



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **BY- LAW 330-23**

#### **Amending By-Law 329-23 (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. 329-23, which is a By-Law regulating the proceedings of the Board of Trustees of the St. James-Assiniboia School Division and the Committees thereof.

The Board of Trustees recognizes that circumstances may arise which cause it to be impractical or impossible, on a timely basis, to provide original signatures on documents to be executed pursuant to a motion approved by the Board.

The Board of Trustees deems it desirable and appropriate to authorize the use of electronic signatures of the authorized signing officers of the Board to execute documents as afore noted.

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

#### **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:
  - a) Auxiliary rooms such as the trustee meeting room, the staff room and the general office area shall be locked at all Board meetings;
  - b) 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;
  - c) The Chair has the authority to call a meeting in another larger location.

DONE AND PASSED in session assembled this 9<sup>th</sup> day of January, 2024.

First Reading: December 5, 2023  
Second Reading: January 9, 2024  
Third/Final Reading: January 9, 2024

Signed original on file

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**Holly Hunter, Chair of the Board**

Signed original on file

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**Carrie Melville, Secretary-Treasurer/CFO**