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Amended: January 12, 2010  
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## **204.9 Board Meeting Procedures**

### **Policy**

The Education Act authorizes the Board to establish procedures governing its internal operations and meetings. The Board expects that meetings will provide for thorough, yet efficient, debate and resolution of issues. The Board directs that all meetings of the Board be subject to the following regulations.

### **Regulations**

1. Robert's Rules of Order shall serve as the official guide to parliamentary procedure.
2. All business shall be brought before the Board by a motion of a member.
  - 2.1. Motions shall not require a second.
3. Voting shall be by show of hands.
  - 3.1. Except in the case of a unanimous vote, the vote of each Trustee shall be recorded in the minutes.
4. Debate on an issue shall normally be limited as follows:
  - 4.1. Each Trustee shall be permitted to speak no more than twice and no longer than ten (10) minutes in total.
  - 4.2. Notwithstanding 4.1, the Trustee who presents a motion shall be permitted to open and close debate.
5. Meetings shall be subject to automatic adjournment.
  - 5.1. Regular Meetings shall adjourn no later than 6:00 PM.
  - 5.2. Adjournment time for other meetings of the Board shall be set at the commencement of the meeting.
  - 5.3. The Board, by resolution, may extend a meeting beyond its scheduled adjournment time.
6. The Secretary-Treasurer/Associate Superintendent, Business and Operations shall be responsible for recording the minutes.

## **204.9 Board Meeting Procedures, cont'd**

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

### **References**

Alberta Education Act:	33, 53, 64
Division Policies:	204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Meetings, 204.12 Board Meeting Minutes
Division Procedure:	204.9 Requests for Information
Other:	Alberta Education – Board Procedure Regulations 2019