



PROCEDURAL BY-LAW

*Give me now wisdom and knowledge to go out and come in before this
people, for who can rule this great people of yours?
2 Chronicles 1:10*

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PROCEDURAL BY-LAW

A by-law relating generally to the procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170.(1)4 of the *Education Act* which provides that the Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications.

Capitalized terms in this By-law are defined in Article 9: Index.

ARTICLE 1 RULES OF ORDER

- 1.1 **Rules of Order:** The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of *Robert's Rules of Order*. Where this By-law is silent on a matter pertaining to the governance of a meeting, the current edition of *Robert's Rules of Order* applies to that matter.
- 1.2 **DPCDSB Local School Board Governance Manual:** This By-law governs meeting procedures. The primary elements of the roles and responsibilities of the Board of Trustees, individual Trustees, the Director/Secretary and senior staff with respect to local school board governance/day-to-day management, on the other hand, are set out in the *DPCDSB Local School Board Governance Manual*, as the Board of Trustees may amend or replace, located in the [DPCDSB Governance Guideline](#).
- 1.3 **Order of Precedence:** To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:
 - a) *Education Act* and other applicable legislation, including any order of the Government of Ontario and/or Federal Government of Canada, including an emergency order
 - b) By-law
 - c) Code of Conduct
 - d) Board of Trustees' Resolutions and Policies, other than the Code of Conduct
 - e) The current edition of *Robert's Rules of Order*

ARTICLE 2 DUTIES

- 2.1 **Board of Trustees:** In addition to any other duties under Applicable Laws, the Board of Trustees shall:
- a) promote student achievement and well-being; (s.169.1(a))¹
 - b) carry out its role in accordance with the teachings of the Catholic faith;
 - c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground; (s.169.1(a.1))
 - d) promote the prevention of bullying; (s.169.1(a.2))
 - e) ensure effective stewardship of the DPCDSB's resources; (s.169.1(b))
 - f) deliver effective and appropriate education programs to its pupils, through the approval of policy; (s.169.1(c))
 - g) develop and maintain policies and organizational structures that:
 - 1. promote the goals referred to in clauses (a) to (f);
 - 2. encourage pupils to pursue their educational goals; (s.169.1(d)) and
 - 3. promote the DPCDSB's vision and mission;
 - h) monitor and evaluate the effectiveness of policies under clauses (f) and (g) in achieving the goals and the efficiency of the implementation of those policies; (s.169.1(e))
 - i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the "**Multi-Year Strategic Plan**"); (s.169.1(f))
 - j) annually review the Multi-Year Strategic Plan with the Director/Secretary; (s.169.1(g)) and

¹ Unless otherwise specified herein, all section references in brackets throughout this By-law are to the *Education Act*.

- k) monitor and evaluate the performance of the Director/Secretary, in meeting the following:
 - 1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and
 - 2. any other duties assigned by the Board of Trustees. (s.169.1(h))

2.2 Trustees: In addition to complying with Applicable Laws and all resolutions of the Board of Trustees, each Trustee shall:

- a) carry out their responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under Applicable Laws; (s.218.1(a))
- b) attend and participate in meetings of the Board of Trustees, including meetings of Committees of which they are a member; (s.218.1(b))
- c) consult with parents, students and supporters of the DPCDSB on the Multi-Year Strategic Plan; (s.218.1(c))
- d) bring concerns of parents, students and supporters of the DPCDSB to the attention of the Board of Trustees; (s.218.1(d))
- e) uphold the implementation of any resolution after it is passed by the Board of Trustees; (s.218.1(e))
- f) entrust the day-to-day management of the DPCDSB to its staff through the Director/Secretary; (s.218.1(f))
- g) maintain focus on student achievement and well-being; (s.218.1(g))
- h) comply with the Trustee Code of Conduct; (s.218.1(h)) and
- i) communicate with Church, local governmental and/or community partner officials (“Officials”) as necessary on matters that have implications or impact on the Trustee’s ward(s).

Notwithstanding the foregoing, any matter that has or may have implications or impact on any other Trustee’s ward, the Board of Trustees and/or the DPCDSB shall be referred by a Trustee to the Board of Trustees for action. Action may, for example, consist of the Chair acting in their role as spokesperson of the Board of Trustees pursuant to Section 2.4 (f). For matters referred to the Board of Trustees in connection with this Section 2.2 (i), no Trustee shall communicate with Officials without prior approval by the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.

2.3 Director/Secretary: In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:

- a) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan; (s.283.1(1)(a) and (d))
- b) ensure that the Multi-Year Strategic Plan establishes the DPCDSB's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the *Education Act*; (s.283.1(1)(b))
- c) implement and monitor the implementation of the Multi-Year Strategic Plan and report periodically to the Board of Trustees on the status of its implementation; (s.283.1(1)(c))
- d) act as secretary to the Board of Trustees; (s.283.1(1)(e))
- e) immediately upon discovery, bring to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the *Education Act*; (s.283.1(f))
- f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission; (s.283.1(1)(g))
- g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member; (s.198(1)(a))
- h) transmit to the Ministry of Education copies of reports requested by it; (s.198(1)(b))
- i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing (including by electronic means); (s.198(1)(c))
- j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees; (s.198(1)(d))
- k) attend all meetings of the Board of Trustees and Committees in person or by designate; (O.Reg 463/97, s.5.(1)(3); s. 283.1(1)(e) and s.198.(1)(e))
- l) prepare or arrange to have prepared by a delegated representative, minutes of all meetings of the Board of Trustees and of Committees; (s.170.(1)(4); s.198(1)(a))

- m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees; (s.170.(1)(4) and (18); s. 171(1)(38); s,198.(1)(e))
- n) conduct the official correspondence on behalf of the Board of Trustees;
- o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;(s.198(1)(e))
- p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings including special meetings of the Board of Trustees and of all Committees or delegate the responsibility; (s.218(4))
- q) maintain an up-to-date policy database and make such database accessible to the public via the DPCDSB’s website; (s.198(1)(e))
- r) have charge of all correspondence, reports and other documents; (s.198(1)(e))
- s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; (s.198(1)(e))
- t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware; (s.198(1)(e)) and
- u) manage the day-to-day operations of the DPCDSB, including executing the implementation of DPCDSB policies and decisions of the Board of Trustees. (s.218.1(f)). For certainty, requests by Trustee(s) for staff to provide information or to perform an action on any matter that will require significant resources to fulfill, at the request of the Director/Secretary, the Board of Trustees shall pass a motion to request staff, through the Director/Secretary, to fulfill such request. A resource is considered “significant” if it requires any of the following as determined by the Director/Secretary:
 - 1. expenditure of funds not previously allocated to fulfill the specific request;
 - 2. engagement of external human resources, including, but not limited to additional staff, consultants and/or external legal counsel;
 - 3. the assignment of one or more existing staff to fulfill the request causing them to vacate any portion of their regular day-to-day assigned duties that cannot be postponed;

2.4 **Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall: preside over meetings of the Board of Trustees; (s.218.4(a))

- a) conduct the meetings in accordance with this By-law; (s.218.4(b))
- b) enforce the *Trustee Code of Conduct*; (s.218.3(1) and s.218.4(a))
- c) establish the Agenda for meetings of the Board of Trustees, including special meetings, in consultation with the Director/Secretary; (s.218.4(c))
- d) ensure that Trustees have the information needed for informed discussion of the Agenda items; (s.218.4(d))
- e) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees (s.218.4(e)). In carrying out the role as spokesperson, the Chair shall ensure the following:
 - 1. invitations the Chair receives to attend events as spokesperson of the Board of Trustees are also extended to the Vice-Chair.
 - 2. except for offering messages such as congratulations and/or condolences to the DPCDSB's partners in education ("Messages") (for example, Church officials, governmental officials, DPCDSB families, and/or community partner officials), matters for which it is proposed the Chair carry out their role as spokesperson of the Board of Trustees, receives prior approval through the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.
 - 3. in circumstances where the Chair carries out this role through the offering of Messages, they shall notify the other Trustees as soon as reasonably possible following the delivery of the Messages.
- f) convey the decisions of the Board of Trustees to the Director/Secretary; (s.218.4(f))
- g) provide leadership to the Board of Trustees in maintaining its focus on its responsibilities set out in Section 2.1.; (s.218.4(g)) and
- h) provide leadership to the Board of Trustees in maintaining a focus on the DPCDSB's mission and vision. (s.218.4(h))

2.5 **Vice Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity. (s.208(7))

ARTICLE 3 COMMITTEES OF THE BOARD AND EXTERNAL ASSEMBLIES

3.1 **Committees:** The Board of Trustees will establish Committees and determine the duties of such Committees. (s.171(1)1)) The Committees shall be categorized as follows:

- a) Committees, the mandates and terms of reference of which are established by the *Education Act* (“**Statutory Committees**”);
- b) Committees whose duties are normally continuous, whether required by statute or otherwise (“**Standing Committees**”); and
- c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned (“**Ad Hoc Committees**”).

Statutory Committees: The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Audit (s.253.1) (three Trustees) (O.Reg 361/10)
- b) Special Education Advisory (s.57.1) (two Trustees and two alternates) (O.Reg 464/97)
- c) Supervised Alternative Learning (one Trustee and one alternate) (O.Reg 374/10)
- d) Discipline (while all Trustees are expected to participate on Discipline Committees, at least three Trustees must convene for each student hearing (S. 309(12) and S. 311.3(9))
- e) Central Committee for Catholic School Advisory Councils (one Trustee and one alternate) (O.Reg 612/00)
- f) Director of Education Performance Appraisal Committee (at least three but no more than 7 Trustees) (O. Reg 83/24)

Standing Committees: The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Administration and Finance
- b) Faith and Program
- c) Contract and Negotiations (all Trustees without a declared interest)
- d) By-law/Policies Review
- e) Multi-Year Strategic Planning Committee

3.2 **External Assemblies Membership:** The Board of Trustees may appoint Trustees to assemblies established by external agencies ("**External Assemblies**"), including the following. For certainty, External Assemblies are not Committees:

- a) Brampton Board of Trade (three Trustees)
- b) Mississauga Board of Trade (seven Trustees)
- c) Peel Safe and Active Routes to School (two Trustees)
- d) Brampton School Traffic Safety Council (one Trustee and one alternate)
- e) Mississauga Traffic Safety Council (one Trustee and one alternate)
- f) Ontario Catholic School Trustees Association (two Trustees)

3.3 **Functions, Duties, Responsibilities and Powers of Committees:** The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.

3.4 **Committee Membership:**

- a) Individuals appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee and indicate what Board of Trustees and DPCDSB resources are dedicated to support its work.
 - **Statutory Committee Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Statutory Committees in accordance with the *Education Act*. Notwithstanding anything to the contrary, the term of Trustees appointed to the Audit Committee is two (2) years; and the term of Trustees appointed to the Director of Education Performance Appraisal Committee is from July 1 of one year to June 30 of the following year.
 - **Standing Committee Membership:** At its Inaugural or Organizational meeting, as the case may be, the Board of Trustees shall appoint the chair, vice-chair and other members of each Standing Committee.
- b) **Ad Hoc Committee and External Assembly Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Ad Hoc Committees and External Assemblies.
- c) **Notwithstanding** anything to the contrary, Committee and External Assembly

Membership is subject to the following:

- no later than May 15 in each year, each board shall establish a committee responsible for conducting a performance appraisal of the director of education for the board, composed of not fewer than three and not more than seven board members, one of whom shall be elected by a majority of the committee to act as its chair (O. Reg. 83/24). The committee is responsible for conducting any performance appraisal required under this Regulation in respect of any of the director of education's evaluation cycles that occur with the board during any portion of the period beginning on July 1 in the year that the committee is established and ending on June 30 in the following year; ;
- only Trustees without a declared interest may be members of the Contract and Negotiations Committee;
- a Trustee's membership on a Committee or External Assembly is subject to any sanctions imposed on the Trustee pursuant to section 218.3 of the *Education Act* arising out of a finding of a breach of the Code of Conduct or otherwise required by law.

d) **Committee Procedures:** Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications, subject to the following:

- All Committees, except the Audit Committee and the Director of Education Performance Appraisal Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees' resolution appointing the members to the applicable Committee.
- The first meeting of the Audit Committee shall take place no later than September 30 in each fiscal year. (O.Reg 361/10)
- Election of the chair and vice-chair of the Audit Committee shall occur at the Audit Committee's first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.
- The first meeting of the Director of Education Performance Appraisal Committee shall take place no later than July 30 in each fiscal year.
- Election of the chair and vice-chair of the Director of Education Performance Appraisal Committee shall occur at its first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.
- The process to meet In-Camera set forth in Article 6 applies to Committee meetings with necessary modifications.

ARTICLE 4
THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,
ELECTION OF OFFICERS AND APPOINTMENTS

- 4.1 **Date and Time:** Subject to any statutory requirements, the Inaugural Meeting shall be held not later than seven (7) days after the day on which the term of office of the Board of Trustees commences, at the Catholic Education Centre at 7:00 p.m., (s.208(2)) following a 6:00 p.m. mass, or at such other time and location determined by the Chair. Each subsequent Annual Organizational Meeting of the Board of Trustees shall be held at such time and place as the Board of Trustees considers expedient. (s.208(6))
- 4.2 **Meeting Procedure:** The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:
- a) At the Inaugural Meeting (but not subsequent Annual Organizational Meetings), the Director/Secretary shall:
 - 1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;
 - 2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;
 - 3. administer to each Trustee a declaration of office and oath of allegiance; and
 - 4. declare the Board of Trustees to be legally constituted.
 - b) At the Inaugural Meeting and each Annual Organizational Meeting, the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:
 - 1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;
 - 2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate);
 - 3. The Director/Secretary shall ask all nominees to confirm whether they wish to allow their name to stand in nomination;
 - 4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees;
 - 5. Trustees may ask questions of each candidate;

6. The election shall then proceed by secret ballot;
 7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote;
 8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting;
 9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the *Education Act*;
 10. A majority of the Board of Trustees present and entitled to vote at the meeting will bring a motion to destroy the ballots or file the ballots with the Director/Secretary and then destroyed at a date defined in the motion.
- c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.
 - d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of the following Standing Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees: Faith and Program; By-law/Policies Review; Administration and Finance; Multi-Year Strategic Plan and Contract and Negotiations.
 - e) At least every five years, once the Audit Committee has recommended the appointment of an auditor to the Board of Trustees, the Board of Trustees shall appoint its auditors for the ensuing one to five years.
- 4.3 **Term of Office:** The term of office for all positions and appointments of Trustees described in Articles 3 and 4 shall be for a period of one year, except for the Audit Committee where the term of office shall be two years.

ARTICLE 5

PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

5.1 Quorum: A majority of Trustees constitutes a quorum. (s.208(11))

- a) If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene, and the Director/Secretary shall record the names of the members present.
- b) Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene, and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.
- c) Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present, and the Director/Secretary shall then record the time of adjournment and the names of the members present.
- d) The foregoing is subject to Section 7(1) of the *Municipal Conflict of Interest Act*.

5.2 Regular Meetings: The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. on the fourth Tuesday of every month, other than June, July and December, and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. (s.170(1)4) The Board of Trustees may pass a motion by simple majority to extend a meeting past 11:00 pm. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.

5.3 Meeting Materials: To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the DPCDSB's website for public access.

5.4 **Agendas for Meeting:** The Agenda and order of business for meetings of the Board of Trustees and its Committees will normally be as set out in Appendix D. (s.218(4))

5.5 **Adding to Agenda**

- a) **Prior to the Meeting:** At the discretion of the Chair in consultation with the Vice-Chair and the Director/Secretary, the Chair shall consider a request from a Trustee to add an item to the Agenda for a meeting if a written request for this purpose has been submitted to the Chair at least ten (10) Business Days in advance of the meeting. If requested, the Chair shall permit the Trustee to make an oral representation to the Chair as to why an item should be added. If the Chair denies the addition, they shall provide reasons for such denial to all Trustees. The Chair's decision will be based on administrative considerations, such as whether the subject matter would be more appropriately addressed at another meeting or forum.
- b) **At the Meeting:** A Trustee or the Director/Secretary may include additional items on the Agenda for a meeting if approved by a majority vote of the Trustees present at such meeting. Other than in urgent circumstances, items dealing with substantive issues should not be added to the agenda at the meeting to ensure fairness to Trustees who are absent.
- c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting but may be changed by a majority vote of the Trustees present at such meeting.
- d) Amendments to the Agenda during the meeting shall be permitted if all Trustees are present and unanimously agree to such variation.

5.6 **Special Meetings:** In addition to the Director/Secretary's duty to call a special meeting pursuant to Section 2.3(k), special meetings of the Board of Trustees may be called at the discretion of the Chair or at the request of at least two (2) Trustees, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the DPCDSB and to the Board of Trustees or an employee or student of the DPCDSB if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days' notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists. (s.208(13))

- 5.7 **Consequence of Repeated Absence from Meetings:** In accordance with the *Education Act*, (s.228(1)(b)) a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive full regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.
- 5.8 **Record of Attendance:** A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees arrive late or leave prior to adjournment. A Trustee absent from a meeting(s), will be recorded as such, along with any Board of Trustee motion passed pursuant to Section 228(1)(b) of the *Education Act* approving the absence
- 5.9 **Electronic and Physical Attendance at Meetings:** The Board of Trustees shall physically attend regular meetings of the Board, and regular meetings of the Committee of the Whole Board, except where attendance by electronic means is approved and allowable under the *Education Act*, Regulation 463/97, and DPCDSB Policy No. 1.06, as may be amended from time to time.

Type of Meeting	Physical Attendance Requirement
Regular Meetings of the Board of Trustees and regular meetings of the Committee of the Whole Board	1. The Chair or their designate; 2. All Trustees (unless approved by the Chair to attend virtually, for one of the exceptions set out below); and 3. The Director/ Secretary or their designate.
Committees, other than Committees of the Whole	1. The Committee Chair or their designate, except that the Committee Chair or their designate may participate in a meeting by electronic means if at least one additional Committee member who is a Trustee is physically present; and 2. The Director/Secretary or designate;
Exceptions: 1. The Chair of the Board, or the Vice Chair if the request is from the Chair, may approve a request from a Trustee to virtually attend a regular meeting of the Board, or a regular meeting of the Committee of the Whole Board if one of the following exceptions apply: a) <i>The member's primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.</i> b) <i>Weather conditions do not allow the member to travel to the meeting location safely.</i> c) <i>The member cannot be physically present at a meeting due to health-related issues.</i>	

- d) *The member has a disability that makes it challenging to be physically present at a meeting.*
- e) *The member cannot be physically present due to family responsibilities in respect of the member's spouse,*
 - i. *a parent, step-parent or foster parent of the member or the member's spouse,*
 - ii. *a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,*
 - iii. *a relative of the member who is dependent on the member for care or assistance,*
or
 - iv. *a person who is dependent on the member for care or assistance and who considers the member to be like a family member.*

Notwithstanding the foregoing, the Chair shall not approve a request to attend a meeting virtually if to approve a request would result in fewer than one Trustee in addition to the Chair being physically present in the meeting room.

In addition to the foregoing requirements, the Chair or designate must be physically present in the meeting room for at least half of the Board of Trustees meetings for any twelve (12)-month period beginning November 15 of any year. (O. Reg. 463/97 s. 5.1(2))

Furthermore, every Trustee, must be physically present in the meeting room for at least three (3) regular meetings of the Board of Trustees during each twelve (12) month period, and for at least one regular board meeting for each period of four full calendar months that occurs, beginning November 15 of each year. (O. Reg. 463/97, S. 6.1).

The foregoing physical attendance requirements apply except in rare circumstances where all schools are closed pursuant to an order as described by O. Reg. 463/97 s. 6.1(2), (3) or (4).

The DPCDSB may refuse to provide a Trustee with the means to participate electronically in a meeting of the board, Committee of the Whole Board, or any other committee of the Board of Trustees, unless the Trustee has received approval from the Chair to attend electronically, where such refusal is necessary to ensure compliance with Regulation 463/97.

A Trustee attending a meeting electronically must fulfill the following obligations:

- (a) The mute function is used when the Trustee is not speaking;
- (b) Participate in a quiet room with a closed door to prevent unnecessary distractions;
- (c) Ensure their camera is on when voting. During the rest of the meeting, if a Trustee needs to turn their camera off, they will advise the recording secretary if they have left the meeting for any length of time;
- (d) For In-Camera meetings, comply with the requirements of Section 6.7 in addition to the foregoing.

- 5.10 **Selection of Chair of Meeting:** If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity. (s.208(9)) Notwithstanding the foregoing, in circumstances where there is a past Chair, they shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.
- 5.11 **Director/Secretary Responsible for Meeting Minutes:** The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained. (s.198(1)(a))
- 5.12 **Content of Minutes:** Each set of meeting minutes shall contain the following:
1. the type of meeting (“regular”, “special”, etc.);
 2. the date and place of the meeting;
 3. the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees absent for the entire meeting;
 4. the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
 5. disclosure of declared interests;
 6. all motions and points of order and appeals, and the disposition thereof;
 7. the time of adjournment; and
 8. the time, date, and place of the next meeting.

ARTICLE 6

IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

- 6.1 **Principle of Open Meetings:** All meetings, including electronic meetings, of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public. A person shall only be excluded from a meeting that is open to the public, for improper conduct (s.207(1)(3)) as determined by the chair of the meeting in their absolute discretion. For this purpose of this Section 6.1, “improper conduct” includes, but is not limited to, any contravention of the *Code of Conduct for Public Meetings* set out in Appendix “E”.
- 6.2 **In-Camera Meetings - Committees:** A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:
- a) the security of the property of the DPCDSB;
 - b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the DPCDSB, or a student or their parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiation with employees of the DPCDSB; and
 - e) litigation affecting the DPCDSB. (s.207(2))
- 6.3 **In-Camera Meetings – Board of Trustees and Committees:** A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the DPCDSB. (s.207(2.1))
- 6.4 **Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole:** The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.
- 6.5 **In-Camera Meetings - Private Sessions:** If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees Only”. For certainty, an In-Camera Meeting - Private Session-Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary. The Committee of the Whole may, in its discretion, invite such.

advisors as it deems necessary to such In-Camera Meeting -Private Session-Trustees Only. Immediately following the portion of the Private Meeting during which the contract or performance of the Director/Secretary is discussed, the Chair shall invite the Director/Secretary to return to the meeting.

6.6 Process to Meet In-Camera as Committee of the Whole: When the Board of Trustees determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned, and the Trustees immediately convene an In-Camera Meeting (or In-Camera Meeting – Private Session) of the Committee of the Whole in respect of [describe reason for matter to be discussed in-camera, with reference to the criteria set out in Section 6.2 and/or 6.3]”.

b) Unless otherwise provided herein with respect to a Committee (for example, Section 3.4(d)), the Chair shall relinquish their role as presiding officer of the meeting and shall call the Vice-Chair or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded, the Board of Trustees shall reconvene in public, with the Chair acting again as chair of the meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present the report of the meeting of the Committee of the Whole and move its adoption. The motion shall be:

“THAT the Board of Trustees receive the confidential report of the Committee of the Whole In-Camera / Private Meeting [describe reason for matter to be discussed in-camera with reference to criteria set out above] and recommend adoption of the recommendations set out therein”.

6.7 Confidential Nature of In-Camera Meetings:

a) **Materials and Other Information:** All materials disclosed to Trustees in connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any person unless required by Applicable Laws or otherwise authorized by the Board of Trustees. (s.207.(2))

b) **Security:** A Trustee attending electronically in an In-Camera meeting must fulfill the following obligations in addition to those set out in Section 5.10:

- That they access the meeting using headphones;
- That they access the meeting alone in a private and quiet room with a closed door through which the meeting deliberations cannot be heard by anyone else;
- That they provide the location from where they are physically to the recording secretary and the Chair of the Board of Trustees or the Committee, as the case may be. This location shall not be disclosed publicly; however, the Trustee will be noted in the minutes to have participated in the meeting electronically;
- That, when possible, their camera stays on.

6.8 **Minutes of In-Camera Meetings:** Minutes of In-Camera Meetings shall be maintained in the same format as other Board of Trustees meeting minutes, provided that they shall be maintained in a segregated manner that protects their confidential nature to ensure they are only properly disclosed to authorized persons in accordance with Applicable Laws.

6.9 **Student Trustees:** Student Trustees may attend In-Camera Meetings of the Committee of the Whole and any Committee on which a Student Trustee is appointed, except they are not entitled to attend In-Camera Meetings convened in respect of matters involving the disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the *Education Act*. (s.55(5)).

ARTICLE 7

DELEGATIONS AND SUBMISSIONS

7.1 Delegations and Submissions: The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement, including failure to provide their speech, will result in the delegation request being declined unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations and verbatim speech of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
- b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the following rights:
 - to accept or reject such materials, with notice of same provided to the delegate as soon as reasonably possible in the circumstances before the meeting. Personal or private information included in the delegate's materials will be redacted.
 - to decline any delegation to ensure compliance with DPCDSB policies and general administrative procedures and Applicable Laws, *including* those pertaining to privacy and human rights.
- c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order or may require that the delegation be reconvened in-camera.
- d) The Chair may rule that the delegation is out of order and end the delegation, if, in the Chair's opinion, either of the following occurs:

- The information in the delegate's oral speech is significantly different than the written speech provided;
 - The delegate's speech, notes, and/or other materials contain, or if the Delegate begins to use language that, in the opinion of the Chair, constitutes either of the following:
 - A. an invasion of privacy, breach of confidentiality, defamation of character or is obscene; or;
 - B. discrimination against an individual or group of individuals based on a protected ground under the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19 , the Chair may rule the delegation out of order and end the delegation. The following are current the protected grounds:
 - age
 - Ancestry, colour, race
 - Citizenship
 - Ethnic origin
 - Place of origin
 - Creed
 - Disability
 - Family status
 - Marital status (including single status)
 - Gender identity, gender expression
 - Receipt of public assistance (in housing only)
 - Record of offences (in employment only)
 - Sex (including pregnancy and breastfeeding)
 - Sexual orientation.
- e) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
- f) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each

delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- g) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- h) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.
- i) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical, or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegate will not comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.
- j) If the Board of Trustees refers a matter to Staff, through the Director/Secretary, in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 **Persons Ineligible to Make Delegations:** Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

- a) collective agreements to which the DPCDSB is a party; or
- b) employee organizations (of which the speaker is, or is eligible to be, a member).

ARTICLE 8

BY-LAW AMENDMENTS

- 8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees' policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.
- 8.2 **Annual Review of By-law:** The By-law/Policies Review Committee shall annually review this By-law.
- 8.3 **Repeal of Prior By-laws:** All previous by-laws of the DPCDSB related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired, or obligation or liability incurred under such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.
- 8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to Applicable Laws. The provision to suspend the rules for an emergency debate requires two-thirds (2/3) of those Trustees present at a duly called and regularly constituted meeting.

ARTICLE 9 INDEX

9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

- a) **“Agenda”** means a list of items that are to be discussed at a meeting of the Board of Trustees.
- b) **“Annual Organizational Meeting”** means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of each of the Faith and Program, Board By-law/Policies Review, Administration and Finance and Contract and Negotiations Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.
- c) **“Applicable Laws”** means the *Education Act*, this By-law, the *Municipal Conflict of Interest Act* and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the DPCDSB or the Board of Trustees.
- d) **“Board and Committee Information Officer”** means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).
- e) **“Board of Trustees”** means the Board of Trustees of the DPCDSB.
- f) **“Business Day”** means Monday to Friday from 8:00 a.m. to 5:00 p.m. EST, excluding statutory holidays.
- g) **“By-law”** means this procedural by-law of the DPCDSB.
- h) **“Chair”** means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.
- i) **“Trustee Code of Conduct”** means DPCDSB Policy No. 1.02 entitled *“Code of Conduct – Trustees”* (as may be amended or replaced) adopted by the Board of Trustees in accordance with Section 218.2(1) of the *Education Act*.
- j) **“Committee”** means any committee of the Board of Trustees established in accordance with this By-law.
- k) **“Committee of the Whole”** means a meeting of the Trustees that is not a meeting of the Board of Trustees.
- l) **“Director/Secretary”** means, the Director of Education of the DPCDSB and Secretary to the Board of Trustees, or the Director/Secretary’s designate where the context requires or allows.

- m) **“DPCDSB”** means the Dufferin-Peel Catholic District School Board.
- n) **“Education Act”** means the *Education Act*, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.
- o) **“In-Camera Meeting”** means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the *Education Act*.
- p) **“Inaugural Meeting”** means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.
- q) **“Minister”** means the Minister of Education and Minister Responsible for Early Years and Child Care.
- r) **“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, and includes the regulations enacted thereunder.
- s) **“Municipal Elections Act”** means the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, and includes the regulations enacted thereunder.
- t) **“Staff”** means the staff of the DPCDSB.
- u) **“Student Trustee”** means a senior secondary student elected pursuant to the *Education Act* to represent all students of the DPCDSB. A Student Trustees is not a member of the Board of Trustees and is not entitled to exercise a binding vote.
- v) **“Trustee”** means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*.
- w) **“Vice Chair”** means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.

APPENDIX A – THE CHAIR’S ROLE

- 1.1 **Rules of Order.** The Chair or, in their absence, the Vice-Chair shall preside over all meetings.
- 1.2 **Attendance.** The Chair shall cause the Board and Committee Information Officer to do the following:
 - a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and
 - b) maintain the record of attendance referenced in Section 5.8 of this By-law.
- 1.3 **Chair Participation.** Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.
- 1.4 **Appeal of Chair’s Ruling.** A Trustee may appeal the Chair's ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair's ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

APPENDIX B – OBTAINING THE FLOOR

- 1.1 **Obtaining the Floor.** Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before the Chair has recognized them shall be considered out-of-order.
- a) **Multiple Speakers.** When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who may speak.
 - b) **Scope of Debate.** Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.
 - c) **Guideline for Limitation on and use of Floor Time.** Upon obtaining the floor, a Trustee shall make every effort to speak succinctly on the relevant issue and use only a reasonable amount of time to do so. As a Guideline, it is recommended that a Trustee have the floor for no more than five (5) consecutive minutes for the same issue. If the Chair determines that time in excess of five (5) consecutive minutes is unreasonable in the circumstances, the Chair may limit the amount of additional time that a Trustee may continue to have the floor. Notwithstanding the foregoing, such limitations enforced by the Chair must be fair and justifiable and the time limit must allow for at least another five (5) consecutive minutes by the subject Trustee on the issue. The foregoing does not apply in circumstances falling under Section 1.1 (h) of this Schedule B, in which case, the Chair has the discretion to limit or end the Trustee's floor time at any time.
 - d) **No Interruptions.** A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix "C". The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.
 - e) **Guideline for Time Limit on Debate.** Each matter should be debated within thirty (30) minutes of it being stated by the Chair. At or after the expiration of the thirty (30) minutes, the Chair shall put the question, "Is it the will of the Board of Trustees/Committee to extend the debate for fifteen (15) minutes?". The vote shall be taken immediately without debate. Up to two extensions of debate may be permitted.
 - f) **Procedure when Time Limit Expires.** If a matter has not been disposed of at a meeting within the time limits set out above, then, notwithstanding anything to the contrary, the Chair shall call for a motion to call the question. If such motion is not passed, the matter shall be referred to the appropriate Board of Trustees or Committee meeting.

- g) **Questions asked by.** To maximize efficiencies at each Board of Trustees and Committee meeting, Trustees should, to the extent practicable, only raise matters at a particular meeting that are relevant to the subject matter under the purview of that assembly unless the matter must be dealt with urgently. Each Trustee may ask up to five (5) questions per matter at a Meeting. A Trustee may ask an additional five (5) questions on the same matter at the discretion of the Chair.
- h) **Discipline.** Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees' office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.

APPENDIX C – MOTIONS AND VOTING

A. GENERAL PROCEDURES FOR MOTIONS

- 1.1 **Notices of Motions.** The Notice of Motion has the effect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next meeting. Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next meeting of the Board of Trustees. A Notice of Motion:
- (a) must be in writing and delivered to the Director/Secretary within three (3) days before the meeting at which it is going to be brought.
 - (b) requires no seconder and is not debatable at the time it is introduced.
 - (c) shall not be the subject of any debate or comment at the meeting at which it is introduced. In the case of urgent and pressing matters, with two-thirds' consent of Trustees present and eligible to vote, the motion may be dealt with immediately. A matter is considered urgent and/or pressing if it must be dealt with before the next scheduled meeting to avoid any of the following:
 - (i) irreparable harm to any individual or Board property;
 - (ii) immediate danger or harm to any individual;
 - (iii) the security of DPCDSB property;
 - (iv) anticipated or actual legal proceeding that requires the motion to be dealt with immediately to comply with legislated timelines;
- 1.2 **Motions in Writing.** In order to be debated and put to a vote, motions must be in writing, **except** the following motions:
- (a) to receive reports;
 - (b) to refer;
 - (c) to postpone;
 - (d) to lay on the table;
 - (e) to put the question to a vote;
 - (f) to file;
 - (g) to go into Committee of the Whole;
 - (h) to rise and report;
 - (i) to adjourn; and
 - (j) such short oral motions as the Chair may accept.
- 1.3 **Speaking on Proposed Motion.** A Trustee may propose a motion and speak to it before it is seconded.

- 1.4 **Motions to be Seconded.** Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.
- 1.5 **Request to Read Motion.** Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time during the debate, provided that no such request shall be made so as to interrupt another Trustee.
- 1.6 **Motions on the Agenda.** Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.
- 1.7 **Division of Motions.** When the motion under consideration contains two or more distinct propositions, any proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.
- 1.8 **Motions Interrupting Debate.** When a motion is under debate, the only motion in order shall be:
 - (a) to adjourn;
 - (b) to lay on the table;
 - (c) to put the question to a vote;
 - (d) to postpone;
 - (e) to refer; and
 - (f) to amend;

which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

1.9 **Point of Order:** A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair using the process set out in Appendix A Section 1.4.

1.10 **Motions at Committee Meetings:**

- (a) For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.
- (b) Notwithstanding anything to the contrary, the following rules apply to Committee meetings:
 - (i) Motions to close or limit debate are not permitted;
 - (ii) There is no limit to the number of times a Trustee may speak on a matter;
 - (iii) It is not necessary to address the Chair before speaking;
 - (iv) A roll-call vote or vote by ballot cannot be ordered in a meeting of the Committee of the Whole, nor can a counted rising vote be ordered except by the Chair.

1.11 **Motions Restricted in In-Camera Meetings.** In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.

B. SPECIFIC MOTIONS

Type of Motion	Specifics
To amend	<p>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided.</p> <p>Only one amendment to the motion shall be on the floor at any one time.</p> <p>An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order and should be ruled out of order.</p> <p>Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</p>
To reconsider	<p>A motion to reconsider is a motion to review a previous decision and vote on it again, at the same meeting at which the motion was first considered. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion.</p> <p>After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered.</p>
To adjourn	<p>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</p>

Type of Motion	Specifics
To lay on the table	A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action later in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.
To put the question to a vote	The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: "Shall the main question in debate be now put?" or "Call the vote?" If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.
To postpone indefinitely	A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion defeats the main motion for the duration of the session.
To postpone to definite time	A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.
To rescind	A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.
To amend something previously adopted	A motion may amend something previously adopted, provided that the original motion has not been implemented. The motion is debatable, requires proper notice, a seconder, and the approval of at least two-thirds (2/3) of members present.

C. VOTING

- 1.1 **Trustee Participation:** Each Trustee present at the meeting, either in person or through electronic means in accordance with Section 5, who has not declared an interest under the *Municipal Conflict of Interest Act* and/or the *Trustee Code of Conduct*, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing and shall fulfill any additional requirements of the *Municipal Conflict of Interest Act*. For clarity, Student Trustees must also declare conflicts of interest as set out herein.
- 1.2 **Majority Vote:** Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.
- 1.3 **Method:** Every matter considered by the Board of Trustees shall be disposed of by a counted vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):
 - (a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
 - (b) by show of hands, in which case each Trustee entitled to vote raises the Trustee's own hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
 - (c) by rising, in which case each Trustee, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
 - (d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
 - (e) by an electronic voting method, in which each Trustee shall indicate the Trustee's choice from among the available alternatives.
- 1.4 **Recorded Votes:** Votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee or a Student Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.
- 1.5 **Request for Division:** A Trustee that doubts the accuracy of the vote may for a call for a division and the Chair shall conduct either a voice or rising vote. Either the Chair on their own initiative, or a majority of Trustees may order the vote to be counted.

- 1.6 **Student Trustees:** While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, (s.55(2)-(6)) a Student Trustee, is entitled to:
- (a) submit a report for receipt by the Board of Trustees;
 - (b) request that a voting member of the Board of Trustees bring a specific motion;
 - (c) require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:
 - (i) A recorded non-binding vote that includes the Student Trustee's vote; and
 - (ii) A recorded binding vote that does not include the Student Trustee's vote.
- 1.7 **No Further Debate.** After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.

APPENDIX D – AGENDAS FOR MEETINGS
APPENDIX D-1 – AGENDAS FOR MEETINGS
REGULAR MEETINGS OF THE BOARD OF TRUSTEES

The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Prayer
3. Land Acknowledgment
4. National Anthem
5. Approval of Agenda
6. Declaration of Interest
7. Approval of Board of Trustee Minutes
 - i) Business Arising from the Minutes

b) PASTOR'S REMARKS

c) AWARDS AND PRESENTATIONS

d) DELEGATIONS

e) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Student Voice Report
 - iii) Good News Reports

f) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

g) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

h) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

i) ADDITIONAL BUSINESS

1. Notices of Motion

j) QUESTIONS ASKED BY TRUSTEES

k) DECLARED INTEREST ITEMS

l) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

n) FUTURE MEETINGS

o) ADJOURNMENT

APPENDIX D-2 – AGENDAS FOR MEETINGS
SPECIAL MEETINGS OF THE BOARD OF TRUSTEES

The Agenda and order of business for special meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Land Acknowledgment
4. Approval of Agenda
5. Declaration of Interest

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) FUTURE MEETINGS

n) ADJOURNMENT

APPENDIX D-3 – AGENDAS FOR MEETINGS
REGULAR MEETINGS OF COMMITTEES

The Agenda and order of business for regular meetings of Committees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Land Acknowledgment
4. Approval of Agenda
5. Declaration of Interest
6. Approval of Committee Minutes
 - i) Business Arising from the Minutes

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
 - i) Ontario Catholic School Trustees' Association Report
 - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) FUTURE MEETINGS

n) ADJOURNMENT

APPENDIX D-4 – AGENDAS FOR MEETINGS
IN-CAMERA MEETINGS

The Agenda and order of business for In-camera meetings will normally be as follows:

- a) ROUTINE MATTERS
 - 1. Approval In-Camera Minutes
 - 2. Business Arising from the In-Camera Minutes
- b) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT
- c) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM COMMITTEE FOR RECEIPT
- d) IN-CAMERA TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION
- e) IN-CAMERA ADDITIONAL BUSINESS
 - 1. Notices of Motion
- f) QUESTIONS OF AN IN-CAMERA NATURE ASKED BY TRUSTEES
- g) DECLARED INTEREST ITEMS
- h) RISE FROM IN-CAMERA

APPENDIX E –CODE OF CONDUCT FOR PUBLIC MEETINGS
APPENDIX E-1 - AUDIENCE CODE OF CONDUCT FOR PUBLIC MEETINGS

The Dufferin-Peel Catholic District School Board strives to ensure a safe and respectful environment for students, parents/guardians, trustees, staff, media and community members in attendance at public board and committee meetings.

As such, the following *Audience Code of Conduct* has been developed to promote and honour public attendance for observance purposes while allowing the Board of Trustees to conduct its business in a safe and respectful environment. The Audience Code of Conduct for Public Meetings will be enforced by security officers, police (if required), and board personnel.

Adhering to the *Audience Code of Conduct* ensures that school board meetings remain focused, respectful, and conducive to productive discussions about matters important to our educational community.

- i. Security staff is authorized to exercise discretion and require the inspection of the contents of any bag, briefcase, backpack, purse, or any other item brought onto DPCDSB property to ensure a safe environment.
- ii. Placards, banners, or posters or any form of signage are not permissible. Anyone with such articles will be asked to remove them from the premises.
- iii. Meetings are livestreamed through the DPCDSB's YouTube channel and are recorded by the DPCDSB for purposes of the livestream and for security purposes. Those in attendance at meetings are prohibited from using their own recording devices.
- iv. Audience members must remain in the designated audience area. Do not encroach upon or enter the boardroom meeting space.
- v. The audience's role is to observe the proceedings. Refrain from engaging in conversations that may distract from the meeting.
- vi. Maintain a demeanour of respect towards all individuals present, including board/committee members, staff, and fellow audience members. Refrain from disruptive behavior, including applause or comments during discussions as well as heckling, booing, or any behavior that may create a hostile or disruptive environment.
- vii. Disruptions of the meeting will not be tolerated and may result in being directed to leave the meeting, a recess of meeting proceedings and/or a transition to online observance only.
- viii. Threats, intimidating language and/or behaviour will not be tolerated.

Violations of this *Audience Code of Conduct* will not be tolerated and may result in a person being directed to leave; restricting/prohibiting attendance at future meetings; the issuance of a warning notice; the issuance of a notice of trespass, enforceable by Police, prohibiting attendance at or on any or all DPCDSB properties and events; a 911 call to Police.

APPENDIX E-2 - MEDIA ATTENDANCE AT BOARD AND COMMITTEE MEETINGS

Subject to attendance capacities, media representatives may attend Board and Committee Meetings when the gallery is open to the public.

DPCDSB encourages media representatives to notify the General Manager of Communications and Community Relations Manager of their intention to attend a meeting at least 2 (two) business days in advance. This notification will assist DPCDSB in making necessary arrangements and providing any relevant materials.

Board Meeting Livestream Participation

Media representatives are invited to participate virtually through the livestream of Board and Committee Meetings. The livestream provides an opportunity for media representatives to access and report on the proceedings remotely.

Recording Protocol

Live recording of any kind is not permitted on the premises of the DPCDSB's Catholic Education Centre during Board or Committee Meetings without the express written permission of the Director/Secretary or General Manager of Communications and Community Relations.

Conduct

Media representatives are expected to always conduct themselves in a professional and respectful manner while on DPCDSB properties and in any interactions with DPCDSB staff or stakeholders.

Media representatives must refrain from any behaviour that disrupts the proceedings or interferes with the rights of other attendees.