

## **204.9 Board Meeting Procedures**

### **REQUESTS FOR INFORMATION**

1. Any member of the Board wishing to make a Request for Information for response at a subsequent meeting shall put the request in writing and provide it to the Secretary-Treasurer/Associate Superintendent, Business and Operations.
  - 1.1 All Requests for Information shall be placed on the agenda.
2. Any member of the Board wishing to make a Request for Information for individual use may direct a written request to the Secretary-Treasurer/Associate Superintendent, Business and Operations.
  - 2.1 The Secretary-Treasurer/Associate Superintendent, Business and Operations shall discuss the request with the Superintendent who may:
    - 2.1.1 Refer the request to the appropriate employee or committee or
    - 2.1.2 Refer the request to the Board.
  - 2.2 Responses to Requests for Information for individual use may be verbal or written.
  - 2.3 Copies of any written response to a Request for Information for individual use shall be provided to all trustees.
3. Where, in the opinion of the Superintendent, a Request for Information will result in a cost to the Division by reason of:
  - 3.1 Time of employees which must be taken from performance of their regular duties;
  - 3.2 The need to hire additional employees;
  - 3.3 The necessity of obtaining and paying for the information from other sources, and no budget has been provided for such an expenditure, the Superintendent shall report the request and the anticipated cost to the Board and shall not proceed with providing a response unless so directed by the Board by way of motion.
4. Notwithstanding the above, the subject matter of a Request for Information is not debatable until the response has been received by the Board.