked to respect time limitations and should pose their questions in a concise manner to allow for other questions to be asked during this period. When possible, guests may submit questions in advance to gb.edinburgh@gmail.com. The Chair may defer the response to a public question to a future GB meeting if the necessary information/answer is not immediately available.

Motions/Voting: An item to be voted upon must be formulated as a motion or presented as a resolution and must be seconded. All decisions/votes are determined by a simple majority (50% + one). In the case of an initial tie vote, the Chair will cast a second and deciding vote. In the case of an exceptional electronic vote, the same rules will apply. Votes by email will be

preceded by an email to all GB members with the motion, which will then be followed by a 48-hour period during which any discussion/modifications of the motion can take place if warranted; then the voting period will commence, lasting a minimum of another 48 hours and until a quorum of voters have cast their votes by email. The results of an electronic vote will be conveyed to all GB members by e-mail within 24 hours following the voting deadline. In the event that the vote is of an urgent and extremely time-sensitive nature, such that a decision must be made within the following 24 hours, the voting period will commence immediately. The first person to cast their vote in favor will be considered as the person who presents the motion and the second person to vote in favor will be considered as the person who seconds the motion. Voting will continue for a minimum of 24 hours and until a quorum of voters have cast their votes by email. For matters requiring teacher consultation, teacher GB members must have the opportunity to consult the general teacher population first, and as of then the 24-hour voting period will commence.

Agenda: The agenda is determined by the Chair and the Principal and distributed to all members at least 48 hours in advance of the regular meeting. The agenda is also posted to the GB webpage.

Minutes: The GB Secretary will minute each meeting, as a permanent record of the items discussed and the decisions taken by the GB. Minutes will be reviewed and adopted at each subsequent meeting, after which they will be posted on the school webpage and archived by the school principal. Minutes should include members who are present and members who have sent regrets.

Conflicts of Interest: Every member of the GB 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, on pain of forfeiture of office, disclose the interest in writing to the principal, abstain from voting on the matter concerning the enterprise and avoid influencing the decision relating to it. The member must, in addition, withdraw from a meeting while the matter is discussed or voted upon.

Confidentiality: All GB meetings proceedings are to be considered as open to the public once adopted. Names will be stricken from the minutes if the information provided is personal and/or can harm the reputation of the individual. Any portion of the meeting that is held in camera shall not be minuted, except for the resolutions that result from an in camera session. In addition, any portion of a GB meeting that has been requested by the principal and/ or a member to remain confidential shall also be omitted from the minutes.

Modifications of the Rules of Internal Management:

The Rules of Internal Management (RIM) are reviewed in October of each school year and any modifications deemed necessary are proposed at that time. Proposal for changes to the RIM must be adopted by the members. The revised document should reflect the date of the revision and subsequently posted on the GB webpage.