

Approved: October 22, 1997  
Amended: January 12, 2010  
Reviewed: November 16, 2016  
Amended: November 24, 2020

## **204.3 Special Board Meetings**

### **Policy**

The Education Act permits the calling of Special Meetings of the Board. The Board believes that Special Meetings should be called only when the business to be transacted cannot be delayed until the next Regular Meeting of the Board. The Board directs that Special Meetings be called and convened in accordance with the following regulations.

### **Regulations**

1. Special Meetings shall be called in accordance with the provisions of the *Education Act*.
2. A special meeting of the Board may be called by the Chair of the Board, a majority of the trustees, or the minister.
  - 2.1 Waiver of notice under section 3 of *Board Procedures Regulation* must be sent at least 2 days before the special meeting.
3. Special Meetings shall be open to the public.
4. Board Meetings may, if required by health or environmental circumstances, be made accessible to the public virtually with access posted on the Division website.
5. A trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
6. The Board may hold a portion of a Special Meeting “in camera”.
7. Notice of a Special Meeting and, where possible, the agenda for Special Meetings shall be provided to
  - 7.1. school principals,
  - 7.2. the chair of each School Council, and
  - 7.3. local media outlets.

8. Unless all of the trustees are present at the special meeting, no business other than that stated in the notice of the special meeting must be conducted at the special meeting.
9. Minutes in the prescribed form shall be kept for all Special Board Meetings.
10. Board Highlights shall be prepared and circulated following each Special Meeting.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

Alberta Regulation: Board Procedures Regulation Section 3

Alberta Education Act: Sections 64

Division Policies: 204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Meetings, 204.10 Board Meeting Agendas, 204.9 Board Meeting Procedures, 204.12 Board Meeting Minutes