



MEMORANDUM

April 11, 2023
Regular Board Meeting

TO Board of Trustees

FROM Notice of Motion at the March 7, 2023 Regular Board Meeting

ORIGINATOR Anne Montgomery, Trustee

RESOURCE Anne Montgomery, Trustee

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations
Board Policy 8: Board Committees and Representation
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 7; Agenda for Regular Meetings; Article 40.2
BP 7; Minutes for Regular or Special Meetings; Article 44.6

SUBJECT **REVISION OF BOARD POLICY 7: BOARD OPERATIONS; ARTICLE 44.6, AS PER NOTICE OF MOTION**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees revises Board Policy 7: Board Operations; Article 44.6 to read "All resolutions and amendments", as per the Notice of Motion from the Regular Meeting of March 7, 2023.

BACKGROUND

Section 43 of the Board Policy 7 states that the "The Board shall maintain and preserve, by means of minutes, a record of **its proceedings** and resolutions" [Emphasis Added]; and section 47. states that the "Minutes shall be deemed to be the official and **sole** records of the **Board's business** upon adoption" [Emphasis Added]; and the minutes of the Board do not include any indication of motions to amend nor the decision of the Board to that motion to amend. It is recommended by the mover that the Board consider the inclusion in the minutes, amendments to motions and recorded votes of those amendments, to properly document "its proceedings" and ensure the recording of all Board business.

REPORT SUMMARY

At the March 7, 2023, Regular Board Meeting, Trustee Montgomery gave Notice of Motion, to revise Board Policy 7: Board Operations; article 44.6, to add the words “and amendments” so it would read, in full, “all resolutions and amendments”.

Minutes for Regular or Special Meetings

43. The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
44. The minutes shall record:
 - 44.1. The date, time and place of meeting;
 - 44.2. The type of meeting;
 - 44.3. The name of presiding officer;
 - 44.4. The names of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
 - 44.5. The approval of preceding minutes;
 - 44.6. All resolutions and amendments;
 - 44.7. The names of persons making the motions;
 - 44.8. The points of order and appeals;
 - 44.9. Approved appointments;
 - 44.10. The receipt of reports of committees;
 - 44.11. The recording of the vote on a motion (when requested pursuant to the *Education Act*); including:
 - 44.11.1. Any trustee declaration pursuant to the *Education Act*.
 - 44.12. The times of departures and re-entries for trustees during a meeting; and
 - 44.13. The time of adjournment.

LS:kz