

## **204.6 Organizational Meetings**

### **Policy**

The Education Act requires the Board to annually hold an Organizational Meeting. The purpose of the Organizational Meeting is to structure the operations of the Board for the next year. The Board directs that the annual Organizational Meeting of the Board be called and convened in accordance with the following regulations.

### **Regulations**

1. The Organizational Meeting shall be held in conjunction with the Regular Meeting of the Board each October.
2. In any year in which a general election takes place, the meeting must be held within four weeks following the date the statement of the results of that election is announced or posted.
3. The Organizational Meeting shall be used to:
  - 3.1. elect a Chair,
  - 3.2. elect a Vice Chair,
  - 3.3. appoint committee members, and
  - 3.4. review policies and procedures governing operations of the Board.
4. All elected officers and appointees shall serve at the pleasure of the Board.
5. The Organizational Meeting shall be chaired by the Superintendent until a Chair has been elected.
6. Election of the Chair and the Vice Chair shall be by secret ballot.
  - 6.1. The Secretary-Treasurer/Associate Superintendent, Business and Operations shall be responsible for counting ballots and identifying the elected Trustee.
  - 6.2. If a position is contested by more than two candidates, a majority of the Board is required to determine the successful candidate.
    - 6.2.1. If the leading candidate does not receive majority support, a second ballot will be held between the two candidates receiving the most votes in the first ballot. In cases of ties, refer to Regulation 5.3.

## **204.6 Organizational Meetings, cont'd**

- 6.3. In the event of a tie vote between two or more candidates, the following procedure will be used to break the tie.
  - 6.3.1. Candidates who are tied will be provided the opportunity to withdraw.
  - 6.3.2. If a tie still exists, a ballot will be conducted involving those candidates who are tied.
  - 6.3.3. If a tie still exists, the Secretary-Treasurer/Associate Superintendent, Business and Operations will conduct a coin flip between the candidates who are tied.
- 6.4. Ballots shall be destroyed.
- 7. Appointments to committees shall be by resolution.
- 8. Minutes in the prescribed form shall be kept for all Organizational Meetings of the Board.
- 9. A list of persons elected and appointed to various positions shall be circulated through the Board *Highlights* and the Division website.

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

### **References**

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| Alberta Regulation:    | Board Procedures Regulation Section 1  |
| Alberta Education Act: | Sections 64  |
| Division Policies:     | 204.2 Regular Board Meetings, 204.4 In Camera Board Meetings, 204.10 Board Meeting Agendas, 204.9 Board Meeting Procedures, 204.12 Board Meeting Minutes |