



SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.01: Procedural Bylaws

Supporting Policies:

[2.02 Trustee Attendance Policy](#)

[2.06 Board of Trustees Code of Conduct](#)

[6.49 Board Code of Conduct Policy](#)

Supporting Procedures

Procedures at a Glance

Quick Reference and Guide to Parliamentary Procedures

Supporting Protocols and Guidelines

ADSB Trustee Handbook

Supporting Templates and Forms

Other Resources

[Education Act R.S.O. \(1990\)](#)

[Robert's Rules of Order](#)

[Municipal Freedom of Information and Protection of Privacy Act \(1990\)](#)

[Student Achievement and School Board Governance Act \(2009\)](#)

[Municipal Conflict of Interest Act, R.S.O. \(1990\)](#)

[OPSBA Handbook](#)

Approved by Board Resolution #68-1998 03 31

Approved by Board Resolution #222-2012 04 10

Approved by Board Resolution #056-2022 06 14

I N D E X

PREAMBLE

A. PURPOSE

B. NAME of BOARD

C. JURISDICTION of the BOARD

D. BOARD STATUS

E. DUTIES of BOARD MEMBERS

1.0 FORCE OF BYLAWS

1.1 APPLICATION

1.2 MATTERS NOT SPECIFICALLY DESCRIBED

- 1.3 AMENDING of BYLAWS
- 1.4 TEMPORARY SUSPENSION of a PROVISION
- 1.5 WILL of the BOARD
- 1.6 CHANGES to ACT or REGs
- 1.7 CONFLICT with ACT or REGs

2.0 DEFINITIONS

(see also Appendix 1)

3.0 INAUGURAL & ANNUAL ORGANIZATIONAL MEETINGS

- 3.1 INAUGURAL MEETING
- 3.2 ANNUAL ORGANIZATIONAL MEETING
- 3.3 QUORUM NEEDED
- 3.4 FIRST NATIONS REPRESENTATIVE
- 3.5 PROCEDURES
 - 3.5.1 Secretary As Presiding Officer
 - 3.5.2 Call to Order
 - 3.5.3 Ballots
 - 3.5.4 Scrutineer
 - 3.5.5 Elections
 - a) Only One Nomination
 - b) Contested Nomination
 - c) Time to Address Members
 - d) No Majority
 - e) Tie for Fewest Votes
 - f) Equality of Votes
- 3.6 DRAWING LOTS
- 3.7 BALLOTING
- 3.8 PRESIDING OFFICER
- 3.9 DESTROYING BALLOTS
- 3.10 VICE-CHAIR
- 3.11 OPSBA DIRECTOR/DELEGATE
- 3.12 BUSINESS
- 3.13 TERM of OFFICE

- 4.0 REGULAR MEETINGS OF THE BOARD**
 - 4.1 SCHEDULE of REGULAR MEETINGS
 - 4.2 CANCELLATION
 - 4.3 RESCHEDULING CANCELLED MEETINGS
 - 4.4 MEETING LOCATION
 - 4.5 NOTICE of MEETING
 - 4.6 DISTRIBUTION
 - 4.7 MEMBER ATTENDANCE
 - 4.8 MEMBER ABSENCE
 - 4.9 ADJOURNMENT
 - 4.10 UNFINISHED BUSINESS
 - 4.11 SPECIAL MEETINGS
 - 4.12 AGENDA
 - 4.13 PLACING ITEMS on AGENDA
 - 4.14 EMERGENCY ITEMS
 - 4.15 ADMINISTRATION ASSISTANCE
 - 4.16 QUORUM
 - 4.17 AGENDA (Order of Business)
 - 4.18 PARTICIPATION of APPOINTED MEMBERS
 - 4.18.1 First Nations Trustee
 - 4.18.2 Student Trustee
 - 4.19 PUBLIC ACCESS to MEETINGS and MINUTES
 - 4.19.1 Meetings
 - 4.19.2 Minutes
 - 4.20 EXCLUSION of PERSONS
 - 4.21 TEMPORARY CHAIR
 - 4.22 VOTING by CHAIR
 - 4.23 EQUALITY of VOTES
 - 4.24 PRESIDING OFFICER'S/CHAIR'S PARTICIPATION
 - 4.25 ELECTRONIC PARTICIPATION
 - 4.26 OPEN MEETINGS
 - 4.27 HOURS OF MEETING
 - 4.28 COMMENCEMENT OF MEETING

5.0 COMMITTEES

5.1 TYPES of COMMITTEES

- 5.1.1 Standing Committees
- 5.1.2 Sub Committees
- 5.1.3 Ad Hoc & Special Committees
- 5.1.4 Statutory Committees

5.2 FORMATION of COMMITTEES

5.3 COMMITTEE MANDATE

5.4 COMMITTEE MEMBERSHIP

- 5.4.1 Membership
- 5.4.2 Appointment
- 5.4.3 Ex Officio Members

5.5 AGENDA REVIEW

- 5.5.1 Composition
- 5.5.2 Mandate
 - a) Review Administration Requests
 - b) Review Member Requests
 - c) Assist Administration
 - d) Procedural Concerns
 - e) Other Requests

6.0 COMMITTEE OF THE WHOLE BOARD

- 6.1 AUTHORITY
- 6.2 PURPOSE
- 6.3 IN CAMERA SESSION
- 6.4 DECISIONS
- 6.5 SCHEDULING MEETINGS
- 6.6 CHAIR

7.0 IN CAMERA SESSIONS

- 7.1 AUTHORITY
- 7.2 MINUTES
- 7.3 CONFIDENTIALITY
- 7.4 IN CAMERA SUBJECT MATTER
 - 7.4.1 Property Security

7.4.2 Property Transaction

7.4.3 Personal Matter

7.4.4 Employees

7.4.5 Litigation

8.0 GENERAL PROCEDURES

8.1 PUBLIC ACCESS to MINUTES

8.2 LACK of QUORUM

8.3 QUORUM CEASING to EXIST

8.4 SECRET BALLOT

8.5 COMMITTEE REPORTS

8.5.1 Format

8.5.2 Records

8.5.3 Reporting

9.0 CONFLICT OF INTEREST

9.1 DECLARATION

9.2 ACTION

9.3 IN CAMERA

9.4 RECORDING DISCLOSURES

9.5 ABSENCE of MEMBER with CONFLICT

9.6 INDIVIDUAL RESPONSIBILITY

10.0 DELEGATIONS

10.1 CONDITIONS

10.2 APPROVAL

10.3 SPECIFICS

10.4 HANDOUTS

10.5 EXCEPTION

10.6 REFUSAL

10.7 REFERRED to COMMITTEE

10.8 TIME LIMIT

10.9 QUESTIONS

10.10 DECISION

10.11 ELECTRONIC REPRESENTATION

11.0 ATTENDANCE of MEMBERS

11.1 ABSENCES

11.2 ELIGIBILITY

12.0 RULES OF ORDER

- 12.1 BYLAWS
- 12.2 MAINTAINING ORDER
- 12.3 MEMBERS SPEAKING
- 12.4 DURATION
- 12.5 INTERRUPTIONS
- 12.6 MOTIONS
- 12.7 DISPOSAL of MOTIONS
- 12.8 CONTRARY to BYLAW

13.0 DUTIES OF BOARD OFFICERS

- 13.1 CHAIR
 - a) Legally Constituted
 - b) Notice of Meeting
 - c) Agenda
 - d) Quorum
 - e) Call to Order & Adjourn
 - f) Orderly Conduct
 - g) Tact & Judgement
 - h) Call for Vote
 - i) Declare Outcome
 - j) Discussion
 - k) Chair's Participation
 - l) Read Motion
 - m) Maintain Order
 - n) Official Record
 - o) Communications
- 13.2 VICE-CHAIR
- 13.3 SECRETARY
 - a) Record Results
 - b) Maintain Record
 - c) Assist Chair
- 13.4 TREASURER



APPENDICIES:

Appendix 1: Definitions of Terms

Appendix 2: Descriptions of Current Board Committees

Appendix 3: [Procedures at a Glance](#)

Appendix 4: [Quick Reference and Guide to Parliamentary Procedures](#)

PREAMBLE

A. PURPOSE

The following Procedural Bylaws, established by the Algoma District School Board, are for the orderly dispatch of its business. These Bylaws shall be subject to the provisions of any Statute or Regulation of The Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

B. NAME OF THE BOARD

The name of the Board shall be

ALGOMA DISTRICT SCHOOL BOARD

C. JURISDICTION OF THE BOARD

The area served by the Board shall be as delineated by government regulation effective January 1st, 1998 and as it may be altered by regulation from time to time.

D. BOARD STATUS

As specified in the [Education Act](#):

Every district school board is a corporation and has all the powers and shall perform all of the duties that are conferred or imposed on it under this or any other Act.

A district school board shall be deemed to be a local board and a school board for the purposes of the Municipal Elections Act.

E. DUTIES of BOARD MEMBERS

As per Section 218.1 of the Education Act, a member of a board shall:

- a) Carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- b) Attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c) Consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1 (1) (f);
- d) Bring concerns of parents, students and supporters of the board to the attention of the board;
- e) Uphold the implementation of any board resolution after it is passed by the board;
- f) Entrust the day to day management of the board to its staff through the board's director of education;
- g) Maintain focus on student achievement and well-being; and
- h) Comply with the board's code of conduct.

1.0 FORCE OF BYLAWS

1.1 APPLICATION

These Bylaws shall govern the procedures for Members, Student Trustees and staff, when conducting the business of the Algoma District School Board.

1.2 MATTERS NOT SPECIFICALLY DESCRIBED

Matters not specifically described in these Bylaws, shall be conducted in a manner established by the Chair. Any Member may challenge a procedure not specifically prescribed herein but employed by the Chair, in which case a majority vote of the Members present and voting shall confirm or reject the procedure. The use of a procedure as devised by the Chair in such circumstances does not establish a precedent. (See also 1.4 & 1.5)

1.3 AMENDING of BY LAWS

Any Bylaw may be amended by a two-thirds majority vote of those Members voting at any Regular Board Meeting, provided that notice of intention to introduce such amendment(s) and the specific amendment to be introduced have been given to the Members and Student Trustees, in writing, at the previous Regular Board Meeting (and there is a reference to that effect in the agenda), and provided that such amendment is not in conflict with any statute or regulation in force.

1.4 TEMPORARY SUSPENSION of A PROVISION

The suspension of any provision contained in these Bylaws shall be allowed, with a 2/3 majority vote of the Members present and voting. Such suspension shall be in effect only for the meeting at which the approval is given. (See also 1.5)

1.5 THE WILL OF THE BOARD

These Procedural Bylaws enable the Board to conduct its business in an organized and efficient manner. It is not intended that these Bylaws, at any time, thwart the will of a majority of the Members of the Board. Section 1.4 above is intended to ensure that the Board always has a remedy to apply in those situations where the Bylaws, as stated, prevent it from exercising its will and yet preserve the application and integrity of the Bylaws on an on-going basis.

1.6 CHANGES to ACT or REGULATIONS

Any changes made in content or numbering to any Act or Regulation referred to or with application herein, at any time, shall be considered as written into the present Bylaws with this altered reference.

1.7 CONFLICT with ACT or REGULATIONS

The rule and regulations contained in these Bylaws shall be observed in all proceedings of the Board and shall be the rule and regulations for the order and dispatch of the business of the Board and its committees, except where any statute or legislative regulation otherwise provides.

2.0 DEFINITIONS

In these Bylaws, a number of terms are used. **Appendix 1: Definition of Terms** provides a listing of terms and definitions.

3.0 INAUGURAL AND ANNUAL ORGANIZATIONAL MEETINGS

3.1 INAUGURAL MEETING

The Inaugural Meeting of a newly elected Board shall be held within 7 days, following the start of the new term which begins on November 15th, at the call of the Board Secretary.

The meeting location shall be the Head Office of the Board in Sault Ste. Marie, Ontario. However, notwithstanding the provisions above, on the petition of a majority of the Members of the newly elected Board, the Director may provide for calling the Inaugural Meeting of the Board at some other time and date.

3.2 ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held during the first full week in each succeeding December at the Board's Head Office, unless the Board otherwise directs and notice to Members, Student Trustees and the public has been given.

3.3 QUORUM NEEDED

It shall be necessary for the conduct of any business at a meeting of the Board, including elections at the Inaugural and Organizational Meetings, that there be a quorum present, being a majority of all the Members constituting the Board.

In the event of no quorum, the meeting shall be postponed for a period not exceeding seven (7) days.

3.4 FIRST NATIONS REPRESENTATIVE

As provided under Regulation, the Secretary shall announce, if available, the name of the deemed, elected First Nations member or members of the Board, once appointed by the Council of the Band or Councils of the Bands, as the case may be.

3.5 PROCEDURES

The procedures at the Inaugural Meeting and each succeeding Annual Organizational Meeting shall be as follows:

3.5.1 Secretary As Presiding Officer

The Secretary shall be the Presiding Officer of such meetings until the election of the Chair is complete. If the Secretary is absent, the Members present shall designate who shall preside and, if it is a Member, that Member may vote at the election of the Chair.

3.5.2 Call to Order

The Secretary shall call the meeting to order and, in an election year,

- read the returns of the clerks of the municipalities, if available, certifying as to the election of each Member, and,
- declare and confirm all Members present have taken the DECLARATION and OATH and hold office.

3.5.3 Ballots

The Secretary shall have ballots prepared for each office.

3.5.4 Scrutineers

The Secretary shall designate two staff members to act as scrutineers.

3.5.5 Elections

The Secretary shall conduct the election for the office of CHAIR by calling for nominations from the floor and each Member so nominated shall indicate whether or not they will stand.

A seconder for a nomination is NOT required.

The following provision shall apply:

- a) Only one person nominated
 - If only one person is nominated OR elects to stand, that Member shall be declared elected by acclamation.
- b) Contested Nomination
 - Where more than one Member stands, a vote shall be taken by secret ballot and the Member receiving the majority of unspoiled ballots cast shall be declared elected.



- c) Time to Address Members
 - Time will be allocated for each candidate for the office of Chair to address the Board in public session.
- d) No Majority
 - If no nominee receives a majority of unspoiled ballots cast, the name of the Member receiving the fewest votes shall be removed and the Members shall proceed to vote anew, again by secret ballot, and so on until a CHAIR has been duly elected.
- e) Tie for Fewest Votes
 - If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees so tied shall draw lots to determine which name shall remain on the ballot and which name shall be dropped.
- f) Equality of Votes
 - In the event of an equality of votes for the position of CHAIR, a further ballot shall be taken. If upon this last ballot, the equality remains, the nominees shall draw lots to fill the office of CHAIR.

3.6 DRAWING LOTS

Two ballots shall be prepared; one stating the name of the office to be filled and the other blank; the person drawing the ballot stating the name of the office shall be declared the winner.

3.7 BALLOTING

The Secretary shall announce the results of any ballot but shall NOT declare the count.

3.8 PRESIDING OFFICER

Upon election, the newly elected Chair shall be the Presiding Officer of the meeting and all other Regular and Special Board Meetings.

3.8 DESTROYING BALLOTS

As the first order of business on assuming the Chair, the newly-elected Chair shall call for a motion, duly moved and seconded, to destroy the ballots.

3.9 VICE-CHAIR

The Chair shall then conduct the election of the VICE-CHAIR in the same manner as for the election of the Chair.

3.11 OPSBA DIRECTOR/DELEGATE

The Chair shall conduct the election of the OPSBA DIRECTOR/DELEGATE and ALTERNATE OPSBA DIRECTOR/DELEGATE of the Board in the same manner as for the election of the Chair and Vice-Chair.

3.12 BUSINESS

Any other general business of the Board may then be conducted.

3.13 TERM of OFFICE

The term of office for all Elected Board Officers shall be for one (1) year, or until their successors are elected.

There shall be no restrictions as to how many consecutive terms an individual Member may serve as an Elected Board Officer.

These same provisions shall apply for Committee Chairs.

4.0 REGULAR MEETINGS OF THE BOARD

4.1 SCHEDULE for REGULAR MEETINGS

Regular Meetings of the Board shall be held on a schedule as determined by the Board, at least on a monthly basis, excepting July, August and December, when the Board shall meet at the call of the Chair.

4.2 CANCELLATION

The Chair and/or the Director may cancel a meeting for reasonable cause, including lack of a quorum.

4.3 RESCHEDULING CANCELLED MEETINGS

The Chair, in consultation with the Director, may, at their discretion, reschedule a cancelled meeting to another date.

4.4 MEETING LOCATION

Regular meetings of the Board shall generally be held at the Head Office of the Board, except as otherwise determined by the Board, or except in special or emergency circumstances, in which case the Chair, in consultation with the Director, may alter the venue for the meeting, provided notice is given to Members, Student Trustees and the public.

4.5 NOTICE OF MEETING

The notice of meeting, agenda and supporting materials shall be forwarded to Members and Student Trustees at least three days prior to the holding of any meeting. There may be unusual circumstances where the supporting materials may not be available until the time of the meeting. This will be subject to the approval of the Chair.

4.6 DISTRIBUTION

Notice of all Regular Meetings of the Board shall be made available, upon request, to local media representatives within the jurisdiction of the Board and such notice shall include a copy of the agenda.

4.7 MEMBER ATTENDANCE

The Secretary shall record the attendance of Members and Student Trustees in the minutes of all Regular Board Meetings. Except where a member is absent for up to 20 consecutive weeks as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member, a Member or Student Trustee who is absent, without being excused by resolution entered in the minutes, for three consecutive Regular Board Meetings, thereby automatically vacates their seat. (See also Board policy dealing with Electronic Meetings and provisions of the Education Act and Regs).

Pursuant to the Act, a Member who is not physically present in the meeting room of the Board for at least three Regular Board Meetings in each 12-month period, beginning November 15th, automatically vacates their seat.

4.8 MEMBER ABSENCE

It shall be the responsibility of each Member and Student Trustee to notify the Chair and the Secretary of expected absences prior to the time of each Regular Board Meeting.

4.9 ADJOURNMENT

All meetings of the Board shall require a duly Moved and Seconded resolution that is approved by a majority of Members present and voting to adjourn.

4.10 UNFINISHED BUSINESS

If the adjournment of a meeting results in items of business on the agenda remaining unfinished, the Chair, in consultation with the Director, may call another meeting of the Board for the sole purpose of completing the agenda. Alternatively, the Chair may schedule the unfinished items of business to the next meeting of the Board.



4.11 SPECIAL MEETINGS

Special meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request of no fewer than a majority of the Members of the Board. Advance notice to Members and Student Trustees shall be required.

4.12 AGENDA

All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Agenda Review Committee. The Committee may not, however, deny the requests by administration for agenda items arising from an administrator's discharge of duty under the [Education Act](#) and regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

4.13 PLACING ITEMS on AGENDA

Members wishing to have a matter included on the agenda of a Regular Board Meeting shall submit a request to the Chair or Director in advance of the Agenda Review Committee meeting for the consideration of that body.

4.14 EMERGENCY ITEMS

It shall also be possible for a Member to request that an item be added to the Agenda AT THE MEETING. However, such added items will not come to a vote, where a vote is involved, until, at the earliest, the next available meeting, unless a majority of the Members direct otherwise.

4.15 ADMINISTRATION ASSISTANCE

When a Member initiates a matter or request requiring the assistance of administration, the Chair, in consultation with administration, shall approve or deny the assistance.

4.16 QUORUM

A quorum shall be required for any meeting to proceed and the determination of a quorum shall be as per the [Education Act](#) and pertinent regulations.

To establish a quorum, the Chair will include Members both physically present and those attending via electronic means. (See also Board policy.)

As required in Regulation, however, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

1. The Chair or designate;
2. At least one additional Member, and,
3. The Director or designate. (See also 3.3, 8.4 and 8.5)

4.17 AGENDA (Order of Business)

The business before the Board shall be conducted in the following order or an alternate order, as determined by the Board:

1. Roll Call
2. IN-CAMERA
3. Approval of Agenda
4. Declaration of Conflict of Interest
5. Education Topic and/or Delegation
6. System Information
7. Approval of Minutes of Previous Meeting(s)
8. Receipt of Minutes
9. Student Trustees' Report
10. Committee Reports
11. Action Items
12. Information Items
13. Adjourn

Note: The Committee of the Whole may hold IN CAMERA SESSIONS in conjunction with any Regular, Open Board Meeting to discuss any subject permitted by the Act, including personnel, property and negotiations.

4.18 PARTICIPATION OF APPOINTED MEMBERS

4.18.1 FIRST NATIONS TRUSTEE

Once appointed, the Member representing First Nations is deemed to be an elected Member and as such enjoys all the rights, privileges and responsibilities of any other Member and is subject to the same rules and regulations. *(See also 3.4 and Board Policy.)*

4.18.2 STUDENT TRUSTEE

Once elected to represent the interests of students, a Student Trustee shall have the same opportunities for participation at meetings of the Board and of its committees as a Member has, except a Student Trustee is **not**:

- a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees;



- entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or one of its committees on which the student trustee sits, and if no Member moves the suggested motion, the record shall show the suggested motion;
- entitled to be present at a meeting that is closed to the public under clause 2017 (2) (b) of the Act (disclosure of personal, intimate, financial information).

In all other cases, a Student Trustee is entitled to be present at a meeting that is closed to the public, except if the Student Trustee has a conflict of interest within the meaning of the Ministry of Education Student Trustees: Attendance and Conflict of Interest Guidelines, dated April 13, 2007.

A Student Trustee is entitled to require that a matter before the Board or one of its committees on which the Student Trustee sits be put to a recorded vote, and in that case, there shall be (a) a recorded, non-binding vote that includes the Student Trustee's vote; and (b) a recorded binding vote that does not include the Student Trustee's vote.

(See also Policy Manual, Section 2, and 2.10 Student Trustee Policy)

4.19 PUBLIC ACCESS to MEETINGS and MINUTES

4.19.1 Meetings

All meetings of the Board and its Committees shall be open public meetings in accordance with provisions of the [Education Act](#) except for those portions held IN CAMERA.

4.19.2 Minutes

Minutes of Regular Board Meetings (current year and year prior) shall be posted on the Board's website.

4.20 EXCLUSION of PERSONS

The Chair or Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct during the meeting.

4.21 TEMPORARY CHAIR

If at any meeting there is no Chair or Vice-Chair present, the Members present will elect one of themselves to be the Presiding Officer for that meeting.

4.22 VOTING by CHAIR

The Presiding Officer, except where it is the Chief Executive Officer (i.e. Director) of the Board, may vote with the other Members upon all motions. This provision shall apply to all meetings of the Board and its committees.

4.23 EQUALITY of VOTES

Any motion on which there is an equality of votes IS LOST. This provision shall apply to all meetings of the Board and its committees.

4.24 PRESIDING OFFICER'S/CHAIR'S PARTICIPATION

When a Presiding Officer of a Regular or Special Board Meeting is a Member, the Member may speak to a motion after all other Members have spoken to indicate why the Member will or will not be voting in favour of a motion. If the Member wishes to enter the debate, the Member will discontinue the Presiding Officer role until the motion has been disposed of. The Vice-Chair or another Member, as appropriate, will assume the chair for the disposition of that motion.

4.25 ELECTRONIC PARTICIPATION

It shall be possible and permitted for a Member and Student Trustee to participate and deemed in attendance, using such means as a telephone connection to the meeting.

Such connection must allow interactive, two-way communication to occur. However, a Member automatically vacates their seat if a Member is not physically present in the meeting room of the Board for at least THREE Regular Board Meetings during each 12-month period beginning November 15th. In accordance with the Act, this requirement is pro-rated for Members who are elected or appointed to fill a vacancy during the course of the year. (See also Board policy and Provincial regulation)

4.26 OPEN MEETINGS

Meetings of the Board and its Committees shall be open to the public, unless closed in accordance with the Act or other legislation, and no person shall be excluded from a meeting that is open to the public except for improper conduct. (Also see 6.3)

4.27 HOURS of MEETING

The Board Members shall not remain in session later than 11:00 p.m. unless so determined by a vote of two-thirds of the Members present and voting.

4.28 COMMENCEMENT of MEETINGS

As soon as there is a quorum after the hour fixed for a meeting, the Presiding Officer shall call the Members to order.

However, unless a quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand cancelled.

The Secretary shall record the names of the Members and Student Trustees present and the fact that the meeting was adjourned for lack of a quorum, and this shall form part of the Board's official records.

5.0 COMMITTEES

5.1 TYPES of COMMITTEES

5.1.1 Standing Committees

A Standing Committee shall be a committee of Members that is appointed by the Chair to consider, on a regular basis, a specific, fixed area of the Board's operation.

5.1.2 Sub Committees

Any duly constituted Standing Committee of the Board may, from time to time, establish a subcommittee to undertake a specific, assigned matter and report back thereon to the striking body by a fixed date.

5.1.3 Ad Hoc & Special Committees

Such committees may be established by the Board to provide on-going input to the Board on a topic or group of topics as determined by the Board.

5.1.4 Statutory Committees

Such committees are established under the Act or Regulations and have mandates and terms of reference as required by the regulations and expanded, if appropriate, by the Board Members.

Appendix 2 provides a listing of current Board Committees.



5.2 FORMATION of COMMITTEES

Any committee established (whether Standing or Ad Hoc or Advisory or otherwise) shall be by Board resolution.

Generally, the Board may establish such committees as it considers necessary.

5.3 COMMITTEE MANDATE

Each committee established by the Board or a subcommittee established by a Standing Committee of the Board, shall be given a written mandate approved in the minutes of the whole Board.

Any alterations of such mandate must be approved by the whole Board.

5.4 COMMITTEE MEMBERSHIP

5.4.1 Membership

The composition of the membership of all committees, other than a Statutory Committee, shall be determined by the Board.

5.4.2 Appointment

The Trustee members of all committees, except sub-committees, shall be appointed by the Chair, at the first Regular Board Meeting following November 15th.

5.4.3 Ex-Officio Members

The Director or designate may be an ex-officio and non-voting members of all Board committees. The Director or designate shall be a resource to the committees and the Director shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

5.5 AGENDA REVIEW (See also 4.12)

5.5.1 Composition

The Agenda Review Committee shall be comprised of:

- Chair
- Vice-Chair
- Director of Education or designate
- One (1) additional Member chosen in rotation.

5.5.2 Mandate

The purpose of the Agenda Review Committee is to support the development of an effective agenda for each Regular Board Meeting by advising on such issues as timeliness and thoroughness of items, action versus information items, open and closed session agendas and

other items as appropriate. The Committee shall meet one week prior to a meeting, or as determined by the Chair.

This committee shall:

- a) Review Administration Requests
 - review the action and information items proposed by administration for Board Meetings;
- b) Review Member Requests
 - review action and information items proposed by Board committees and individual Members for Regular Board Meetings;
- c) Assist Administration
 - assist administration in organizing agenda items for Regular Board Meetings;
- d) Procedural Concerns
 - review with administration, Board committees and/or individual Member's matters of procedural concern regarding items for inclusion in Regular Board Meetings, and,
- e) Other Requests
 - assist administration in directing requests or inquiries from outside the Board for appropriate disposition.

6.0 COMMITTEE OF THE WHOLE BOARD

6.1 AUTHORITY

The Board may choose to meet in a form and format known as Committee of the Whole Board.

6.2 PURPOSE

The purpose of convening as Committee of the Whole Board is to allow for a more open and informal discussion or updates on matters related to the Board's strategic priorities.

6.3 IN CAMERA SESSION

Committee of the Whole may also resolve into IN CAMERA session by resolution, provided the matters discussed are permitted in law to be discussed in private.



6.4 DECISIONS

Committee of the Whole will not deal with resolutions, except to convene, adjourn and move in and out of IN CAMERA session. This committee is not empowered to make decisions for the Board.

6.5 SCHEDULING MEETINGS

Committee of the Whole may schedule a meeting on a different date from the Regular Board Meeting, OR it may be scheduled before or after a Regular Board Meeting, OR if necessary while conducting a Regular or Special Meeting, resolve into Committee of the Whole, OR the Board may reconvene from Committee of the Whole into a Regular Board Meeting by resolution.

6.6 CHAIR

Unless otherwise designated by the Board Members, the Vice-Chair shall be the chair of the Committee of the Whole. If the Vice-Chair is the chair of the Committee of the Whole, then the Vice-Chair shall preside at its meetings. In the absence of the Vice-Chair or other Member designated as the chair of the committee, the Members shall choose from among themselves a Presiding Officer for that meeting.

7.0 IN CAMERA SESSIONS

7.1 AUTHORITY

All meetings of the Board and its committees shall be open to the public, except for IN CAMERA sessions, which address only those items as provided for in Section 7.4 Conditions.

7.2 MINUTES

When the Board or committee has convened, by resolution, into an IN CAMERA session, minutes will be maintained.

7.3 CONFIDENTIALITY

Members and Student Trustees shall be governed by their oath and Board Trustees Code of Conduct, that matters discussed IN CAMERA are privileged and confidential and shall never be disclosed unless required by law. A final decision may become

public, but the substance of the deliberation or any documents reviewed will not become public.

7.4 IN CAMERA SUBJECT MATTER

As per the [Education Act](#), subject matters permitted to be discussed in an IN CAMERA session are generally as follows:

7.4.1 PROPERTY SECURITY - the security of the property of the Board;

7.4.2 PROPERTY TRANSACTION - the acquisition or disposal of school site;

7.4.3 PERSONAL/FINANCIAL MATTERS - the disclosure of intimate personal or financial information in respect of any member of the Board or its Committees, an employee, prospective or former employee, or a pupil or his/her parent(s) or guardian(s),

7.4.4 EMPLOYEES/NEGOTIATIONS - decisions in respect of negotiations with any employees; and

7.4.5 LITIGATION - litigation affecting the Board.

8.0 GENERAL PROCEDURES

8.1 PUBLIC ACCESS to MINUTES

Any member of the public, upon request, shall be provided copies of the minutes of any Board or committee meetings, subsequent to those reports having been received by the Board, as per the Freedom of Information and Protection of Privacy Act (1990). An appropriate copying fee may be charged.

8.2 LACK of QUORUM

For Board and committee meetings, if there is no quorum within fifteen (15) minutes after the time fixed for the start of the meeting, the Presiding Officer shall have the names of the Members, Student Trustees or any other members of a committee present recorded and the meeting shall not convene. (See also 4.16)



8.3 QUORUM CEASING to EXIST

The Board or its committees shall adjourn a convened meeting whenever a quorum is no longer present and the Presiding Officer shall have recorded the time of adjournment for lack of a quorum and the names of those Members, Student Trustees or any other members of a committee still in attendance.

8.4 SECRET BALLOT

Except as set out below, NO VOTE shall be taken by secret ballot or any other method of secret voting and every vote so taken is of no effect.

A secret ballot shall be taken when nominating and electing the Chair, Vice-Chair, or the chairs of Board Committees at the first meeting of the year or when a vacancy exists.

8.5 COMMITTEE REPORTS

8.5.1 FORMAT

Committees of the Board who provide a report on any subject shall report to the Board, in writing, a statement of facts and the majority opinion/recommendations regarding the matter under review.

8.5.2 RECORDS

Each Board committee shall maintain minutes of its meetings and will therein set out resolutions for Board consideration and such other information as the committee shall consider necessary.

8.5.3 REPORTING

Unless otherwise approved, it shall be the duty of the chair of a committee to report to the Board.

9.0 CONFLICT OF INTEREST

9.1 DECLARATION

At the outset of a Board meeting, the Presiding Officer shall call for those Members or Student Trustees present to declare any potential conflict of interest arising from any item on the agenda.



9.2 ACTION

Where a Member or Student Trustee has any pecuniary interest, direct, indirect or deemed, with respect to any item(s) on a meeting agenda, the Member or Student Trustee shall, prior to any consideration of the item(s), disclose the interest and the general nature thereof and shall refrain from participation in any discussion thereon, shall not vote on any question, or in the case of a Student Trustee ask for a recorded vote in respect of such matter(s) and shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question. Any declaration of conflict of interest and the nature of it will be recorded in the meeting minutes. At the meeting at which a Member discloses the interest, or as soon as possible afterwards, the Member shall file with the Secretary a written statement and its general nature.

9.3 IN CAMERA

Where the meeting concerned is not open to the public, in addition to complying with the requirements as outlined, the Member or Student Trustee shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

9.4 RECORDING DISCLOSURE

Where the pecuniary interest disclosed is at a meeting held IN CAMERA, the record shall note the disclosure and the Member's or Student Trustee's actions.

9.5 ABSENCE of MEMBER with CONFLICT

Where the interest of a Member or Student Trustee is not disclosed as required above, due to the Member's or Student Trustee's absence from the meeting in question, the Member or Student Trustee shall disclose their interest at the next meeting they attend and will comply with the above, as appropriate.

9.6 INDIVIDUAL RESPONSIBILITY

Members and Student Trustees are solely responsible for being aware of current applicable legislation or Ministry of Education Guidelines governing conflict of interest and adhering to such legislation or guidelines.

10.0 DELEGATIONS

10.1 CONDITIONS

Persons or groups (“Delegation”) wishing to appear before the Board shall be permitted to do so, provided:

- a) It is a matter within the jurisdiction of the Board and does not involve a personnel matter;
- b) The request is received by the Chair or the Director or designate prior to the agenda review for the meeting at which the Delegation is requesting permission to be heard.

10.2 APPROVAL

Requests from delegations to present to the Board shall require approval by the Agenda Review Committee.

10.3 SPECIFICS

Requests from Delegations must specify in writing:

- an overview of the topic to be addressed
- the name of the spokesperson for the group.

10.4 HANDOUTS

If a Delegation wishes to provide written materials as part of the presentation, up to five (5) pages will be copied by the Board and will be included for the Members and Student Trustees as part of their agenda package, if received at least seven (7) business days prior to the meeting date.

10.5 EXCEPTION

Time and other requirements herein may be waived at the discretion of the Chair in consultation with the Director.

10.6 REFUSAL

Delegations may be refused if they would appear on the same agenda as a similar item to be voted upon by Members at the same meeting, or if the Chair and Director deem the presentation unsuitable due to relevancy, timing or sensitive content.

10.7 REFERRED TO COMMITTEE

The Chair or Director may assign a requested Delegation to a Committee of the Board as directed by the Agenda Review Committee.

10.8 TIME LIMIT

Any Delegation will be ordinarily limited to ten (10) minutes for its presentation.

10.9 QUESTIONS

Questions of clarification may be asked by the Members or Student Trustees following a presentation, but there will be no debate of the issue presented as between Board Members or Student Trustees and the Delegation.

10.10 DECISION

No decision relative to the presentation will be made by the Board at the meeting at which the presentation is made.

10.11 ELECTRONIC REPRESENTATION

At the discretion of the Chair and the Director, arrangements may be made to allow for a Delegation or part of a Delegation to make representation to the Board electronically provided there is no conflict with Provincial legislation or Board policy.

11. ABSENCES

11.1 ABSENCES

All absences by Members or Student Trustees from meetings of the Board or its Committees shall be recorded in the minutes as one of the following:

- a) absence with explanation;
- b) absence without explanation;
- c) absence on Board business;
- d) absence excused by the Board; or
- e) absence for up to 20 consecutive weeks as a result of a Member's pregnancy, birth of a Member's child or the adoption of a child by the Member.



11.2 ELIGIBILITY

Provisions of the [Education Act](#) and Regulations shall apply in determining a Member's eligibility to continue to sit as a Member following extended absences. (See also 4.7, 4.8 & 4.25)

12.0. RULES OF ORDER

12.1 BYLAWS

The rules of order to be observed in Board or committee meetings shall be in accordance with the provisions of these Bylaws, including the Appendices, as approved by the Board Members and amended from time to time. The most recent edition of Robert's Rules of Order shall govern so far as applicable in all matters not provided for by these Bylaws and Appendices. If there is a conflict between these Bylaws, including the Appendices and Robert's Rules of Order, these Bylaws or Appendices shall prevail, provided it does not give rise to an absurd result.

Notwithstanding the above, committee meetings may be conducted in a more informal manner as suggested by Robert's Rules of Order. For example, there is no limit as to how often a member may speak; matters may be discussed without a motion on the floor; the Presiding Officer may make motions and participate in the discussion.
(See also 1.2, 1.4 and 1.5)

12.2 MAINTAINING ORDER

The Presiding Officer shall preserve order; decide all questions of order subject to appeal.

12.3 MEMBERS SPEAKING

Any Member or Student Trustee wishing to speak shall so indicate to the Presiding Officer. When called by the Presiding Officer, but not before, the Member or Student Trustee may proceed to speak, using formal address and confining their remarks to the subject under debate.

12.4 DURATION

Members or Student Trustees shall not speak longer than five (5) minutes on any motion without the permission of the Chair.

12.5 INTERRUPTIONS

No Member or Student Trustee, while speaking, shall be interrupted, except on point of order, in which case the Member or Student Trustee shall desist from speaking and await the decision of the Presiding Officer.

12.6 MOTIONS

Except where Robert's Rules of Order provide otherwise, every motion shall be duly moved and seconded before any debate may ensue.

12.7 DISPOSAL of MOTIONS

Any motion moved and seconded shall be disposed of only by a vote of the Board Members, unless the mover and the seconder, with the permission of the Board, withdraw the motion.

12.8 CONTRARY to BYLAWS

Whenever a motion presented is contrary to the Bylaws of the Board, the Presiding Officer shall so apprise the members.

13.0 DUTIES OF BOARD OFFICERS

13.1 CHAIR

In addition to the duties of the Chair under s.218.4 of the Act, the Chair shall:

- a) **Legally Constituted** - determine that the meeting is legally constituted;
- b) **Notice of Meeting** – ensure that the notice of meeting was issued by proper authority and that the notice made reference to the subject areas to be discussed and Members and Student Trustees have the information needed for informed discussion of agenda items;
- c) **Agenda** - have in their possession, the agenda for the meeting;
- d) **Quorum** - ascertain that a quorum is present;
- e) **Call to Order & Adjourn** - call the meeting to order on opening and adjourning it when the business is completed or when, for some other reason, it cannot proceed further;



- f) **Orderly Conduct** - enforce the observance of all rules for the orderly conduct of the meeting and expel or exclude from any meeting any person guilty of improper conduct;
- g) **Tact & Judgment** - exercise tact and judgment at all times;
- h) **Call for Vote** - put the question on every motion, when debate on the motion is complete;
- i) **Declare Outcome** - declare the will of the meeting as expressed in the outcome of the vote;
- j) **Discussion** - give every Member and Student Trustee reasonable opportunity to participate in the discussion;
- k) **Chair's Participation** - take part in any discussion after allowing Members and Student Trustees sufficient opportunity to speak; but, if the Chair wishes to debate the motion, the Chair shall discontinue the Presiding Officer role until the motion has been disposed of;
- l) **Read Motion** - state each motion or amendment clearly, on request, and receive comment to forego the reading of the motion or amendment as it comes before the meeting, if desired;
- m) **Maintain Order** - maintain order and decide all questions of procedure, subject to appeal by any Member to the Board;
- n) **Official Record** - sign, along with the Secretary, all motions approved by the Board and sign or initial all original motions and mark same "carried" or "lost", as the case may be;
- o) **Communications** - act as the spokesperson for the Board of Trustees, unless otherwise delegated.

13.2 VICE-CHAIR

In the absence of the Chair, the Vice-Chair shall preside in the the absence of the Chair.

13.3 SECRETARY

The Secretary of the Board shall be the Director.

As such, the Director shall act as Secretary for all Regular and Special Board Meetings and Committee of the Whole Board meetings.



The Director may delegate secretarial responsibility to other administrators for other committees of the Board.

The Secretary shall:

- a) **Record Results** - record or cause to have recorded the results of the deliberations of a meeting;
- b) **Maintain Record** - file and preserve the original resolutions, both "carried" and "lost", as part of the original records of the Board;
- c) **Assist Chair** - assist the Chair and the Members in providing information, direction and interpretation, when requested.

13.4 TREASURER

The Treasurer of the Board shall have authority to act as prescribed in the [Education Act](#), Provincial regulation and Board policy.

APPENDICES

Appendix I: Definitions (for Policy Procedural Bylaws)

Appendix II: Descriptions of Current Board Committees

Appendix III: Procedures at a Glance

Appendix IV: Quick Reference and Guide to Parliamentary Procedures

APPENDIX I: DEFINITIONS (for Policy PROCEDURAL BYLAWS) In these Bylaws:

Act	means the Education Act , Revised Statutes of Ontario as amended from time to time.
Ad Hoc Committee	means a committee established by the Board to consider a specific, assigned matter and report back thereon to the Board by a fixed date.
Appointed Board Officers	means the Secretary and Treasurer of the Board (or, the Sec./Treas., as the case may be).
Board	means the Algoma District School Board.
Chair	means the Chair of the Board.
Committee Chair	means the Chair of a standing, ad hoc, statutory or other committee of the Board.
Committee of the Whole	means the Board meeting as a whole within the rules and regulations of a committee and as such may be open or closed to the public ("in camera"), provided the provisions of the applicable legislation are observed.
Director	means Director of Education, Secretary of the Board and its Chief Executive Officer and Chief Education Officer.
Elected Board Officers	means the Chair and Vice-Chair of the Board.
Ex officio	refers to a person who is permitted to act by virtue of office, but an ex officio member does not vote and is not counted in determining a quorum.
Management Team	means the senior administration (i.e. Supervisory Officers) employed by the Board.
Member	means a member within the meaning of the Education Act and its regulations, elected, appointed or acclaimed to the Board.
OPSBA	means the Ontario Public School Boards' Association who represents public district school boards and public school authorities in Ontario.
Presiding Officer	means the one who is presiding over a meeting.
Pro Tem	means any temporary appointment, usually effective for only one meeting or for the time being.
Regular Board Meeting	means the Board Members meeting as a whole, on pre-determined dates and as a decision-making body.
Standing Committee	means a committee established by the Board to consider, on a regular basis, a specific, fixed area of the Board's operations.
Statutory Committee	means any committee formed by requirement of statute or regulation.
Student Trustees	means students elected in accordance with the legislation under the Education Act to represent the interests of pupils in the last two years of the intermediate division and in the senior division.
Vice-Chair	means the Vice-Chair of the Board.

APPENDIX II: DESCRIPTIONS OF CURRENT BOARD COMMITTEES

1. SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Description:

Trustees bring information forward to members regarding Board initiatives e.g. Enrolment, Accommodation Review, Program overviews.

Commitment:

Meetings held monthly with lunch from 11:45 a.m.–noon and meeting 12:00–1:00 p.m.

2. SUPERVISED ALTERNATIVE LEARNING (SAL)

Description:

Supervised Alternative Learning Program (SAL) is for students aged 14 to 17 who, for a variety of reasons, are at risk of leaving school early. A more detailed description of SAL is attached. Schools recommend students for SAL to the SAL Committee after developing a Supervised Alternative Learning Plan (SALP) with school staff, parents/guardians, the students and other community partners. The SAL Committee reviews each recommendation and determines whether or not approval will be provided.

Commitment:

The SAL Committee meets twice monthly (if needed) prior to a Board or Committee of the Whole meeting. Depending on how many students are being considered, formal meetings can range from 5 to 30 minutes. Often, material is provided in advance for review, which reduces the time needed to meet. An annual report will be brought to the Board each June.

3. PARENT INVOLVEMENT COMMITTEE (PIC)

Description:

Trustee brings information forward to members regarding Board initiatives e.g. Enrolment, Accommodation Review, Program overviews.

Commitment:

At least four (4) meetings per year, usually on the first Monday of the month from 6:30 p.m. – 8:00 p.m.

4. EXPULSION/SUSPENSION HEARING COMMITTEE

Description:

The Board authorizes the creation of a Discipline Committee of three (3) trustees to decide appeals of Principal suspensions and Principal recommendation for expulsion. All other trustees would serve as alternatives in case one of the committee members cannot be present. The Discipline Committee shall have the powers as set out in the Education Act and any other powers to implement any appropriate order.

Commitment:

This Committee meets prior to a Board or Committee of the Whole meeting. Depending on how many students are being considered, meetings run approximately 20minutes. Material is provided prior to arriving to the meeting for review which reduces the time needed to meet. An annual report will be brought to the Board each June.

5. OPERATIONS AND BUDGET COMMITTEE

Description:

This Committee consists of 3 Trustee members. The Chair of the Board and the Director of Education are ex-officio members and the Superintendent of Business and Manager of Finance are resources to the committee. The committee was designed to meet and provide oversight into the Budget development and Capital Projects each year. It would also meet from time to time on certain Operational issues that required more detailed discussion. The committee would then update the full Board on these issues.

Commitment:

This committee would meet approximately 2-3 times annually.

6. AUDIT COMMITTEE

Description:

This committee was mandated by the Ministry of Education to assist the board of trustees in fulfilling its duties related to governance and oversight. The committee consists of 3 trustee members and 2 external members. The Chair of the Board and Director of Education are ex-officio members and the Superintendent of Business and Manager of Finance are resources to the committee. The duties of the audit committee include financial reporting processes, internal controls, external auditing, risk management, compliance matters and recommends approval of the financial statements to the Board of Trustees.

Commitment:

The committee is governed by Ministry of Education regulation which establishes a minimum of 3 meetings each year.



PROCEDURES AT A GLANCE

Principles:

- justice and courtesy for all
- one thing at a time
- recognition of the will of the majority
- protection of the rights of the minority

Type of Motion	Must be Seconded	Can be Discussed	Can be Amended	Vote Required
PRIVILEGED (and incidental)				
▪ Stops proceedings no matter what is before the Board				
Motion to adjourn	Yes	No	No	Majority
Motion to recess	Yes	Only to length	Yes	Majority
Question of privilege	No	No	No	No
Point of Order	No	Chair and Mover Only	No	No
Appeal the ruling of the Chair	Yes	Yes	No	---
SUBSIDIARY				
▪ Determines immediate fate of motion before the Board				
Table of Motion	Yes	No	No	Majority
To call for a vote	Yes	No	No	Majority
To defer	Yes	Yes Time only	Yes Time only	Majority
To proceed	Yes	No	No	Majority
To call the previous question	Yes	Yes	No	Majority



PROCEDURES AT A GLANCE

Type of Motion	Must be Seconded	Can be Discussed	Can be Amended	Vote Required
To refer	Yes	Yes	Yes	Majority
Amend a main Motion	Yes	Yes	Yes	Majority
Amend the Amendment	Yes	Yes	No	Majority
To limit debate	Yes	No	Yes Time only	Majority
To extend debate	Yes	No	Yes Time only	Majority
Withdraw a Motion	No	No	No	Majority
<p>The Director is on hand to advise the Chair and, when necessary, if asked by the Chair or the board, to state the ruling or give the Director's interpretation of it.</p>				
<p>UNCLASSIFIED</p> <ul style="list-style-type: none"> ▪ Refers to Motions that need to be considered again 				
Motion to reconsider	Yes	Yes	No	Majority
Motion to rescind	Yes	Yes	Yes	Majority
Take from the table	Yes	No	No	Majority
<p>MAIN MOTION</p> <ul style="list-style-type: none"> ▪ Presents a proposal to the Board 	Yes	Yes	Yes	Majority



APPENDIX IV: QUICK REFERENCE AND GUIDE TO PARLIAMENTARY PROCEDURES

QUICK REFERENCE AND GUIDE TO PARLIAMENTARY PROCEDURES

A conveniently indexed Robert's Rules of Order or this reference guide should be consulted to help the chairman determine the proper course of action.

PRIVILEGED MOTIONS
INCIDENTAL MOTIONS
SUBSIDIARY MOTIONS

ORDER OF MOTIONS	MAY APPLY TO THE FOLLOWING MOTIONS	MAY INTERRUPT ONE WHO HAS FLOOR	MOVER MUST BE RECOGNIZED	REQUIRE A SECOND	DEBATABLE	VOTE REQUIRED	MAY BE RENEWED	MOTIONS THAT MAY APPLY TO IT
1. TO FIX TIME OF NEXT MEETING	None	No	Yes	Yes	Not when privileged	Majority	Not for same time	Amend, Reconsider
2. TO ADJOURN	None	No	Yes	Yes	Not when privileged	Majority	Yes, after progress	None
3. QUESTION OF PRIVILEGE	None	Yes, if necessary	No	No	No, but a resulting motion is	Decided by chair	After progress	None apply to question of privilege, but all may apply to resulting privileged motion
4. TO CALL FOR ORDERS OF THE DAY	Any special or general order	Yes, to call for a special order	No	No	No	None-takes 2/3 vote to postpone special order	Yes, except special cases	None except to postpone orders
5. RISE TO A POINT OF ORDER	Any motion or act	Yes	No	No	No	None unless appealed, then majority	No	None
6. APPEAL	Any decision by the chair	Yes	No	Yes	No	Majority	No	Lay on table, close debate, reconsider
7. TO SUSPEND THE RULES	Any motion where needed	No	Yes	Yes	No	Usually 2/3 (last constitution)	No, except by unanimous consent	None
8. TO CREATE SPECIAL ORDERS	Main motion	No	Yes	Yes	Yes	2/3	After progress	All
9. TO WITHDRAW (OR RENEW) A MOTION	Any motion	No	Yes	No	No	Majority	After progress	Reconsider
10. VOTING-Division Ballot Motion to	Any	No	No	Division, see Ballot, yes	No	Majority	Does not apply	None
11. OBJECTION TO CONSIDERATION	Main question and questions of privilege	Yes	No	No	No	2/3 in negative	No	Reconsider
12A. TO LAY ON THE TABLE	Main question, appeals, question of privilege or reconsider	No	Yes	Yes	No	Majority	After progress	None
12B. TO TAKE FROM THE TABLE	Only to motion that was tabled	No	Yes	Yes	No	Majority	After progress	None
13. CLOSE DEBATE	Any debatable motion	No	Yes	Yes	No	2/3 Majority	After progress	Reconsider
14. TO POSTPONE TO CERTAIN DAY	Main motions, questions of privilege or reconsider	No	Yes	Yes	Yes	Majority	After progress	Amend, reconsider, <u>lay</u> or close debate
15. TO REFER	Main motion, questions of privilege	No	Yes	Yes	Yes	Majority	After progress	Amend, reconsider, <u>lay</u> or close debate
16. TO AMEND OR SUBSTITUTE	Main motion, limit debate, order, postpone-defer table, at time of next meeting	No	Yes	Yes	Yes	Majority	No	Amend, reconsider, <u>lay</u> or close debate
17. TO POSTPONE INDEFINITELY	Main motion, questions of privilege	No	Yes	Yes	Yes	Majority	No	Limit or close debate, reconsider (1* vote only)
18. MAIN QUESTION (or motion)	No other motion	No	Yes	Yes	Yes	Majority	Not at same session	All
19. TO RECONSIDER	Any motion except <u>adjourn</u> , suspend rules, lay on table	Yes, for entry	No	Yes	Yes	Majority	No	Limit or close debate, lay on table, postpone definitely
20. TO RESCIND	Main motions, appeals, questions of privilege	No	Yes	Yes	Yes	Majority	Not at same session	All
21. ELECTIONS (Nominations)	None	No	Yes	No	No	Majority		None