

PEMBINA TRAILS SCHOOL DIVISION

BY-LAW NO. 48

A by-law to amend the Procedural By-Law No. 1.

WHEREAS it is deemed advisable to make amendments to improve the efficiency of Board Meetings;

THEREFORE BE IT RESOLVED THAT:

1. In Section B, Sub-Section II, add new item no's. 11, 12, 13, 14, and 15 as follows:
 11. Where Senior Administration has included written reports in the Board agenda with rationale, background, and a recommended motion, the Board shall assume that all members have read the reports prior to the Board Meeting. At the Board Meetings, Senior Administrators will not routinely review each report verbally but shall be prepared to answer questions.
 12. The Board shall designate a timekeeper to ensure that Educational Presentations, Special Administrative Reports, Delegations and Committee Meetings of the Whole agenda items are monitored and the Board informed by an audible and respectful display that the allotted time is nearing or at an end.
 13. Each Trustee and Senior Administrator shall recognize their individual responsibilities as part of the overall Team to assist the Chair and Vice-Chair to make the meetings as efficient as possible by limiting themselves with respect to personal speaking opportunities and avoiding duplication of points being made.
 14. The Chair and Vice-Chair shall work to ensure that the discussion at meetings focuses on the topic at hand and limits digression.
 15. Requests from Delegations shall ordinarily be referred to the next Board Meeting for a decision with a report and recommendation prepared by the Senior Administration for consideration at the next Board Meeting. If the Delegation request is non-controversial and the position of the Board is readily determinable and unanimous, the matter may be discussed at a Committee Meeting of the Whole following the Board Meeting with the Board Meeting being reconvened on the same evening to pass any motions.
2. In Section B, Sub-Section IV, item no. 1, add the following at the end of the sentence:

“(Governance Committee)”
3. In Section B, Sub-Section IV, item no. 5, the agenda format shall be amended by adding after (b) the following as a new (c) with the balance of the items re-designated:
 - (c) Informational Reports:
 - (i) All Standing Committee Reports and Committee Meeting of the Whole Reports including:
 - (aa) Reports of Committee Meetings of the Whole;
 - (bb) Committee Reports of Buildings, Property and Transportation Committee Meetings;
 - (cc) Committee Reports of Education Committee Meetings;
 - (dd) Committee Reports of Communication and Community Relations Committee Meetings;
 - (ee) Committee Reports of Finance and Planning Committee Meetings;
 - (ff) Committee Reports of Human Resources and Policy Committee Meetings;
 - (gg) Committee Reports of Negotiations Committee Meetings.
 - (ii) All Special Committee Reports, including:
 - (aa) Pembina Trails School Division Educational Support Fund Corporate Board Meetings;
 - (bb) Advisory Committee For Community and Educational Support Services in Pembina Trails (A.C.C.E.P.T.);
 - (cc) Pembina Trails Voices;
 - (dd) Council of Presidents;
 - (ee) Board/Association Council on Education (B.A.C.E.).

(iii) Other Informational Reports, including:

- (aa) Commendation Report;
- (bb) Disbursements List;
- (cc) Teacher Contracts Report;
- (dd) Contract Alterations Report;
- (ee) Resignation Report;
- (ff) Substitute Teacher Contracts Report;
- (gg) Minutes of the Winnipeg Technical College Governing Board Meeting;
- (hh) Bereavement Report;
- (ii) Enrolment Report.

(d) Current (d) Educational Presentations shall be changed to the following:

Educational Presentations/Special Administrative Reports.

4. In Section B, Sub-Section IV, add new item no's 6, 7 and 8 and re-number balance of sub-section IV:
 6. All recommended motions coming forth from Committees shall be placed on the agenda under the various Committee sections for consideration by the Board.
 7. When the agenda is approved at the start of the meeting, should a Trustee or Administrator express a desire to ask about or discuss any aspect of any of the Informational Reports, that report will be removed from the Informational Reports section and moved to the relevant section of the agenda where that report would otherwise have been placed in the current format.
 8. When setting the agenda and scheduling Educational Presentations the Governance Committee shall exercise discernment to ensure that the Educational Presentations are of sufficient value to dedicate time at a Board Meeting and the Chair shall rigorously enforce the fifteen (15) minute period allowed for such presentations. In cases where an Educational Presentation by an Administrator or group is considered to be of such value so as to be permitted to exceed the fifteen (15) minute limitation it shall be considered to be a Special Administrative Report and be scheduled at the same place on the agenda as an Educational Presentation.
5. In Section B, Sub-Section X, item no. 4, add the words "in proper form" at the end of the last sentence.
6. In Section B, Sub-Section XI, add new item no's 5, 6, and 7 with the balance of the items re-numbered:
 5. Items will not be added to an agenda of a Committee Meeting of the Whole after the agenda has been set and circulated unless an item proposed to be added after circulation requires consideration by the Board prior to the next Committee Meeting of the Whole.
 6. Each item on the agenda of a Committee Meeting of the Whole shall have an estimated time of duration associated with it.
 7. If a request from a Delegation is non-controversial and the position of the Board is readily determinable and unanimous, the matter can be discussed at a Committee Meeting of the Whole following the Board Meeting with the Board reconvening on the same night to pass any motions.

FIRST READING ON THIS 1 day of APRIL, 2009

SECOND READING ON THIS 14 day of APRIL, 2009

THIRD READING AND PASSED 14 day of APRIL, 2009

REDACTED

Chair of the Board

REDACTED

Secretary-Treasurer