

204.12 Board Meeting Minutes

Policy

The Education Act requires the Board to maintain a record of all proceedings of the Board and Committees of the Board. The Act also makes provision for the inspection, by an elector, of the agenda and minutes of the Board meetings. The Board directs that a record of the proceedings, in the form of minutes, be prepared and maintained for each Board and committee meeting. The Board expects that minutes will accurately reflect the actions taken by the Board and its committees.

Regulations

1. Minutes of all meetings of the Board shall record:
 - 1.1. location of the meeting;
 - 1.2. members in attendance;
 - 1.3. order of business;
 - 1.4. time at which the meeting convened;
 - 1.5. identification of any persons who appeared before the Board and the topic of their presentation/request;
 - 1.6. each motion presented for debate, including amendments;
 - 1.7. name of the Trustee who moved each resolution;
 - 1.8. disposition of each motion (“Carried” or “Defeated”);
 - 1.9. with the exception of votes which are unanimous, whether each Trustee voted “In Favour” or “Against” the motion;
 - 1.10. challenges to the Chair and the result of such challenges; and
 - 1.11. time at which the meeting adjourned.
2. Minutes shall be approved at the next meeting and signed by the Chair and

- recording secretary.
- 2.1 corrections to the minutes will be hand-written and initialed by the Chair and recording secretary, and
 - 2.2 itemized in the minutes of the meeting at which the corrections are made.
3. Minutes of committee meetings shall record:
- 3.1. time and location of the meeting;
 - 3.2. persons in attendance;
 - 3.3. order of business;
 - 3.4. decisions reached by the committee.
 - 3.5 Approved minutes of committee meetings shall be provided to all committee members and filed with the appropriate department that supports the committee.
 - 3.6. Subject to the *Freedom of Information and Protection of Privacy Act* and *Regulations*, minutes of committee meetings shall not be public.
 - 3.7. The Secretary-Treasurer/Associate Superintendent, Business and Operations or designate shall maintain a permanent record of approved minutes for all committee meetings.
4. Copies of the approved minutes for all meetings of the Board, except In Camera Meetings, shall:
- 4.1. be provided to all persons receiving an agenda package, and
 - 4.2. be made available to electors through the Division website or the office of the Secretary-Treasurer/Associate Superintendent, Business and Operations.
5. The Secretary-Treasurer/Associate Superintendent, Business and Operations shall maintain a permanent record of approved minutes for all Board meetings.

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

References

Alberta Education Act:	Section 64
Division Policies:	204.2 Regular Board Meetings, 204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Board Meetings
Other:	Board Procedures Regulation (2) 1, 2, 3, 5