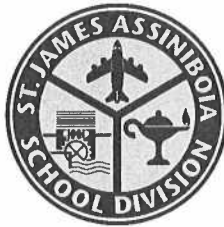


**ORGANIZATIONAL BY-LAW**  
**OF THE**  
**ST. JAMES-ASSINIBOIA SCHOOL BOARD**



**By-Law 341-25**  
**St. James-Assiniboia School Division**

Affirmed: September 13, 2016 Annual Meeting  
Affirmed: September 12, 2017 Annual Meeting  
Affirmed: September 11, 2018 Annual Meeting  
Affirmed: November 6, 2018 Inaugural Meeting  
Affirmed: September 10, 2019 Annual Meeting  
Affirmed: November 1, 2022 Inaugural Meeting  
Affirmed: September 5, 2023 Annual meeting  
Affirmed: September 3, 2024 Annual Meeting  
Affirmed: September 9, 2025 Annual Meeting

First Reading: November 12, 2025

Second Reading: December 9, 2025

Third/Final Reading: December 9, 2025

No. 1877667

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## **ORGANIZATIONAL BY-LAW 341-25**

### ***Consolidated***

A By-Law to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division and the Committees thereof.

**NOW THEREFORE BE IT AND IT IS HEREBY ENACTED** by a By-Law of the St. James-Assiniboia School Division that the following Organizational By-Law shall regulate the operation of the Board unless they shall, at any time, be contrary to the over-riding provisions of the Public Schools Act (S. 33(1)).

Organizational By-Law 335-24, By-Law 338-25 (Amending By-Law 335-24), By-Law 339-25 (Amending By-Law 335-24), and By-Law 340-25 (Amending By-Law 335-24) are consolidated in By-Law 341-25.

The Board shall, at the annual meeting held in accordance with Section 29 of the Public Schools Act, affirm by motion this By-Law.

### **Section 1 - Corporate Acts**

Corporate Acts must be done at School Board Meetings

An act of proceeding of a School Board that is not done or taken at a Regular or Special meeting of the School Board is not valid or binding on any person affected thereby. (PSA Section 35)

#### Board Member Authority

Because all powers of trustees lie in their actions as a group, individual Board members exercise their authority over Division affairs only as they vote to take action at a legal meeting of the Board.

In other instances, an individual Board member, including the Chair, shall have power only when the Board, by vote, has delegated authority to the individual member.

### **Section 2 - Board Member Conflict of Interest**

Sections 36, 37, 38, and 39 of the Public Schools sets out the definitions and requirements for declaration of direct or indirect pecuniary interest with regard to actions taken in the performance of the trustees' official powers, duties and functions:

#### Disclosures during Meetings

The Act requires that the Secretary-Treasurer/Chief Financial Officer of the School Division shall keep a central record and that record shall be established as of the date of disclosure. It is to be kept for public scrutiny as outlined under Section 39(4).

### Filing of a Statement

Prior to taking the oath or affirmation of office, every trustee of a school Division or school district shall file, with the Secretary-Treasurer of the school Division or school district, a statement disclosing assets and interests in accordance with subsection (4). (P.S.A. 39.3(1))

Details regarding disclosure are outlined under P.S.A. 39.3(4), 39.3(5), and 39.3(6).

A nil report where applicable is also required to be filed.

These statements are confidential and are kept by the Secretary-Treasurer/Chief Financial Officer in a confidential place for safe-keeping for the term required by applicable Manitoba statutes.

### Use of Influence

P.S.A. Section 39.4(3) provides information as to the use of influence.

### Disqualification for Violation

A trustee who violates any provision of this Act or is convicted of an offence as outlined in subsection 39.6(1) (b) is disqualified from holding office and the trustee's seat on the school Board becomes vacant as of the time of the declarations made under subsection 39.3. (P.S.A. 39.6(1))

### Vacating of Trustee's Seat

A trustee who violates any provision of this section of the Public Schools Act shall, ipso facto, vacate his seat and the remaining trustees shall forthwith declare the seat vacant and order an election to fill the vacancy in accordance with subsection 26 (I).

## **Section 3 - Board Member Fiduciary Conduct**

Board members shall conduct their fiduciary duties in keeping with requirements set out in the Public Schools Act subsection 39.3 and 39.4 which sets out the ethical standards by which Board members will carry out their fiduciary duties.

## **Section 4 – Board Member Code of Conduct and Statement of Integrity**

The position of School Trustee (Board Member) is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, the Board Members of St. James-Assiniboia School Division will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, The Public Schools Act, and School Division By-Laws and policies.

As Trustees of Education for the St. James-Assiniboia School Division our goal is to improve the education of our children and to advocate for them and their best interests. Trustees must work effectively together and with others in the community to successfully reach this goal. A School Board that operates with integrity will be a more effective Board.

Integrity is first, discerning what is right and what is wrong; second, acting upon what you have discerned even at personal cost; and third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents, and others in the community be considered in every decision. A School Board with a sense of integrity will consider what is right, and what is wrong. This takes discipline and an awareness of one's environment.

As a School Board we believe that the long-term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular.

To this end as Trustees of a School Board with integrity, we will:

1. Understand that their first and greatest concern is the educational welfare of all students attending the public schools, and that all decisions must be based on this understanding;
2. Work with other Board members and Board staff in a spirit of respect, openness, cooperation and proper decorum, in spite of differences of opinion that arise during debate;
3. Understand that every Board member has a right to hold and express their individual opinions;
4. Not divulge confidential information which is obtained in the capacity as a Board member, and not discuss those matters outside the meeting of the Board or Board Committee;
5. Render all decisions based solely on their merits;
6. Attend all Board meetings insofar as possible and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
7. Seek to facilitate ongoing communication between the Board and students, staff, parents, and all elements of the community;
8. Conduct our meetings and foster an environment where all elements of the community can express their ideas;
9. Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
10. Refrain from using our position on the Board for personal or partisan gain;
11. Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
12. Fairly assess all non-instructional aspects of the school operation;
13. Support all decisions by the Board to the community once a decision has been reached;
14. Understand that we have no authority beyond that which is exercised at the Board meeting, and that we shall not lend the impression that we are speaking on the Board's behalf unless that authority has been so delegated.
15. Strive for a positive relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy and administer the Division.

16. Strive for a positive relationship with the Secretary-Treasurer/Chief Financial Officer, respecting the Secretary-Treasurer/Chief Financial Officer's authority to advise the Board and administer the financial operations of the Division.

St. James-Assiniboia Board of Trustees is committed to the highest legal and ethical standards essential in governing its school system. We endeavor to encourage growth and support established and innovative educational objectives.

All Board members are required to read and sign the Statement of Integrity Agreement acknowledging their responsibility in this area. The Board Member Statement of Integrity Agreement shall be completed and submitted to the Secretary-Treasurer/Chief Financial Officer at the time of the inaugural meeting of each new Board or in the event of a by-election by a newly elected trustee.

### **Section 5 - Inaugural Meeting**

The calling of the first meeting of a School Board following a regular election, the election of a Chair and Vice Chair, and the election of a Chair and Vice Chair in ensuing years are provided for in Provincial Statute, as follows:

#### First Meeting

The first meeting of a school Board following the general election of trustees shall within 14 days after the election on a day and at an hour to be fixed by the Secretary-Treasurer of the school Division or school district who shall notify each trustee of the time and place of the meeting. (P.S.A. Section 29(1))

#### Election of the Chair and Vice Chair:

From among the trustees present, the secretary-treasurer must conduct an election of a Chair and a vice Chair of the Board. The election must be held:

- a) In a year a regular election is held, at the first meeting of a school Board after the regular election; and
- b) In any other year, at the first meeting of a school Board in September. (P.S.A. Section 29 (2))

### **Section 6 - Board Meetings**

#### Notice of School Board Meetings - Regular and Special

Notice of all School Board Meetings, Regular and Special, shall be given by the Secretary-Treasurer to all Trustees so that the Notice will be received at every Trustees' designated address at least 24 hours before the meeting, by notifying each of them personally or in writing, stating the place, date and hour of the meeting. (P.S.A. Section 30(2))

#### Regular Meetings

In keeping with the intent of the Public Schools Act, Section 30(2), it is the policy

of the Board to hold its regular meetings on the second Tuesday of each month, excluding July and August. One meeting will be held in August each year. However, if any such Tuesday falls on a statutory or civic holiday, the Board shall meet on the evening of the following day at the same hour. Any variance from the aforementioned meeting dates shall be advertised on the Division website and posted on the Division Board Office electronic reader board.

#### Special Meetings - with Regular Notice

Special meetings of the Board can be called by the Chair of the Board and notice shall be given as set out above.

#### Emergency Meetings - with Unanimous Consent

Notwithstanding Subsection (2), the School Board may hold a meeting at any time and any place to deal with an emergency situation if all the trustees consent thereto and are present thereat. (P.S.A. Section 30(1))

### **Section 7- Regular Board Meeting Agenda Preparation and Dissemination**

The agenda shall be prepared by the Superintendent and shall be approved by the Chair of the Board. After the meeting has started, items shall be added to the agenda only by a motion approved by a majority vote of the Board.

Regular Board meeting agendas, and corresponding committee minutes, shall be made available to the public at or before 4:30 p.m. the Friday prior to the next scheduled Board meeting via the Division website <http://www.sjasd.ca> or by pick up at the Division office.

The agenda and any background information and Committee minutes shall be available to trustees at least 48 hours before the meeting.

### **Section 8 - Agenda Format**

A land acknowledgement will be included at the beginning of each Board Meeting.

The order of business in the form of a prepared agenda shall include the following topics with specific listings of each item to be discussed under the appropriate headings:

1. Recording of the names of trustees present and absent
2. Recess to Committee of the Whole In Camera
3. Return to Regular Meeting
4. Adopting the Minutes of the previous meeting
5. Report on Education
6. Trustee Statements
7. Hearing of Delegations
8. Committee Reports

9. Report of the Committee of the Whole In Camera (if needed)
10. Trustee Committee Updates
11. Consideration of Report of the Superintendent and Report of the Secretary-Treasurer/Chief Financial Officer
12. Correspondence
13. Unfinished Business/Business Arising from the Meeting
14. Agenda-Based Questions from the Public
15. Trustee PD Summaries
16. New Business
17. Recess to the Committee of the Whole In Camera (when needed)
18. Report of the Committee of the Whole In Camera (when needed)
19. Adjournment

### **Section 9 - Quorum**

A quorum is a majority of the Board and no business can be transacted without a quorum present.

Unless there shall be a quorum present within 1/2 (one-half) hour after the time appointed for the meeting of the Board, the Board shall stand adjourned until the next regular meeting or until a special meeting may be called as set out in the policy of the Board.

### **Section 10 - Chair and Vice Chair**

#### Chair to Preside

The Chair shall preside at the meetings of the School Board and may vote with the other members on all questions and any motion on which there is an equality of votes shall be deemed to be negatived. (P.S.A. Section 31)

#### Vice Chair to Preside

In the absence of the Chair, the Vice Chair shall preside and while so presiding he/she has all the powers of the Chair. (P.S.A. Section 32)

#### Duties of the Chair

1. The Chair shall call the meeting to order precisely at the hour for which the meeting is called providing a quorum is present. If a quorum is present but the Chair is absent, the Vice Chair shall call the meeting to order. In the event that neither the Chair nor the Vice Chair is able or willing to take the Chair, the presiding officer shall be such person as the Board may elect for that meeting.
2. Unless a quorum is present within 1/2 hour after the time appointed for the meeting of the Board the Board shall stand adjourned until the next regular meeting or until a special meeting may be called as set out in the policy of the Board.



3. It shall be the duty of the Chair to preserve order and to endeavour to conduct all business before the Board with propriety and dispatch.
4. The Chair, as such, has no casting vote; it is his/her right to vote on every question by virtue of his/her membership.
5. If the Chair wishes to speak to a motion, he/she should vacate the Chair and ask the Vice Chair to preside until the vote on the motion is taken. The mover of the motion has the right to close the debate.
6. The presiding officer shall decide points of order, subject to an appeal duly moved and seconded. An appeal must be moved immediately after a ruling and before resumption of business. The presiding officer may submit a point of order to a vote of the Board.

## **Section 11 - Board Meeting Procedures**

### General Regulations re Meetings

1. Each and every member of the Board has equal rights.
2. The first person recognized by the Chair as desiring to speak has the right to the floor, except where the mover of the motion has the first right.
3. Questions may be put to the Chair or through the Chair to any member of the Board, relating to the matter pending before the Board.
4. In the event of disorderly or disruptive conduct on the part of a school Board member, disciplinary procedure according to Robert's Rules of Order shall prevail.
5. Suspension of a rule within the jurisdiction of the Board can be made by majority vote.
6. The rules may be amended by By-Law only, at a meeting of which Notice of Intention to propose the amendment has been given at the previous meeting.

### Committee of the Whole

1. By a majority vote of the members present, the Board may resolve itself into a Committee of the Whole for the consideration of any motion or matter before the Board.
2. The report from the Committee of the Whole may be amended before its adoption by a majority of the members of the Board present, without going back into Committee of the Whole for that purpose.

3. The rules of the Board shall be observed in Committee of the Whole, except the rule limiting the number of times of speaking. No motion for "the previous question" or for any adjournment can be received by the Chair, but a member may, at any time, move that progress be reported. All original motions shall be put in the order in which they are proposed, and shall not require to be seconded.
4. On motion in Committee of the Whole to rise and report, the question shall be decided without debate.

### Motions

1. The mover of a motion says "I move that ....."
2. A motion made must be seconded, and then repeated distinctly by the Chair or read aloud before it is debated, and every motion shall be reduced in writing if the Chair requires it.
3. Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.
4. A motion containing one or more separate parts (each of which is capable of standing as a complete proposition) may be divided by the Chair or at the request of two members of the Board. A separate vote is then taken on each part of the question as divided.
5. No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the school year except by the reversal process.
6. No trustee other than the one proposing the motion shall speak more than twice, but a second speech on the same question on the same day cannot be made until every member who wishes to obtain the floor has had an opportunity to speak once.
7. The trustee who is proposing the motion is permitted to reply and thereby close the debate. A member may ask a question more than once for clarification purposes only.
8. No trustee shall be interrupted while speaking, unless he/she is out of order, or on point of privilege, or for clarification.
9. All motions are debatable except the following:
  - a. A motion for adjournment
  - b. A motion that the pending question now be voted on
  - c. A motion to fix time for adjournment of a meeting
  - d. A motion to proceed to the next business
  - e. A motion to go into Committee of the Whole, In Camera

f. Point of privilege

10. Any trustee who shall have made a motion shall have liberty to withdraw it, with the consent of the second, before any debate has taken place thereon, but not after debate is had, without leave being granted by majority vote. If the Board fails to dispose of a motion within four consecutive regular meetings following the introduction of the motion, the motion shall be deemed to have been removed from the agenda.
11. An amendment may be moved on any main motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained until after the vote is taken on the amendment. Only one primary and one secondary amendment are permitted at a time, but any number of each can be offered in succession, so long as they do not again raise questions already decided. An amendment can only modify the motion, not change the intent of the motion.
12. All motions shall be subject to amendment except the following:
  - a. A motion for adjournment
  - b. A motion that the pending question now be voted on
  - c. A motion to fix time for adjournment of a meeting
  - d. A motion to proceed to the next business
  - e. A motion to go into Committee of the Whole, In Camera
  - f. Point of privilege
13. When a question is under debate, no motion except the following shall be received:
  - a. To adjourn
  - b. The previous question
  - c. To postpone
  - d. To refer to a Committee of the Whole
  - e. To amend
  - f. To go into "Committee of the Whole In Camera"
  - g. To permit a Notice of Motion to be given
  - h. To Table
  - i. Point of Order
  - j. Appeal
  - k. Question of privilege
14. A motion for postponement takes precedence over a motion for referral, and a motion for referral takes precedence over a motion to amend or a vote on the original subject.
15. In order to be considered, a motion arising under the New Business section of the agenda shall be reduced in writing and made available to the Recording Secretary prior to the Board meeting, for distribution at the Board Meeting, to the members of the Board and Administration.

## Voting

1. All motions shall be decided by a vote of those Board members present and voting.
2. Motions are decided by a simple majority at the regular or special Board meetings except for question of reversal of decisions.

3. Tie Vote:

- a. In the event of a tie vote in selecting a Chair or Vice Chair, the School Board shall determine by lot who shall cast the deciding ballot. (P.S.A. Section 29(3))

- b. On all other motions and questions, a tie vote is a lost vote.

4. Reversal of Decision

No question once decided shall be reversed unless:

- a. Written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
  - b. A majority of the total number of trustees for the Division votes in favour of the reversal. (P.S.A. Section 33(2))

5. Reversal by Unanimous Consent

A decision of a school Board may,

- a. At the same meeting at which it is made; and
  - b. by unanimous consent of all members present and voting thereon, be reversed. (P.S.A. Section 33(3))

- 6.

- a. Abstention

Trustees are required to vote on every motion unless excused by the Chair for some particular reason. One reason acceptable to the Chair for abstaining could be a conflict of interest. All accepted abstentions, as ruled by the Chair, shall be recorded on the taking of the vote. A trustee who abstains from voting without permission of the Chair shall be considered as going along with the prevailing side.

- b. Appeal

If any trustee is grieved by the decision of the Chair, it shall be their privilege to appeal to the Board, and the vote on such appeals shall be taken without debate except that the mover of the appeal may explain the reasons for appealing, and the Chair may explain the reasons for ruling.

7. Any two trustees may require the recording of the votes on any question. A recorded vote requires the Chair to vote unless a conflict of interest is declared.
8. Any trustee may request that the vote be recorded in the Minutes, providing that notice is given prior to the voting.

## **Section 12 - Committees**

### Committee of the Whole, In Camera, Meetings

At the start of each Board meeting, the Board will recess, if required, to a Committee of the Whole In Camera session, so that the Board may review and discuss items which require in camera review. Upon having reached a decision, the Committee of the Whole In Camera returns to the regular Board meeting and makes recommendations for the Board to endorse the decided upon action of the Committee of the Whole In Camera.

For Committee of the Whole meetings, the Secretary-Treasurer/CFO and Superintendent/CEO shall normally attend unless there is a conflict of interest.

### Matters for Consideration

Unless otherwise determined by the Board, only matters related to the following shall be considered in the Committee of the Whole In Camera session:

1. Salary claims and adjustments and the consideration of requests of employees and Board officers with respect to collective bargaining procedures;
2. Accident claims and other matters where Board liability may arise;
3. Legal opinions respecting the liability or interest of the Board;
4. The conduct, efficiency, discipline, suspension, termination or retirement of personally identified employees;
5. Medical examiners or examinations and medical reports;
6. The conduct, discipline, suspension or expulsion of personally identifiable pupils, truancy or indigent pupils;
7. Staff changes;
8. The purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
9. Leases, sales or exchanges of real property prior to finalization thereof;
10. The safety, security or protection of Board property; and
11. Such other matters where the Board in its sole discretion decides that the public interest so requires.

### Committees

1. The Chair of each standing Committee shall be elected annually in accordance with the process set out in Division Policy BDE.
2. The membership of all standing Committees is the whole Board.
3. Refer to Section 9 for details of Board and Committee meeting quorum.

4. At least one staff officer shall be assigned to each standing Committee to provide background, do research and record minutes.
5. Unless a liaison or ad hoc committee is struck by the Board to deal with matters of a particular area, all other areas are addressed in Committee. Such areas include, but are not limited to Finance, Facilities, Community Engagement, Education, Human Resources and Governance.
6. Committee meetings are not open to other individual's unless by invitation by the committee chair.
7. The Administration or other individual's may provide reports containing advice and information to Board Committees to assist in their deliberations. Notwithstanding 8 below, these advisory reports once referred to a Committee for consideration become "advice to a public body" and as such are considered private documents until a subsequent Committee recommendation is approved by the Board.
8. The Board may by motion release advisory reports to the public prior to related Board consideration provided that any such release is not otherwise prohibited by applicable law such as The Freedom of Information and Protection of Privacy Act (FIPPA).
9. Each member of the Board is encouraged to serve on at least one liaison committee each year. Trustees are encouraged to rotate their membership regularly on all liaison committees during their term of office.
10. The Board may form additional liaison or ad hoc (special) Committees to carry out the work of the Board;
11. The responsibilities of the Committees are set out in Division Policy BDE.
12. Policies recommended for approval will be attached to the Committee minutes as appendices to further expand on the recommendations made in the Committee minutes. The Committee shall determine if other supporting documents should be attached to the minutes.
13. Committee Agendas
  - a. The Committee agenda should be prepared by the staff officer and Committee Chair, jointly;
  - b. Items on the agenda should be as follows:
    - i. Items referred by the Board to consider;
    - ii. Items brought to the Committee's attention by the administration on items that fall within the responsibilities as set out in Board Policy BDE;

- iii. The first item for consideration shall be the recording of attendance followed by the approval of an agenda for that meeting.

### **Section 13 – Executive Sessions**

The Board of Trustees may conduct an Executive Session for the purpose of discussion on matters that relate to the Board. Executive Session creates a mechanism for Board independence. Some examples of appropriate agenda items include:

1. Board practices, behaviour, performance issues
2. Annual performance review of the Superintendent and/or Secretary-Treasurer/CFO
3. Discussion of Administration compensation
4. Legal issues regarding the Superintendent and/or Secretary-Treasurer/CFO

An Executive Session is for the Board of Trustees, where Administrative Staff are typically not included. Executive Session does not have Committee of the Whole Status. Formal Executive Session minutes are not maintained and no recommendations or motions can come from Executive Session to the Board table for action.

Prior to the meeting, the Chair shall provide reasonable notice of topics to be discussed. The Chair shall facilitate conversations so that the issue at hand gets addressed during the Executive Session.

If formal discussion on an issue is required, the issue can be brought forward under New Business as part of the regular Board meeting agenda.

### **Section 14 - Minutes**

#### Recording of Minutes

The Secretary-Treasurer shall record in a minute book, without note or comment, all resolutions, decisions and other proceedings of the School Board.(P.S.A. Section 55(1))

#### Right to Examine

On the demand of any resident elector, the Secretary-Treasurer shall make available to him/her and permit him/her to examine the minutes of any school Board meeting, excepting any record of any meetings held in camera, at any time when the offices of the school Division or district are open for the transaction of business. (P.S.A. Section 55(2))

Minutes of Committee meetings shall be made available to the public at or before 4:30 p.m. the Friday prior to the next scheduled Board meeting via the Division website <http://www.sjasd.ca> or by pick up at the Division office.

**Section 15 - Public Participation at Board Meetings**

1. Every School Board shall hold its meetings openly, and no person shall be excluded or removed from any meeting, except for improper conduct or as set out herein. (P.S.A. Section 30(3))
2. The use of video, image and/or sound recording or transmission equipment by members of the public is prohibited. The Board may allow the use of such devices in special circumstances or by accredited media for the purpose of recording the Board meeting.
3. The public is encouraged to attend Board meetings and will, at a time designated in the Agenda, have an opportunity to ask questions for clarification (pertaining to items on the agenda of the Board meeting).
4. Delegations who wish to appear at a public Board meeting are required to provide a letter/brief/petition/presentation in writing 10 days in advance of the Board meeting at which they wish to appear. The delegation may in its discretion make its brief available to the news media or any other parties.
5. The Chair in consultation with the Superintendent and Secretary-Treasurer/CFO may determine (when setting the meeting agenda) that the reason for the delegation to appear does not fall within the purview of St. James-Assiniboia School Division. Should the delegation be denied appearance, the delegation may appeal this decision in writing to the full Board. The appeal will be considered at the next regularly scheduled Board Meeting under Action Correspondence. A motion to appear must be approved by two-thirds of the Board members.
6. Any individual desiring to speak as a delegation shall give a name, and the group, if any, that is being represented at the Board Meeting. The individual's address should be submitted in writing to the Secretary-Treasurer/Chief Financial Officer for the purpose of further correspondence. Resident electors shall be given priority when the maximum number of registered delegations has been reached.
7. The maximum number of delegations for any regular board meeting shall be five (5) unless otherwise determined by the Chair of the Board.
8. The presentation should be as brief as possible. The delegation shall present the highlights of the provided brief at the Board meeting. Presentations shall be restricted to ten minutes unless an extension of time is granted by the Board. The delegate or delegation will be allowed an additional time period of up to fifteen minutes to answer questions of clarification from the Board.
9. Delegations are expected to be respectful and refrain from making statements concerning the character and performance of identifiable individuals, including students, staff, citizens, or Trustees of the St.



James-Assiniboia School Division. Speakers may offer such objective criticisms of school operations and programs as concern them; but in public session the Board will not hear personal complaints of school personnel, nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.

10. Board members will not express opinions and will only ask questions for clarification during delegation presentations. The Board may discuss the presentation during the normal course of the meeting.

11. At the time for Agenda-Based Questions from the Public, persons appearing before the Board are reminded, as a point of information that members of the Board are without authority to act independently as individuals in official matters.

## 12. Correspondence

- a. Correspondence (letters and e-mails) received by the Board may be placed on the Board Agenda for the Board meeting. The Superintendent shall state with respect to the correspondence placed on the Agenda:
  - i. Who the letter is from (privacy principles typically require that no individual should be personally identified, however a generic descriptor such as "community resident" may be used).
  - ii. Indicate the subject of the letter for Board consideration or action in general terms so that privacy of the writer is respected in accordance with applicable privacy law such as The Freedom of Information and Protection of Privacy Act.
- b. Individual trustees or Committee Chairs who receive correspondence from citizens and wish to bring this correspondence to the Board's or Committee's attention (in all cases, except where the correspondence is a solicited response to a Committee's work or research) shall first table the correspondence by filing with the Superintendent prior to the Board Meeting or under the New Business Section of the Board's Agenda.
- c. Any citizen who wishes the Board to receive correspondence or letters should address all correspondence that concerns the Board in the following manner:

St. James-Assiniboia School Board  
2574 Portage Avenue, Winnipeg, Manitoba, R3J 0H8

Such correspondence will be placed on the Board's Agenda and may be discussed in the public session of the meeting subject to applicable law such as *The Freedom of Information and Protection of Privacy Act*

(FIPPA).

13. Where, at a meeting of the School Board, any person other than a member of the School Board is, in the opinion of the Chair of the meeting, guilty of disorderly or improper conduct, the Chair of the meeting may require him to leave the meeting forthwith and if he/she fails to do so may cause him to be removed. (P.S.A. Section 30(6))
14. The Board has approved the following actions in dealing with visitors or delegations attending Board meetings:
- Auxiliary rooms such as the trustee meeting room, the staff room and the general office area shall be locked at all Board meetings;
  - The number of persons within the Board room shall be restricted to the actual number of seats available. The Chair will so announce when the maximum number of people, allowed in the Board room at one time, has been attained under guidelines;
  - The Chair has the authority to call a meeting in another larger location.

## **Section 16 - Rules of Procedure**

### Rules of Procedure

Subject to the Provisions of the Public Schools Act and the Regulations, each school Board shall pass By-Laws establishing Rules of Procedure for the guidance of the School Board in the conduct of its meetings. (P.S.A. Section 33(1))

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Public Schools Act, this By-Law and any special rules of order the Board may adopt.

## **Section 17 Electronic Signatures**

Any motion or document to be executed pursuant to any motion approved by the Board at any qualifying Board Meeting may be executed in any number of counterparts, including by way of electronic transmission or facsimile, each of which counterparts, whether by electronic, facsimile or otherwise, shall for all purposes be deemed to be an original including electronic signatures affixed thereto, and all such counterparts shall together, constitute one and the same motion or document executed pursuant to any motion.

## **Section 18 - By-Laws**

### By-Law

The following matters only shall be resolved by By-Law:

- Amendments to By-Laws
- Rules of Procedure of the Board and rules relative to the organization of meetings of the Board
- Where required by the Public Schools Act

4. School closures

Procedures for By-Laws

1. Written Notice of Intention to propose a By-Law shall be given at the meeting prior to first reading.
2. Every By-Law shall be dealt with in the following stages:
  - a. First Reading - no debate or amendment
  - b. Second Reading - discussion of the principle of the By-Law
  - c. Committee of the Whole - if the question for second reading passes, the By-Law may be referred to the Committee of the Whole for detailed consideration.
  - d. Third Reading - consideration of amendments made in Committee.
3. When a By-Law has been amended in Committee of the Whole, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed.
4. Every By-Law shall receive three readings. A By-Law may be advanced two or more stages in one day on extraordinary occasions, the determination of which shall be by the Chair.
5. The Secretary shall certify on a copy of each By-Law, the readings and the times thereof, and the context of any amendment passed in Committee of the Whole.

**GIVEN FIRST READING BY THE BOARD OF TRUSTEES OF THE  
ST. JAMES-ASSINIBOIA SCHOOL DIVISION, IN SESSION ASSEMBLED,  
This 12<sup>th</sup> day of November, 2025.**

SECOND READING: December 9, 2025

THIRD READING: December 9, 2025



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Tara Smith, Chair of the Board

(Corporate Seal)



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Kim Kummen, Secretary-Treasurer/CFO