



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

BY- LAW 338-25

Amending By-Law 335-24 (Board Organizational By-Law)

Amending BY-LAW of the St. James-Assiniboia School Division to provide for changes to the organizational by-law of the Board No. 335-24, which is a By-Law regulating the proceedings of the Board of Trustees of the St. James-Assiniboia School Division and the Committees thereof.

NOW THEREFORE, the Trustees of the St. James-Assiniboia School Division in session assembled enact as follows:

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. Adopting the Minutes of the previous meeting
3. Report on Education
4. Trustee Statements
5. Hearing of Delegations
6. Reports of the Committee of the Whole
7. Trustee Committee Updates
8. Consideration of Report of the Superintendent and Report of the Secretary-Treasurer/Chief Financial Officer
9. Correspondence
10. Unfinished Business/Business Arising from the Meeting
11. Agenda-Based Questions from the Public
12. Trustee PD Summaries
13. New Business
14. Recess to the Committee of the Whole In Camera (when needed)
15. Report of the Committee of the Whole In Camera (when needed)
16. Adjournment

Section 11 - Board Meeting Procedures

Committee of the Whole

1. By a majority vote of the members present, the Board may resolve itself into a Committee of the Whole In Camera for the consideration any motion or matter before the Board.

Motions

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

Section 12 – Committee of the Whole

Committee of the Whole Meetings

At the end of each Board meeting, the last item on the agenda after New Business is that the Board 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 at the Committee level, 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.

Unless a standing, liaison or ad hoc committee is struck by the Board to deal with matters of a particular area, all other areas are addressed within the Committee of the Whole. Such areas include, but are not limited to:

- Finance, Facilities, and Community Engagement
- Education, Human Resources and Governance

The Chair of the Board is also Chair of the Committee of the Whole.

Committee of the Whole meetings are open to all trustees but not other persons unless by invitation.

- a. The Administration or other persons may provide reports containing advice and information to Board Committees of the Whole to assist in their deliberations. Notwithstanding 7(c) below, these advisory reports once referred to a Board Committee of the Whole for consideration become "advice to a public body" and as such are considered private documents until a subsequent Committee of the Whole recommendation is approved by the Board. These advisory reports may be released to the public by the Board once Board action has been taken provided that any such release is not

otherwise prohibited by applicable law such as The Freedom of Information and Protection of Privacy Act (FIPPA).

- b. 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 FIPPA.

Each member of the Board shall serve on one liaison committee each year. Trustees are encouraged to rotate their membership regularly on all liaison committees during their term of office.

- a. The Board may form additional ad hoc (special) Committees to carry out the work of the Board;
- b. The Board may form other Committees to review specific topics or to act in a liaison capacity with various groups or organizations. An example of this is Board/Teacher Liaison.

The responsibilities of the Committee of the Whole are set out in Division Policy BDE.

Policies recommended for approval will be attached to the Committee of the Whole minutes as appendices to further expand on the recommendations made in the Committee of the Whole minutes. The Committee of the Whole shall determine if other supporting documents should be attached to the minutes.

Committee of the Whole Agendas

- a. The Committee of the Whole agenda should be prepared by the staff officer and Board 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 or-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 a agenda for that meeting.

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.

Section 13 – Executive Sessions

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.

Section 14 - Minutes

Minutes of Committee of the Whole meetings (aside from In Camera minutes) shall be made available to the public at or before 4:00 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

12. Correspondence
 - b. Individual trustees who receive correspondence from citizens and wish to bring this correspondence to the Board'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.

Section 18 – By-Laws

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.

DONE AND PASSED in session assembled this 3rd day of June, 2025.

First Reading: May 6, 2025
Second Reading: June 3, 2025
Third/Final Reading: June 3, 2025

Holly Hunter, Chair of the Board

Kim Kummen, Secretary-Treasurer/CFO