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## RULES OF INTERNAL MANAGEMENT

2022-2023

Adopted: 13-Sep-2022

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## PURPOSE

The purpose of the Internal Rules and Procedures for Governing Board is to facilitate the operation of the Allion Elementary School Governing Board.

The Governing Board must review these rules at the beginning of its mandate and put them into effect by adopting them prior to the end of the month of November. Subsequent revisions may be proposed by any member and will be adopted if a simple majority of the members agree at the subsequent meeting.

### 1. The Members

Section 47 of the Act determines the procedure of the appointment of election of its members.

A meeting of the parents of the school (Annual General Assembly (AGA)) will be called by the Chair of the Governing Board or, if there is no Chair, by the Principal. The notice must be sent out at least 5 working days before the meeting is to be held.

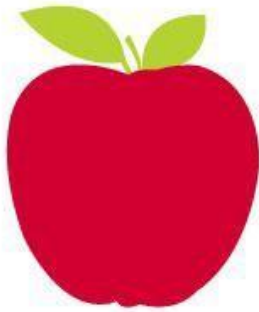
The parents will elect their representatives to the Governing Board.

The parents will also elect a representative to the LBPSB Parents' Committee and an Alternate with the right to vote from amongst the parents on the Governing Board.

#### Allion Governing Board Composition:

Total Members	(Minimum 4) Parent Members	Staff Members			Daycare	Community Members
		(Minimum 2) Teachers	Non-Teaching	Support		
14	6	2	Maximum 5		1	2

- At least 4 parents of students attending the school
- At least 4 members of the school staff, including at least 2 teachers
- 1 daycare service staff members
- 2 community representatives



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The school Principal will take part in the Governing Board meetings, but will not have the right to vote.

The community representatives do not have the right to vote.

The total number of seats for staff representatives will have to equal the number of seats for the parent representatives. Simple majority: 50% of the members plus one (rounded down to the nearest whole number.)

**Alternates:** Each year, up to six (6) parent members may be elected and up to six (6) staff members may be elected as GB alternate at the AGA. The parent alternates are invited to attend all GB meetings and will receive all communications sent out to GB members.

In the event that a GB parent member advises that they will be unable to attend a meeting, one of the alternates will be notified in order to find a replacement for that member. The alternate will attend the meeting and will take on all responsibilities of the absent member, including voting privileges for that particular meeting. Alternates not replacing a member may participate in meetings but they do not have voting privileges.

## 2. Term of Office

The members of the Governing Board will take office as soon as all the members have been elected or no later than September 30.

The term for the parent members is a 2 year term. These are the terms for the positions that are voted upon.

GB Chair	GB Secretary	LBPSB Parent Committee Representative	Other Representative (SNAC)
1 year	1 year	1 year	1 year



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### 3. Election

The Principal shall preside over the Governing Board until the Chair is elected.

**a) Chair:**

- The Governing Board shall choose its Chair from among the parents' representatives on the Governing Board who are not members of the personnel of the School Board.
- If the Chair is absent or unable to act, the Chair shall designate a person from among the members who are eligible for the office of the Chair to exercise the functions and powers of the Chair.

**b) Secretary:**

- The Governing Board shall designate a secretary.

**c) LBPSB Parent Committee Representative and Alternate Representative:**

- Elected by parents at the Annual General Assembly (AGA) from among the GB parent members, to a one-year term. Attends monthly Parent Committee (PC) meetings and reports to GB at the next meeting.

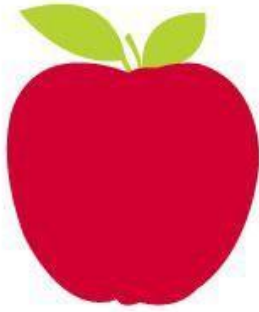
### 4. Role of the Officers

● **Role of the Chair**

- Presides at meetings of the Governing Board;
- Exercises the functions devolved by the Act;
- Has a casting vote.

The Chair calls the Governing Board meetings. Without restriction, the Chair has the following duties:

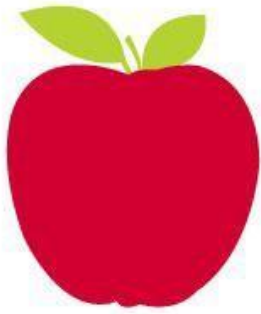
- Works with the Principal to develop meeting agendas.
- Speaks on behalf of the Governing Board.
- Ensures that the Internal Rules of Management are observed in order to create an amicable and orderly environment.
- Follows the agenda approved by the Governing Board and keep discussions on track.
- Ensures that all subjects are properly explained and questions responded to appropriately.
- Allows and solicits members to express their opinions.
- Decides on the order of discussions and give the right to speak.



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- Keeps the discussions within the mandate of the Governing Board.
- Summarizes the opinions of the assembly.
- Provides the final approved copy of the minutes and other documents to the Principal that are required to be kept on record
  
- Role of the Principal
  - Assists the Governing Board in the exercise of its powers and functions.
  - Does not have the right to vote
  - Informs the Governing Board of the following on a regular basis:
    - Local program of studies
    - Criteria for introducing new instructional methods
    - Textbooks and instructional material
    - Evaluation of student achievement
  
- Role of the Secretary
  - Exercises the functions entrusted by the Governing Board, particularly:
    - Sends the notice of convocation
    - Transmits, if necessary, the working documents of the meetings to the members
    - Drafts the minutes and ensures follow-ups
    - Contacts the alternates when needed, and will rotate the order within the alternates
  
- Role of Every Member of the Governing Board
  - Informs the secretary of any foreseen absence from Governing Board meetings and activities as soon as possible
  - Attends the meetings of the Governing Board and participates actively to all its activities
  - If the member is a representative to the Parents' Committee, presents an account, which includes a written report, of the meetings of the Parents' Committee
  - Acts within the scope of the functions and powers conferred, and exercises the care, prudence and diligence that a reasonable person would exercise in similar circumstances
  - Acts with honesty and loyalty and in the interest of the school, the students, the parents, the school staff and the community
  - Acts effectively and in good faith in relaying needs; concerns and advice to the Governing Board
  - Maintains a respectful demeanor at meetings and Governing Board activities



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Each member of the Governing Board should be an advocate for our school at all times. Should there be issues of concern, please feel free to discuss with the Governing Board Chair or Principal to clarify whether it is a Governing Board issue and can be added to the agenda or an issue that should be discussed in another forum (e.g., privately with the Principal).

## MEETINGS

### 1. Regular

The Act requires that at least 5 meetings be held during the year. This does not prevent the Governing Board from holding meetings on a monthly basis.

The meetings of the Governing Board are open to the public, however, the Governing Board may order that a meeting be closed to the public if a matter is to be examined which could cause injury to a person.

The Governing Board will entertain questions from interested parties at the beginning of the session.

### 2. Date, Hour and Place

The Act requires that the Governing Board fix the date, time and place of its meetings, and inform the parents and the members of the school staff. The Governing Board may hold its meetings on the school premises. A conference call can also be scheduled however there must be at least one person in our regular meeting space should the public decide to partake in the meeting.

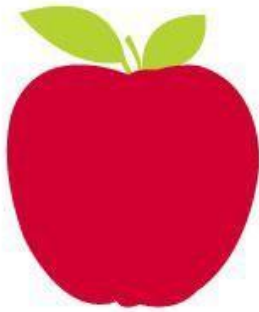
The meeting will remain within a 2 hour time frame. Any item not addressed within this time frame will be tabled to the next meeting.

The meetings are normally scheduled from 18:00 to 20:00. At 19:45 the remaining items on the agenda will be tabled to the next meeting or a vote will be taken to extend the current meeting.

### 3. Special (Emergency)

In order to respond to emergencies or specific needs, the members of the Governing Board may be called to special meetings by the Chair or by a joint request of a majority of the members of the Governing Board. The convocation must be made at least 2 days in advance.

A conference call can also be scheduled however there must be at least one person in our regular meeting space should the public decide to partake in the meeting.



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#### 4. Convocation

- The notice of convocation must indicate the date, the place and the hour of the meeting.
- The notice includes a proposed agenda and previous minutes.
- The notice of convocation, agenda, and previous minutes must be received 3 working days before the meeting.
- Convocation of a special or an emergency meeting must be received at least 2 days in advance.

#### 5. Agenda

The agenda is prepared by the Chair in collaboration with the Principal and sent with the convocation.

At the beginning of the meeting, any member may place an item on the agenda for discussion, the Chair must then submit the proposed agenda, with the amendment if necessary, for approval by the members of the Governing Board.

Once the agenda is adopted, any change in the order of the subjects to be discussed or any addition requires a motion adopted by 2/3 of the members present. During emergency meetings, new items cannot be included in the agenda.

The following items are listed on the agenda:

- Call to order
- Verification of Quorum
- Adoption of the Agenda
- Approval of the Minutes of the previous meeting
- Comments and Questions from the Public
- Business Arising
- Reports
  - Commissioner
  - Community Representative
  - Parent Representative
  - Support Staff
  - Teachers
  - Principal
- New Business
- Correspondence
- Next meeting
- Adjournment





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Reports to be presented to the Governing Board are to be submitted in written form and prior to the opening of the meeting. Any issue arising from a report which requires the Governing Board attention may be included in the meeting in progress, or deferred to a subsequent meeting.

## 6. Correspondence

All correspondence will be reported during the regular meetings. Copies will be provided to the Principal.

The Chair will copy members when sending correspondence on behalf of the Governing Board.

## 7. Question Period

The Governing Board meetings are open to the public. The agenda will include a public question period for observers to bring forth topics to discuss with the GB Board. Observers must restrict themselves to subjects within the mandate of the Governing Board. In the event of a closed session, observers will be asked to leave the room for the duration of closed session.

## 8. Minutes

After each meeting, the minutes must be recorded in a register kept for that purpose by the Principal or by a person specially designated by the Principal. The register is open to the public.

The minutes must indicate:

- The date, hour and place of the meeting;
- The name of the members attending and of those who are absent;
- Verification of quorum;
- The time of the close of the meeting or its adjournment reword and the names of persons who arrive or depart and their time of arrival or departure;
- It will also include brief summaries of topics discussed and any decisions made during meetings (including the full text of motions);
- Vote results will be indicated as “in favour”, “opposed” and “abstentions”.
- A mention of the vote being “unanimous”, “carried”, “passed” or “defeated” will also be noted.

The reading of the minutes is not required provided that a copy of the minutes was delivered to each member present at least 3 working days before the beginning of the meeting at which the minutes are to be approved.





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The approval of the minutes does not include a new wording by the assembly. Errors and omissions must be corrected forthwith.

Duly approved resolutions are enforceable before the approval of the minutes.

Only the members who attended the meeting may propose and second the approval of its minutes.

The minutes, after being read and approved at the beginning of the following meeting, shall be signed by the Chair and countersigned by the Principal or by the person designated by the Principal.

The final minutes will be available in the Principal's office as well as being posted on the school's website.

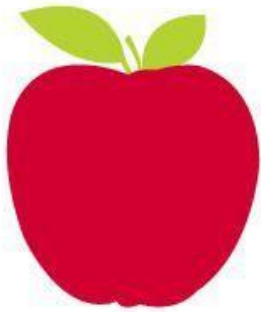
## 9. Quorum

In accordance with section 61 of the Act stipulates that if the Governing Board is unable to hold a meeting for lack of a quorum after 3 consecutive notices have been sent at intervals of at least 7 days, the school board may order that the functions and powers of the Governing Board be suspended for the period determined by the school board and that they be exercised by the Principal.

## 10. Debates, Amendments and Decisions

The Governing Board has established the following procedures:

- All decisions are confirmed by a simple majority vote of those in favour or of those opposed (abstentions do not count toward the determination of the vote). In the case of a tie, the Chair will cast a second and deciding vote. An item to be voted on must be formulated as a motion or presented as a resolution, and should be seconded. Time for discussion of the motion must occur before the vote is taken. The Governing Board may form subcommittees to study specific issues and/or draft proposals.
- The decisions of the Governing Board are taken by resolutions moved by members and adopted by a majority of the votes cast by the members present and entitled to vote. The motions need to be seconded.
- If votes are equally divided, the Chair has a casting vote.
- An amendment is a change in a motion.



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- Any member may propose an amendment to a motion, by deleting, adding or replacing words.
- Every amendment must be moved, discussed and voted on before the discussion on the motion can be resumed.
- When discussion seems ended, the Chair asks if the members are ready to vote. If there are no valid objections, the Chair or the secretary reads the motion again and invites the members to vote. Usually the members vote by a show of hands, unless a secret ballot has been required.
- The Chair announces the result of the vote and the secretary records it in the minutes. If votes are equally divided, the Chair has a casting vote.

## 11. Adjournment or Suspension

When all items on the agenda have been addressed, or the scheduled meeting time of 2 hours has expired, the Chair adjourns the meeting. Once a meeting is adjourned, no decision can be taken and the meeting cannot be reopened. 15 minutes prior to the end of the meeting, we will have a vote to decide if we continue or adjourn and discuss the remainder of the items at the next meeting.

The Governing Board may suspend its meeting and resume it at another time on the same date or adjourn it and determine another day and time to resume debate. The secretary advises absent members via email or text message that the meeting is adjourned.

## 12. Attendance

A member who is unable to attend a regular or a special meeting must advise the secretary.

Any member of the Governing Board who wants to resign during the term of office must do so in writing.

In accordance with section 55 of the Act:

- A vacancy resulting from the departure of a parents' representative shall be filled, for the unexpired portion of the representative's term, by a parent designated by the other parents' representatives on the Governing Board.
- A vacancy resulting from the departure or disqualification of any other member of the Governing Board is filled, for the unexpired portion of the term, according to the mode of appointment prescribed for the member to be replaced.



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### 13. Conduct of the Members

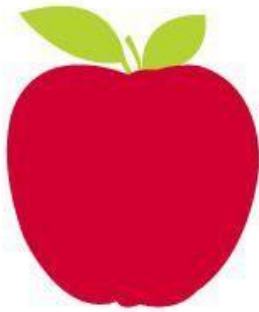
- The members must obtain authorization to speak from the Chair.
- The members must always address the Chair.
- The members must always confine their remarks to the subject under study or the motion being discussed.
  
- Every member may make a motion or request an amendment.
- Every member has the right to ask questions and seek information in order to be in a position to vote for or against a motion.

### 14. E-mail Communication

- All questions regarding policy, procedures must be directed to the Chair.
- All opinions, comments and observations are to be sent to the Chair.

### 15. Coming into Effect and Repeal Provision

- The rules stated herein take effect as of the time and date of their adoption and repeal all previous internal rules of management which were in effect until such time.



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## OPERATING BUDGET

### 1. Financing

Financial resources are allocated by the School Board.

### 2. Annual Budget

The Governing Board shall adopt and oversee the administration of its Annual Operating Budget and render an account thereof to the School Board.

### 3. Admissible Expense Rules

Participation in the Governing Board is on a volunteer basis.

The Governing Board establishes expense rules and all expenses must be approved by resolution of the Governing Board.

### 4. Administrative Support

The Governing Board may use the school's administrative facilities, subject to the conditions determined by the Principal.

### 5. Annual Report

The Governing Board shall prepare and adopt an Annual Activity Report and shall transmit a copy of the report to the School Board.



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## ADVICE AND RECOMMENDATIONS

The Governing Board shall advise the School Board on any matter the School Board is required to submit to the Governing Board; on any matter likely to facilitate the operation of the school and on any matter likely to improve the organization of services provided by the School Board.

When necessary, preparatory work on responses will be done in sub-committees struck for the purpose. Support materials and a draft response for each consultation will be submitted to the Governing Board to enable discussions and to formalize a response.

## COMMUNICATION

In exercising its functions, the Governing Board shall encourage the communication of information, dialogue and concerted action between students, parents, the Principal, teachers and other school staff members and community representatives, and their collaboration in helping students to achieve academic success.

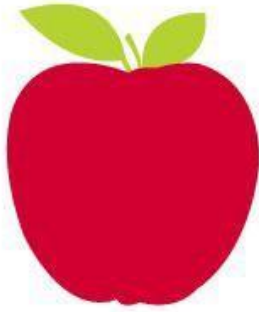
Any advice the Governing Board wishes to communicate to the School Board must be formalized and if the committee so decides, forwarded to the appropriate administrator.

## PARENT PARTICIPATION ORGANIZATION

Should parents so wish, they may form a Parent Participation Organization (PPO) during the AGA held in September. The PPO provides a forum for parents to share ideas. They may either form such an organization for each immovable or for each level of instruction.

Their responsibilities are to encourage collaboration of parents in developing, implementing and periodically evaluating the school's education project and their participation in fostering their child's academic success. They may also advise the parents on the Governing Board or be consulted by them on any matter of concern to them.

The PPO may hold its meetings on the school premises.



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PRINCIPAL POWERS OF GOVERNING BOARD				
Subject	Article of Education Act	Proposal	Role of Governing Board	Timing
Educational Project	74	Governing Board	Adopts	Spring
Success Plan	75/77	Principal with Staff	Approves	Spring
Rules of Conduct, including Anti-bullying and Anti-violence Plan	75.1/76/77/83.1	Principal with Staff	Approves	Spring
Accountability	83	Governing Board	Decides	Spring
Time Allocation for Each Subject	86/89	Principal with Staff	Approves	February/ March
Extra-curricular or extramural Activities	87/89	Principal with Staff	Approves	Any Time
Implementation of Student and Special Education Services	88/89	Principal with Staff	Approves	Spring
Use of Premises	93	Principal	Approves	Any Time
School Funds	94		Decides	Any Time
School Budget	95	Principal	Adopts	Any Time
Communication with Parents	96.15	Principal with Teaching Staff	Consults	Spring
Various Needs of the School in Goods and Services as well as Needs Related to Premises or Buildings	96.33		Consulted by School Board	Winter
Management and Education Success Agreement	209.2	Principal with Staff	Approves	Spring