

POTLOTEK BOARD

OF

EDUCATION

(Laws)

Updated:

June 27, 2007

Potlotek Board of Education

Resolution to adopt procedures laws
(laws #1-15)

Whereas the Potlotek Board of Education of Chapel Island, Nova Scotia, intends to ensure that decisions and policies of the Board are made fairly and properly and in the best interest of the Chapel Island Community;

And Whereas the Potlotek Board of Education of Chapel Island recognizes the need to conduct orderly and open proceedings;

BE IT RESOLVED THAT the Potlotek Board of Education shall adopt the conduct of the business of the Board.

LAWS

The operations and responsibilities of the Potlotek Board of Education are governed, among other legislation, by the Mi'kmaq Education Act, S.C. 1998, c.24 (federal and provincial), the Chapel Island Education Constitution, the Education Act of the Chapel Island Band Council and the policies and laws enacted and amended by the Board.

These Laws are enacted by the Potlotek Board of Education under the authority delegated to it by the Chapel Island Band Council and are subject to the provisions of the Chapel Island Education Constitution and other applicable legislation as amended from time to time.

1. DEFINITIONS

In these Laws, unless the context otherwise requires:

"Annual Meeting" means the first meeting of the Board in November of each year;

"Board" means the Potlotek Board of Education;

"Board Administrator" means the person employed to administer the policies and directives of the Board and who is responsible directly to the Board.

"Board Secretary" means the secretary responsible to perform the duties of Secretary including taking minutes and maintaining records of Board Meetings

"Chair" means the Chairperson of the Board;

"Laws" means these laws;

"Policies" means the Policies of the Potlotek Board of Education;

"Quorum" means fifty per cent plus one of the Members of the Board, or of a committee thereof, in attendance;

"Regular Meeting" means the regular meeting of the Board to be held every second Thursday;

"Vice-Chair" means the Vice-Chairperson of the Board.

2. MEMBERS

2.1 Selection and Term

The Board shall be comprised of Members appointed by Band Council Members elected by the Chapel Island Community; and as much as possible the Board shall comprise of an equal number of appointed and elected members.

Each Member shall serve on the Board for a term of 3 years. Member may seek re-election or re-appointment.

A Member who leaves the Board for any reason shall be replaced as soon as reasonably possible by whichever selection mode will best reflect the balance of appointed and elected Members.

2.2 ATTENDANCE

At each Regular Meeting meeting of the Board of Education, the Secretary shall keep a record of attendance of all Board members. The Secretary will bring forward the excuse, if any, of each absent member for consideration by the Board as to whether it is a reasonable excuse satisfactory to the Board. If the absent member provides no excuse or none acceptable to Board, the Chair shall direct that a notation to that effect be made in the Minutes and that the Secretary write to the absent member advising him/her of the notation.

If a member fails to attend three consecutive regular meetings of the Board without a reasonable excuse satisfactory to the Board, the Secretary shall give written notice to the Member and shall bring the matter to the attention of the Board at its next regular meeting whereon the Board shall declare the seat of that member vacant and shall forthwith arrange for an election or appointment, as appropriate, to fill the member's seat.

2.3 ADDRESS OF MEMBER

Each member of the Board shall notify the Secretary in writing of his or her address for the receipt of all notices or communications. Until another address is received by the Secretary, a notice of meeting or other communications delivered or mailed to the member at his or her residence shall be sufficiently given.

2.4 CONFLICT OF INTEREST

No member shall vote or participate in the discussions at a meeting in which he or she has a conflict of interest. Conflict of interest is considered to occur when a decision involves a person who is part of a member's immediate family which includes parents, siblings, children, grandparents, grandchildren and spouses. Spouses may be married or people who live together and are considered in the community to be part of a family.

The member must reveal the interest prior to the discussion commencing on the matter. The other members of the Board will decide whether the interested member must leave the meeting room during the discussions.

If a member does not disclose a conflict of interest and another member is aware of such conflict, the other member may raise the matter with the Chair either directly in the meeting or before the meeting and the Chair may put the matter before the Board.

The absence of a member from the meeting room during discussions in which the member is considered to be in conflict of interest shall not result in absence of a quorum.

The Secretary shall include a record of the declaration of conflict of interest in the Minutes of the meeting and shall record the absence or presence of the member from the meeting room and shall record the information that the Member in conflict has not participated in any vote on the matter.

Should it be determined that a member was aware that he/she was in a conflict of interest and failed to disclose to the Board that conflict, and participated in discussion and/or vote on the matter in which the member had a conflict, that failure to disclose shall be grounds for automatic dismissal from the Board.

3. MEETINGS

3.1 PUBLIC MEETINGS

All General and Special meetings of the Potlotek Board of Education shall be open to the public.

3.2 ANNUAL MEETING

Each November the annual meeting of the Board shall be held and the Board shall elect the Chair and Vice-Chair using the following procedure:

- (a) The Chair shall be elected before the election of the Vice-Chair.
- (b) Nominations for the position of Chair shall be submitted through secret ballot at the Meeting by members of the Board.
- (c) The Secretary will read nominees' names to the Board and each nominee must signify her or his consent or otherwise to the nomination.
- (d) The Secretary shall draw up a list of the names of consenting nominees and the Members shall cast their votes by secret ballot.
- (e) The member receiving the majority of votes shall be declared elected.
- (f) In the event of a tie, those nominees with fewer votes shall have their names dropped and the vote shall be held again on the nominees tied for the majority.
- (g) In the event of an unresolved tie vote on the position of Chair, the result shall be communicated to the Band Council for determination through appointment.
- (h) Once the Chair has been selected through the above process, the same procedure shall be held to elect the Vice-Chair.
- (i) Should there be an unresolved tie vote on the position of Vice-Chair, the result shall be communicated to the Band Council for determination through appointment.
- (j) All ballots shall be destroyed after the elections have been completed and the information on those ballots shall be respected as confidential and shall not otherwise be communicated than in the above process.

B. APPOINTMENT OF SECRETARY

The position of Board Secretary shall be filled through appointment by consensus or by a majority of the Board Members voting at the Annual Meeting where the appointee duly consents, and the Board Secretary shall be responsible for maintaining the minutes of Board Meetings and the records of the Board.

C. APPOINTMENT OF COMMITTEES

- (a) At the Annual Meeting each Board Member shall indicate his or her preference for serving on such committees as may be established by the Board.

(b) The Chair shall appoint three members to form an ad hoc NOMINATING COMMITTEE. The Nominating Committee shall:

- (i) collect the Members preference forms;
- (ii) identify members for committees in accordance with preferences;
- (iii) make recommendations to the Board.

(c) When the Board has dealt with the report of the Nominating Committee, the Committee shall be dissolved.

D. EXECUTIVE COMMITTEE

(a) The Executive Committee shall be established by consensus, or chosen by majority of the Board Members voting at the Annual Meeting, where the appointees duly consent.

(b) The term of the Executive Committee shall be:

- (i) To make decisions required to be made outside of regular Board Meetings;
- (ii) To bring any decisions made under (i) above to the next Regular Meeting of the Board for ratification, or to call a Special Meeting of the Board should immediate ratification be required;
- (iii) To meet with Supervisors of the various departments of the Board, established under the policies, on the third Thursday of each month;
- (iv) To determine Annual Leave entitlement for non-school staff according to the Board policies;
- (v) To review and give prior approval or deny travel requests from all employees of the Board;
- (vi) To review and direct staff attendance at conferences, workshops and meetings;
- (vii) In consultation with the Board Administrator, to make recommendations to the Board on policies.
- (ix) Any other responsibilities assigned by the Board and approved by consensus or by majority vote of the Board at a Regular Meeting.

4. BOARD MEETINGS

4.1 Regular Meeting

The Regular Meeting of the Potlotek Board of Education shall be held in the Board Office, on Chapel Island, every second Thursday, unless otherwise determined by a quorum of the Board.

In the case of cancellation, the Regular Meeting shall be rescheduled by the Chair.

4.2 Quarterly Meeting with Council

The Board shall meet quarterly with the Chapel Island Chief and Band Council.

4.3 Special Meeting

The Chair may call a Special Meeting of the Board at any time and shall call a special meeting upon receipt of the written request of a quorum of the Board.

A special meeting shall be convened within seventy-two (72) hours of receipt of a written request.

4.4 Emergency Meeting

An Emergency Meeting may be called at the discretion of the Chair.

4.5 Notic of Meetings

(a) The Board Secretary shall notify each member of the annual, regular and special meetings at least three days previous as to the time and place at which the meeting is to take place, by written or printed notice to be mailed or delivered to each member.

(b) The Secretary shall use all expedient means to notify members of an emergency meeting and, if possible, three days' notice shall apply.

(c) Notwithstanding the foregoing notice requirements, if all of the members are present at a meeting, notice of the time, place and purpose of that meeting may be waived. If proper notice of a meeting is not given and all Board members do not show up and agree to waive the time limits, the meeting will be postponed until such time as all reasonable steps have been taken to notify each Board Member of the meeting.

(d) The accidental omission to give notice to any of the members or the non-receipt of any such notice by any of the members shall not invalidate any motion passed at any meeting.

(e) The Secretary shall take such steps to make the public aware of meetings of the Board as the Board shall from time to time direct.

5. PROCEEDINGS AT MEETINGS

In all procedural matters not provided for in these Laws, the rules and practices of ROBERT'S RULES OF ORDER, Henry M. Robert, Tutor Press, Toronto, shall govern as far as they are applicable.

5.1 Quorum

(a) The quorum of the Board shall be a majority of its members (50% plus one)

(b) No business shall be conducted at any meeting of the Board unless a quorum is present; if a quorum ceases to be present during the course of a meeting, the meeting shall immediately terminate.

(c) If there is no quorum present within one half hour after the time appointed for the commencement of a meeting, or if during the course of a meeting a quorum ceases to be present, the Secretary shall record the names of the members then present and the meeting shall be cancelled.

(d) In the event that a member has declared a conflict of interest in a matter under discussion, the absence of that member from the meeting shall not affect the quorum.

5.2 Order of business- regular meetings

The order of business for a regular meeting of the Board shall be:

- (1) Call to order
- (2) Prayer
- (3) Approval of agenda
- (4) Delegations and presentations
- (5) Approval of minutes of previous meeting(s)
- (6) Business arising and unfinished business
- (7) Staff reports
- (8) Committee reports
- (9) Correspondance
- (10) New Business
- (11) Question Period (15) minutes
- (12) Adjournment

5.3 Variation of order of business

The Board may by motion at any time vary the order of business at any particular meeting.

5.4 order of business- special and emergency meetings

The only business to be considered at a special or emergency meeting shall be the business set forth in the notice calling the meeting unless all members of the Board are present and consent to the consideration of other business.

6. RULES OF ORDER

A. MOTIONS

6.1 Motions properly before meeting

(a) No business or matter shall be debated or voted upon unless a motion in respect thereof has been moved or seconded.

(b) The Chair may require that any motion be reduced to writing by the mover and seconder before being debated.

(c) Any member may require the division of any motion when, in the opinion of the Chair, or on an appeal thereof to the Board, it is reasonable to do so.

6.2 Motions in possession of Board

Once consensus has been reached, or a motion has been duly moved and seconded, it shall be deemed to be in the possession of the Board, but may be withdrawn at any time, before decision or amendment with the permission of the Board.

6.3 Motions during debate

When a motion is under debate, no motion shall be received except the following, which motions shall have precedence in the order below:

- (a) to adjourn the meeting (not debateable);
- (b) that the main question be put to vote (not debateable);
- (c) to postpone the motion indefinitely (not debateable);
- (d) to postpone the debate to a specific time (debateable but only with respect to propriety of the postponement);
- (e) to refer the matter to Committee or staff (debateable but only with respect to the priority of the referral);
- (f) to amend (debateable)
- (g) to go into Committee of the Whole (debateable but only with respect to the propriety of going into Committee of the Whole)

6.4 Motion to adjourn

A motion to adjourn is always in order and takes precedence over all other motions, but such a motion must not be entertained while a member is busy or while a vote is in progress.

6.5 Motion to refer precludes amendment

A motion to refer, until it is decided, shall preclude all amendments to the main motion.

6.6 Motion to postpone indefinitely

When a motion to postpone indefinitely is carried, the motion to which it applies, together with all amendments or proposed amendments thereto, shall be removed from the agenda. In order for the matter to be brought forward for discussion at a future meeting, a Board Member shall notify the Board at a meeting that at the next meeting he or she intends to return the matter to the agenda.

6.7 Amendments

- (a) All amendments to a motion shall be dealt with before the motion and in the reverse order in which they were moved.
- (b) An amendment shall be directly relevant to the main motion and shall propose some change in form or substance of the main motion, but shall not change the nature thereof by the introduction of new substantive matter.
- (c) An amendment to an amendment shall be directly relevant to the main motion and amendment and shall propose some change in the form or substance of the amendment, but shall not change the nature thereof.
- (d) An amendment may propose:
 - (i) to add certain words
 - (ii) to leave out certain words
 - (iii) to leave out words in order to insert other words
- (e) An amendment which is contrary to the main motion shall be declared out of order by the Chair.
- (f) There is no limit on the number of times which a main motion may be amended before it is put to a vote.
- (g) Only one amendment shall be allowed to an amendment at a particular meeting.
- (h) As soon as one amendment has been voted on, whether it is adopted, defeated, or referred, another amendment may be introduced.

6.8 Recommendations in a report

Every recommendation in a report presented to the Board, including a committee report, may be considered separately. Upon the request of any member a vote shall be taken separately upon each or any of the recommendations contained in the report. All committee recommendations, including reports of the Committee of the Whole, may be amended by the Board before adoption. The adoption of a report in its entirety gives effect to all of its recommendations, either in their original form or as amended.

6.9 Motion to suspend a rule of order

A motion to suspend a rule of order shall take precedence over all motions, except a motion to adjourn. No rule of order shall be suspended except upon unanimous vote of the members present.

6.10 Introduction of new matter

When a member wishes to bring an item of business before the Board, the member shall provide the Secretary with the information in writing in sufficient time for it to be included on the agenda of the next meeting. Notices so received shall be placed on the agenda according to the time at which they are received by the Secretary. With the consent of the Chair, a member shall be permitted to introduce a new matter at a meeting.

B. Debates

6.11 Orderly conduct in debate

Every member of the Board shall respectfully address the Chair when speaking. The member shall confine him/herself to the motion under debate and shall not refer to any member except in a respectful manner.

6.12 Chair decides right to speak

Any member wishing to speak shall raise his or her hand and address the chair. The Chair shall call the member by name and such member may then, but not before, proceed to speak.

6.13 Number and length of speeches

(a) Each member may speak twice on all motions, other than those classed as non-debateable. Except with leave of the Board, no member shall speak longer than five (5) minutes in the first instance and two (2) minutes in the second instance on the same motion.

(b) No member shall speak more than twice upon any motion, other than to obtain an explanation or to demand a recorded vote, except the member who introduced the motion who shall have the privilege of closing the debate thereon.

6.14 Interruption of speaker

No member, while speaking, shall be interrupted by another member, except to raise a matter of proper process under these Rules of Order. The member so interrupted shall confine himself to stating the proper process to be followed.

6.15 Motion to be read

Any member may require the motion under discussion to be read for his or her information at any time, but not so as to interrupt a member when speaking.

6.16 Visitors

No visitors shall be allowed to address the Board without special permission from the Board

6.17 Members not to leave without permission

No member shall leave a meeting during the course of the meeting without the permission of the Chair.

C. Voting

6.18 Putting a motion to vote

If there is no consensus, before putting any motion to vote, the Chair shall state the motion clearly and ask the Board if it is ready to vote on the motion. In any matter on which there has been no discussion, the Chair may ask if there is any objection to such motion, and if none is made, the motion will be put to a vote.

6.19 No debate after vote is called

After any vote has been called for by the Chair on any question, no member shall speak on the question, nor shall any motion be made until after the result is declared, and the decision of the Chair, as to whether the question has been finally called for, shall be conclusive.

6.20 Voting Method

Generally matters will be decided by consensus rather than by a formal vote, and every reasonable effort will be made to reach a consensus. Only when consensus cannot be reached will a formal vote be called.

(a) Questions decided by voting shall be decided by majority vote;

(b) In the event of a tie, the Chair will cast the deciding vote;

(c) Except for the election of the Chair and the Vice-Chair, every motion shall be decided in the first instance by a show of hands, unless the Chair directs or a member requests a recorded vote, PRIOR TO THE VOTE, in which case the vote of each member shall be taken by the Secretary and recorded in the Minutes and the motion decided accordingly.

6.21 Abstention is not counted

Where a member abstains from voting that abstention is not counted either as affirmative or negative vote.

6.22 Voting Rights of Chair

The Chair has a right to vote on all questions before the Board. The Chair must indicate her or his intention to vote on a motion prior to the vote being taken.

6.23 Tie Vote

In the event of a tie vote, the question voted on shall be deemed to be determined in the negative.

D. Post-Vote Notices and Motions

6.24 Notice of motion to rescind

A notice of motion to rescind any previous motion of the Board may be given by any member at any regular or special meeting of the board.

6.25 Motion of reconsideration

(a) After any motion, other than a motion of sub-amendment, has been decided in the affirmative, any member of the Board, at the meeting at which the same was decided, may give notice of reconsideration of such motion and such notice of reconsideration shall be the first item of "business arising from the minutes" at the next meeting.

(b) When the matter is considered at the next regular meeting, the mover, or in her or his absence, any other member on her or his behalf, may briefly state the Member's reasons for the reconsideration and if the motion to reconsider is seconded, the same shall be put to vote without further debate.

(c) If the motion of reconsideration is carried, then the motion so reconsidered shall then be read and dealt with.

(d) No question shall be reconsidered more than once nor shall a vote to reconsider be reconsidered.

(e) No motion to reconsider shall be allowed in regard to:

- (i) approval of all or part of the annual budget of the Board;
- (ii) motions authorizing legal proceedings in any court;
- (iii) motions which would result in the signing of contractual agreements.

(f) If the motion to reconsider is not made at the time so fixed or if the Board refuses to reconsider, or if after reconsideration the reconsidered motion is again adopted, no other motion to reconsider or rescind such motion can be made within a three-month period.

6.26 Reconsideration Acts as Stay of Activity

A notice of motion to reconsider or rescind shall have the effect of delaying or impeding any action necessary to give effect to any motion unless otherwise ordered by the Board.

7. COMMITTEES

A. Committee of the Whole

7.1 Whenever the Board wishes to consider a matter involving

- (a) personnel
- (b) acquisition, sale, lease or security of property
- (c) labour relations
- (d) legal opinions
- (e) matters of similar sensitivity

or wishes to permit in respect of any matter freer debate and more detailed consideration than the Rules of Order permit, the Board on motion may resolve itself into a Committee of the Whole.

7.2 The board may, by motion, determine that work normally done by certain standing committees may be transferred to committee of the whole.

7.3 Chair of Committee of the Whole meetings

When the Board resolves into Committee of the Whole, the Board may ask the Vice-Chair or another board member to assume the Chair. If the Board Chair decides to chair a Committee of the Whole meeting, he or she may speak to the issues arising by vacating the Chair and having some other Board member assume that responsibility.

7.4 Closed Meetings- Meetings "in camera"

When the matter before the Committee of the Whole is one involving a matter mentioned in items (a) to (e) of Section 7.1 the committee may resolve to exclude from the meeting while that matter is under discussion all persons other than members and other persons specifically authorized by the committee to be present.

7.5 General duty of non-disclosure

Unless required to disclose the information by a Court, no Member shall disclose to any person, other than another member of the Board, the nature, substance or any detail of "in camera" proceedings of the Committee of the Whole relating to matters referred to in items (a) to (e) of Section 7.1

7.6 Rules of order applicable

The rules of order of the Board shall be observed in all meetings of the Committee of the Whole as far as they may be applicable, except that no motions to record the vote, to limit the debater, or to adjourn the debate shall be in order. The number of times a Committee member may speak shall not be limited.

7.7 Resumption of Board proceedings

Upon completion of its consideration of the matters before it, the Committee shall resolve to rise and report, whereupon the Board Chair shall resume the chair, the Committee shall report and the Board shall take such action in respect of such report as the Board resolves to be appropriate. **ALL RECOMMENDATIONS MADE OR CONCLUSIONS REACHED IN COMMITTEE OF HTE WHOLE (INCLUDING AN IN-CAMERA SESSION) MUST BE REPORTED TO THE BOARD IN A SESSION OPEN TO HTE PUBLIC AND THE BOARD MUST MAKE ANY REQUIRED DECISIONS BY MOTION MOVED, SECONDED AND VOTED UPON IN A SESSION OPEN TO THE PUBLIC.**

B. Standing, Special and Ad Hoc Committees

7.8 The Board may from time to time by motion establish such standing, special and ad hoc committees as it determines to be necessary.

7.9 The terms of reference, membership and reporting requirements of a Committee shall be decided by the Board prior to the committee's inception.

7.10 The chair of a **STANDING COMMITTEE** shall be elected by and from the members of each committee at the first meeting of such committee at the beginning of each year. The Chair of a **SPECIAL OR AD HOC COMMITTEE** shall, if not appointed by the Board, be chosen by the members of such committee from among themselves.

7.11 When its assigned task has been completed, a SPECIAL OR AD HOC COMMITTEE shall be dissolved.

7.12 Appropriate members of staff shall be assigned by the Superintendent to assist each committee.

7.13 The Board Chair, or in the Chair's absence the Vice Chair, shall be a member, ex officio, of all standing, special and ad hoc committees of the Board. The Chair, however, will not be eligible to vote, nor shall she or he be counted in determining the quorum. The Board Chair and Vice Chair may be a regular member of any committee and, as such, will be entitled to vote and shall be counted in determining the quorum.

7.14 A schedule showing standing committees and their terms of reference/functions shall be appended to these By-laws.

C. General Rules re Committees

7.15 A majority of members shall constitute a quorum.

7.16 Except as otherwise provided, the notice requirements and the rules of order of the Board shall govern committee meetings, insofar as they are applicable.

7.17 Members of the Board may attend meetings of any committee of which they are not members, but they shall not be counted in the quorum and may not vote.

D. Reports of Committees

7.18 Standing, special and ad hoc committees shall report to the Board as required by the Board and/or whenever the committee deems necessary.

7.19 Upon the request of any member, a vote shall be taken separately upon each or any of the recommendations contained in a committee report. Committee recommendations may be amended by the Board before adoption, and are debateable. The adoption of a report in its entirety gives effect to all of its recommendations, either in their original form or as amended.

8. PUBLIC PRESENTATIONS- DELEGATIONS

8.1 Right to appear before the Board

Any person or group, except employees (who shall communicate with the Board through the channels provided for that purpose), has the right to appear, in the manner provided in this Section, as a delegation before the Board to express concerns and to make proposals.

8.2 Advance notice

- (a) Delegations are required to inform the office of the Secretary of their intent to appear before the Board, stating in writing the reasons for the delegation and any remedy requested of the Board.
- (b) The delegation must deliver or send the written notice, so that it reaches the Secretary at least five days before the date of the meeting at which the delegation wishes to appear.
- (c) The Chair shall decide which Board meeting the delegation will appear before and the Secretary shall inform the delegation as to the date of the meeting and the time during the meeting at which the delegation will be received.

8.3 Spokespersons

Delegations may appoint up to two spokespersons and no other member of the delegation shall address the Board except with the permission of the Board. The spokespersons, in total, may address the members of the Board for up to ten (10) minutes to give a summary of their submissions. After the spokespersons have spoken, the Board Members shall have the opportunity to ask questions for the purpose of clarification.

8.4 Board's response to delegation

If a decision is not made at the same meeting at which a delegation appears before the Board, the delegation shall be notified of the intended date that a decision will be made (where a decision is deemed necessary and/or appropriate).

8.5 Re-appearance

A delegation, once heard, shall not be entitled to be received again by the Board and/or committee on substantially the same information for a period of three (3) months from the date of the first hearing.

8.6 Delegations appearing before committees

Standing committee and Committee of the Whole meetings may receive delegations, and the rules governing appearances of delegations before the Board shall prevail as far as they are applicable.

8.7 Waiver of notice

Notwithstanding the foregoing, if a matter is of a serious and urgent nature, a delegation may be received at a Board meeting or a committee meeting, if the subject matter is

within the purview of the committee, and if the matter in question is of a serious and urgent nature, by motion supported by a majority of votes.

9. MINUTES AND RECORDS

9.1 Minutes

Minutes of proceedings of all meetings of the Board and of its committees shall be taken and kept with the records of the Board.

9.2 Minutes of Board and committee meetings will be copied and distributed in accordance with a schedule approved from time to time by the Board and appended to these By-laws.

9.3 Preservation of Board records

The Secretary shall see to the preservation and safekeeping of all the records of the Board for at least seven years after each item comes into existence; after such seven year period, subject to the provisions of such Acts of the federal or provincial government as may apply, records may be destroyed.

10. CORRESPONDENCE

10.1 The original of all correspondence addressed to the Board Chair in his or her capacity as Board Chair or to a Board Member (in the capacity of Member or a Committee Member or Committee Chair), shall be deposited with the Secretary. The Secretary, in consultation with the Chair will assess whether the communication raises an issue of substance and, if so, whether such issue(s) is appropriate for communication to the Board or whether it may properly be dealt with by the Board staff.

10.2 Individual Board Members may not respond to correspondence on behalf of the Board or make inquiries or commitments on behalf of the Board, without the express authorization of the Board.

11 SIGNING AUTHORITY

11.1 Contracts, documents and any instruments in writing, which have been approved by the Board and which require execution on behalf of the Board, shall be signed by any two of the Chair, the Vice-Chair, and the Secretary. All such contracts, documents and instruments in writing so signed shall be binding upon the Board without any further authorization or formality.

11.2 The Board may, by motion, appoint any person or persons on its behalf either to sign contracts and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

12. Attendance at Conferences

12.1 Board Members who are interested in attending a conference in their capacity as Board Members should immediately advise the Secretary of their interest in attending and furnish the Secretary with the particulars of the conference.

12.2 The desirability of having Board Member representation at any particular conference or function will be decided at a Regular Board Meeting. Requests that arise between Board Meetings will be assessed by the Board Chair in consultation with the Secretary and Financial Officer.

12.3 At the request of the Board, any Member who attends a conference on behalf of the Board may, at the next regular meeting following the conference, be required to report to the Board with respect to the substance of the conference.

13. AMENDMENTS TO LAWS

Any proposed amendment to these Laws shall be

(a) read as a notice of Motion at a regular meeting of the board

(b) placed on the Agenda for the subsequent regular meeting of the Board

14. REFERENCE AUTHORITY

In all procedural matters not provided for in these Laws, the rules and practices of Bourinot's Rules of Order, Third Revised Edition, McLelland and Stewart, Toronto, shall govern as far as they are applicable.

15. Student Transfers

15.1 Students shall not be permitted to transfer into or out of Chapel Island schools except during the months of September and January of each year.

15.2 Notwithstanding 15.1 above, the Board has the discretion to approve transfers at other times where it finds there are special circumstances which support such a transfer.

15.3 Applications for student transfer shall be submitted to the Board in writing.

15.4 Where an application is received for a transfer under 15.2 above, the Board may require the student and/or the student's parent or guardian appear before the Board to explain those circumstances and the application for transfer.

15.5 Nothing in this law shall be taken as requiring the Board to approve a student transfer under 15.2 above.

THIS IS TO CERTIFY that the foregoing is a true copy of Laws 1-15 passed at a duly called meeting of the Potlotek Board of Education of Chapel Island, Nova Scotia on _____.

Approved by the Potlotek Board of Education on _____, 2001.

GIVEN under the hands of the _____ under the seal of the Board

this _____ day of _____, 2001.

Chair _____

Secretary _____