

204.2 Regular Board Meetings

Policy

The Education Act permits the Board to hold as many Regular Meetings as it considers necessary to deal adequately with its business. It also requires that the date, time, and place of these meetings be made public. The Board directs that Regular Meetings be scheduled and convened in accordance with the following regulations.

Regulations

1. Regular Meetings shall be held according to a schedule approved annually by the Board.
2. The schedule of Regular Meetings shall be
 - 2.1. provided to all school principals, the chair of each School Council, local media outlets, members of the public upon request, and
 - 2.2. posted on the Division website.
3. Regular Meetings shall be open to the public and shall normally be held
 - 3.1. once each month, with the exception of July and August when there will be no Regular Meeting,
 - 3.2. on Tuesday afternoons, and
 - 3.3. beginning at 3:30 PM.
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 Chair of the Board may cause to be excluded from a meeting any person who, in the opinion of the Chair refuses to refrain from improper conduct at the meeting.
7. The Board may, by resolution, decide to hold a portion of a Regular Meeting “in camera”.
8. A Public Forum shall be scheduled for 5:00 PM for the purpose of allowing individuals to address the Board unannounced.
 - 8.1. Each individual shall be required to identify himself/herself.

LETHBRIDGE SCHOOL DIVISION

- 8.2. Comments, including virtual submissions, shall be limited to a maximum of five (5) minutes and subject to the authority of the Chair.
- 8.3. Trustees shall be permitted to ask questions of clarification
- 8.4. The Board shall provide a response to public forum presentations and ensure the response is included in the agenda of the following Board meeting.
- 9. Presentations to the Board shall be allowed.
 - 9.1. Delegations and presentations shall normally be limited to a maximum of fifteen (15) minutes. The request for a presentation must be made at least 14 days in advance of the date of the meeting.
- 10. Minutes of the prescribed form shall be kept for all Regular Meetings of the Board.
- 11. Board *Highlights* for each Regular Meeting shall be prepared and circulated to School Council Chairs, trustees, and all Division employees, as well as posted on the website.

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

References

Alberta Regulation:	Section 2
Alberta Education Act:	Sections 64, 65, 66, 67, 69,
Division Policies:	204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Board Meetings, 204.10 Board Meeting Agendas, 204.9 Board Meeting Procedures, 204.12 Board Meeting Minutes

