

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Regular Meetings of the Board

SECTION/CODE:

Board By-Laws 1 – VIII

APPROVAL DATE:

January 11, 2021

SUPERSEDES:

January 12, 2016

NUMBER OF PAGES:

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REVIEW DATE:

January 2025

BY-LAW VIII

REGULAR MEETINGS OF THE BOARD

1. Regular Meetings of the Board shall be held on the second Monday of each month unless otherwise ordered by special motion.
 - 1.1 There will be no regular meetings scheduled in the months of July and August.
 - 1.2 In the event that a meeting date coincides with a Statutory or Civic Holiday, a new date shall be determined at the previous Board meeting.
 - 1.3 All meetings of the Board shall be open to the public.
2. All meetings shall commence at 6:00 p.m. and adjourn by 11:00 p.m.
 - 2.1 A meeting may proceed past 11:00 p.m. if there is majority consent of the members present.
3. The Chair for each Regular Meeting of the Board will be the Chair of the Board or in the absence of the Chair, by the Vice-Chair of the Board.
4. The presence of a majority of all members of the Board shall be necessary to form a quorum for the Protestant Separate School Board of the Town of Penetanguishene, this constitutes four members.
 - 4.1 Unless there is a quorum present within fifteen minutes of the appointed meeting time, the Supervisory Officer shall record the names of the members present and the meeting shall not convene.
5. An Agenda for each meeting shall be placed in each Board member's designated mail slot, in the Board Office, at least 24 hours prior to the meeting.
 - 5.1 The agenda shall contain notice of all regular and new business to be considered by the Board.
 - 5.2 Business not appearing on the agenda may be considered with the approval of the majority of the Board.

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- 5.3 Persons or groups wishing to appear before the Board as delegations must register their intention with the Supervisory Officer or delegate by 4:00 p.m. a week prior to the Board meeting, indicating the title and subject matter.
- 5.4 The delegation will submit one copy of its verbatim full script to the Office of the Supervisory Officer a minimum of 72 hours before the Board Meeting.
- 5.5 The presentation must be confined to the written submission and is limited to 10 minutes
- 5.6 At the discretion of the Chair the delegation can be halted if the spokesperson deviates from their submitted verbatim full script.
- 5.7 As soon as the Board Chair is satisfied that all points have been clarified, Board Chair will close the presentation by thanking the spokesperson and stating that the matter will receive consideration by the Board.