OTTAWA CATHOLIC SCHOOL BOARD

Procedural

BY-LAWS

Revised: July 2024

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PROCEDURAL BY-LAWS

Education Act

"Education Act" means the *Education Act*, Revised Statutes of Ontario 1990, chapter E.2, as amended, and includes, where the context requires, the Ontario Regulations enacted thereunder. The *Education Act*, Statutes and Regulations shall take precedence over these By-Laws.

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By-Laws

SECTION 1:

Language

SECTION 2:

Inaugural and/or Annual Meetings

PROCEDURAL BY-LAW 1

LANGUAGE

1.01	The official language of the Board shall be English. All deliberations and business of the Board shall be held or transacted in the English language.	Official Language

PROCEDURAL BY-LAW 2

INAUGURAL AND/OR ANNUAL MEETING

2.01	At least two weeks before the Inaugural Meeting, an Organizational Meeting will be held to discuss the election of the Chair, Vice-Chair and Committee appointments.	Organizational Meeting
2.02	At the Organizational Meeting, Trustees who wish to stand for election for the position of Chair may rise and declare their candidacy. No voting will take place. Nominations will be accepted up until the start of the Annual Meeting or Inaugural Meeting. The procedures for the election and appointment of trustees will be reviewed at the Organizational meeting.	Declaration of Candidacy Chair and Vice-Chair
2.03	Committee appointments will be informally discussed at the Organizational Meeting, following the receipt of a survey, duly completed by each Trustee, which lists each Trustee's preference.	Committee Appointments
2.04	The Inaugural Meeting of a newly-elected Board shall be held on November 15 in the year of a regular election or, during the week of November 15 unless a different day and hour have been decided upon by the Board. The Annual General Meeting of a Board previously elected shall follow the same schedule as the Inaugural Meeting unless a different day and hour have been decided upon by the Board.	Inaugural/ Annual Meeting Day and Time

2.05 This Article of the Procedural By-Law applies to newly-elected Boards or when there is a new appointment resulting from a vacancy. At the appointed time, the Secretary shall call the meeting to order, preside until a Chair is selected, and proceed to: **Oaths and Declarations**

a) For a newly elected Board, read the returns of election to the Board as certified to the Secretary by the City Clerks, certifying to the election of Trustees;

b) For a newly elected Board, call for and receive from all Trustees, Declarations and Formal Oaths of Allegiance;
   i. Trustees will read the “Declaration of Office” together as a group;
   ii. The “Oath of Allegiance” will be read by each Trustee together as a group, and

c) Declare the Board to be legally constituted for the appropriate term of office.

d) When a Trustee has been appointed to fill a vacancy, the Trustee will read the Declaration of Office and the Oath of Allegiance.

In the absence of the Secretary or designate, a senior official of the Board shall be elected to preside.

2.06 The Order of Business for the Inaugural or Annual Meeting shall be as follows: **Order of Business**

<u>Annual Meeting</u>

A. Call to Order and Land Acknowledgement
B. Prayer
C. National Anthem
D. Designation of Scrutineers by Secretary of the Board
E. Nominations and Election of Chairperson and Vice-Chair of the Board
F. Election/Appointment of Trustees to Board Committees (Statutory and Other Committees)

G. Designation of Signing Officers of the Board
H. Appointment of Board Auditors/Banker/Legal Counsel
I. Recognition of the Past-Chairperson and Vice-Chairperson
J. Address by Vice-Chairperson
K. Address by Chairperson
L. Presentation of Director's Annual Report
M. Adjournment

<u>Inaugural Meeting</u>

A. Call to Order and Land Acknowledgement
B. Prayer
C. National Anthem
D. Designation of Scrutineers by Secretary of the Board
E. Reading of Certified Election Returns
F. Commissioning of Catholic Trustees/Rite of Renewal of Trustees
G. Nominations and Election of Chairperson and Vice-Chair of the Board
H. Election/Appointment of Trustees to Board Committees (Statutory and Other Committees)
I. Designation of Signing Officers of the Board
J. Appointment of Board Auditors/Banker/Legal Counsel
K. Inaugural Address by Vice-Chairperson
L. Inaugural Address by Chairperson
M. Presentation of Director's Annual Report
N. Adjournment

2.07 If there is only one candidate for the position of Chair, the candidate shall be declared Chair for the ensuing year and shall assume the duties of the Chair. If there are two or more candidates for Chair, in person or by proxy, an election by secret ballot shall be held. The Secretary shall proceed in the following manner, after nominations have been made, seconded and accepted by the nominee in person or by proxy: Election of Chair

a) The Secretary shall name two (2) scrutineers for the election, and the Trustees present shall Naming of Scrutineers proceed to elect a Chair for the ensuing year. The count shall not be declared;

b) If a Trustee has received a majority (more than half) of the votes cast, the Secretary shall declare that Trustee elected. Should no Trustee receive a majority of the votes cast, the name(s) of the Trustee(s) with the lowest number of votes shall be dropped and the names of those remaining shall be announced in alphabetical order and the Trustees shall continue to vote until a candidate receives a majority of the votes cast.

c) In case of an equality of votes after two rounds of voting where two Trustees were on the ballot, the candidates shall draw lots to fill the position of Chair. Alphabetical order shall be used to determine who draws the first straw; with the longest straw being declared the winner. Alternatively straws may be numbered, with the number one straw being declared the winner.

d) By resolution of the Board, all ballots shall be destroyed after the elections have been completed and the successful candidate declared.

2.08 The Chair so elected shall then preside and conduct the election for the office of Vice-Chair in the manner prescribed in the preceding By-Law. Election of Vice-Chair

2.09 The term of office for all appointments shall be for a period not exceeding one year unless otherwise decided by the Board, with the exception of the Audit Committee which shall be for two years, and the Ottawa Student Transportation Authority (OSTA) and the Ottawa Catholic Child Care Corporation which shall be for two years with alternating terms. Where a trustee steps down from a committee before the end of their term, or a trustee vacancy occurs on a committee, an election shall be held at the next Board meeting after learning of the vacancy; with the exception of the death of a trustee in which case the new trustee for the zone will serve Term of Office on the committees previously held by the incumbent trustee.

2.10 a) In the event of the position of Chair or Vice-Chair becoming vacant for any reason, the Board shall, at its first Regular Meeting thereafter, elect a new Chair or Vice-Chair, who will preside at all meetings. Vacancy Chair or Vice-Chair

b) The election of a new Chair or Vice-Chair will proceed in accordance with Procedural By-Laws 2.07 and 2.08.

2.11 When a vacancy occurs in the office of a Trustee before the expiration of the term for which the Trustee was elected, it shall be filled in the manner prescribed in the Education Act. In the event an Optional Election is not held, consideration shall be given to individuals qualified to serve as a school board trustee in accordance with the Education Act and the Municipal Elections Act. This shall take the form of a broadly advertised call for applications. Vacancy Office of a Trustee

2.12 The new trustee interview process may take place in one of the following meetings as determined by a majority vote of the Trustees: Trustee Interview Process

1) Closed Meeting (Closed)
2) Special Board Meeting (Public)

Should the interviews take place in a Closed Meeting, the election and proclamation of the new Trustee will take place at a Special Board Meeting (Public) at a date and time determined by the Board of Trustees.

Procedural By-Laws

SECTION 3:

Regular and Special Board Meetings

PROCEDURAL BY-LAW 3

REGULAR AND SPECIAL BOARD MEETINGS

3.01	Regular meetings of the Board, unless otherwise decided by resolution of the Board, shall be held on the second and fourth Tuesdays of each month, with the exception of March, July, August and December. If the designated day should fall on a legal holiday, the Board shall meet on the following day.	Regular Board Meetings
3.02	The Regular Board Meeting on the second Tuesday in March will be cancelled should it fall during the March Break.	March Break
	During the months of July and August, Regular Meetings shall not be held unless otherwise decided by a motion of the Board or at the call of the Chair.	Summer Meetings
	The Regular Board Meeting on the second Tuesday in December will be cancelled should it fall during the Christmas Break.	December Meetings
3.03	Special meetings of the Board shall be held: a) at any time determined by resolution of the Board at the date and time so determined; b) at the call of the Chair upon the request in writing of five (5) or more members of the Board. Such a Special Meeting shall be called by the Chair at a date acceptable to the five Trustees.	Special Board Meetings
	A Special Meeting of the Board may be called by the Chair, or in the absence of the Chair by the Vice-Chair, and in the absence of the Chair and Vice-Chair, by the Secretary or Secretary designate.	Authority to Convene
3.04	The notice of every such Special Meeting shall state the business to be transacted, and no other business shall be considered except with the unanimous consent of Trustees present.	Matters to be Considered
3.05	The Secretary shall give each Trustee at least forty-eight (48) hours written notice (including Saturdays, Sundays and legal holidays) of all	Notice of Meeting

meetings of the Board. The Student Trustees shall receive such notice of the meeting, and other meetings as required.

3.06 Until a Trustee notifies the Secretary in writing of another address, all notices or communications delivered or mailed to the Trustee at the address as set out in the Trustee's nomination paper shall be deemed to have been received by the Trustee. Official Address

3.07 The Secretary shall in the same manner and under the same conditions cause to be delivered to each Trustee, prior to the meeting at which the same are to be considered, the agenda, the minutes of the previous meetings and a copy of all committee and staff reports. The agenda shall contain a brief notice of such matters as may come before the Board and shall set out in full all notices of motion. Documents

3.08 Except as otherwise provided in these By-Laws, the Order of Business at Regular Meetings of the Board shall be prepared for each meeting by the Secretary and shall be as follows: Order of Business

A. Call to order and Land Acknowledgement;

B. Prayer / Special Intentions/National Anthem;

C. Delegations

D. Approval of Agenda, including additional items of New Business;

E. School / Student / Department Profile;

F. Declarations of Conflict of Interest;

G. Confirmation of Minutes;

H. Unfinished Business from Previous Meetings;

I. Presentation and Consideration of Committee Reports and Student Trustees Reports;

J. Presentation and Consideration of Staff Reports;

K. New Business;

L. Notice of Motions;

M. Confirmation of Action Report;

N. Administrative Announcements; and

O. Adjournment.

Notes:

1. No variation in the order of the foregoing agenda shall be permitted unless otherwise determined by a vote of a majority of the Trustees present, which vote shall be taken without debate. Variation

2. No motion introducing additional new matters, other than matters of privilege, shall be considered at any Regular Meeting of the Board except by a two-thirds vote of all Trustees present. Additional New Business Moved

3. For immediate consideration at a meeting, additional new matter agenda items must be of an urgent and pressing nature. Nature of Additional New Business

4. Information items may be included in the distribution of materials but not be considered as part of the agenda. When a Trustee would like to request that an information item be included in the agenda, this may be accommodated at the beginning of the meeting by means of a request from the individual Trustee and acceptance by the Board. Information Items Moved

5. Documentation pertaining to public delegations shall be tabled with the Directorate no later than seven (7) days prior to the day of the Regular Meeting of the Board. Delegations

3.09 The Student Trustees(s) attend and participate in Board Meetings as required or designated by the Board, but do not have the right to vote. The Student Trustee(s) may attend in-camera meetings Student Trustees' Role of the Board, but are not present for personnel matters.

3.10	A majority of the Trustees shall constitute a quorum and shall be necessary for the transaction of business. The Student Trustee(s) do not affect quorum.	Quorum/ Attendance
3.11	Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the names of those present shall be recorded by the Secretary and the meeting shall stand adjourned until the next Regular or Special Board Meeting.	No Quorum
3.12	The Chair shall adjourn a meeting when a quorum is no longer present and the Secretary shall then record the names of the Trustees present at the time of adjournment.	Adjournment for loss of Quorum
3.13	Except by a two-thirds majority vote of the members present, the Board shall not sit after 22:30 hours.	Sitting
3.14	Meetings of the Board and subject to By-Law 3.15, shall be open to the public, within the capacity of provided gallery seating in the Boardroom.	Open Meetings of Board
3.15	A meeting of a committee of the Board, including a Committee of the Whole Board, will be closed to the public when the subject matter under consideration involves: a) the security of the property of the Board; b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his parent or guardian; c) the acquisition or disposal of a school site; d) decisions in respect of negotiations with employees of the Board; or e) litigation affecting the Board.	Closing of Certain Committee Meetings

3.16	When the meeting has resolved into the Committee of the Whole for a Closed Session, the Chair shall relinquish the Chair and shall call on the Vice-Chair to preside. In the absence of the Vice-Chair, if there is a quorum in attendance, the Chair shall preside or the alternate elected during the organization meeting shall serve as presiding officer.	Presiding Officer
3.17	The Committee of the Whole shall make recommendations to the Board on matters from the Closed Session.	Committee of the Whole Closed Session Recommendations
3.18	When the Board sitting as a Committee of the Whole in a Closed Session has completed its consideration of the subject(s) referred to it, the Committee shall adjourn on a motion to rise and report to the Board, which motion(s) shall specify the recommendation(s) arrived at. A motion to rise and report shall be decided without debate.	Committee of the Whole Closed Session Reporting
3.19	As soon as a motion to rise and report is adopted, the Chair and the presiding officer of the Committee of the Whole Closed Session shall report the deliberations of the Committee of the Whole Closed Session and any recommendations carried there from, whereupon the Chair shall put the recommendations as motions to the Board.	Resumption of Chair
3.20	The Board shall meet as a Committee of the Whole in a Closed Session as required prior to the Regular Board Meeting, and at any other time for urgent matters at the call of the Chair/Board.	Closed Session
3.21	Each Regular Board Meeting shall commence at 19:00 hours with the period from 19:00 hours to 19:30 hours, if required, devoted to school profiles, questions and general communication with the public.	Time of Board Meetings
3.22	In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, the Secretary or the Secretary	Absence of Chair

designate shall call the meeting to order and if there is quorum the Secretary shall announce the alternate as elected at the organizational meeting to serve as Chair and to preside at the meeting and 2nd alternate as elected at the organizational meeting to serve as Vice-Chair. Absence of Chair and Vice Chair

3.23 If the Chair, the Vice-Chair, the Secretary and the designate of the Secretary are absent at the hour for opening a meeting and there is quorum in attendance, the Trustees shall appoint a Chair, Vice Chair as outlined in 3.22 and designate a Secretary for the meeting. Upon the arrival of the Chair and/or Vice-Chair they may resume their responsibilities as Chair or Vice-Chair. Chair and Secretary Pro Tem

3.24 A minimum of forty-eight (48) hours notice shall be given for a special meeting of the Board or to resume a previous unfinished Board meeting. This notice may be waived by the unanimous consent of all the members of the Board. Notice re. Special Board or Resumption of a Board Meeting

3.25 The minutes of both Board and Committee meetings shall contain the following: Content of Minutes

a) the kind of meeting ("regular", "special", etc.);
b) the date and place of the meeting;
c) the names of Trustees and staff members present, the names of members absent, the name of trustees participating remotely and the time of arrival and/or departure of members not present for the entire meeting;
d) the approval of the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
e) all motions (including written preambles) and points of order and appeals, and the disposition thereof;
f) the time of adjournment; and
g) the time, date and place of the next meeting.

3.26 Regular Board minutes shall be confirmed bi-weekly. Confirmation of Minutes

3.27 In accordance with the requirements under the Education Act (Section 208.1-5) and Regulations Electronic Meeting Participation

(O.Reg. 463/97) provision is made to hold meetings of a board and meetings of a committee of a board, including a committee of the whole board through the use of electronic means.

Trustees and Student Trustees who participate in a meeting through electronic means shall be deemed to be present at said meeting subject to such conditions or limitations that may be provided for in the Act/ and/or Regulation.

The Chair of the Board or designate, The Director of the Board or designate and one other Trustee shall be physically present at a Committee of the Whole session and/or the Open session of an electronic meeting of the Board.

Quorum requirements as outlined in By-Law 3.10 and 3.11 shall apply.

3.28 Electronic meetings of the Board may allow for special meetings arising from extenuating circumstances rather than to replace regularly scheduled Board Meetings. Electronic Meetings – Extenuating Circumstances

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SECTION 4:

Rules of Order

PROCEDURAL BY-LAW 4

RULES OF ORDER

4.01	The rules of order to be observed at meetings shall be in accordance with the Board's Procedural By-Laws, which are valid only insofar as they are consistent with the laws of the Province of Ontario.	Board Procedural By-laws
4.02	The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all procedural matters not otherwise covered by these By-Laws and any special rules of order the Board may adopt. .	Procedures in Unprovided-for Cases
4.03	With a two-thirds (2/3) majority vote of Trustees present and voting, any of these rules may be temporarily suspended.	Temporary Suspension of Rules of Order
4.04	It shall be the duty of the Chair or other person presiding at a meeting of the Board to maintain order and decorum, to read motions at the meetings, to decide questions of order and procedures, to submit motions or other proposals to the final decision of the meeting, and finally to adjourn the meeting when the business is concluded. The Chair shall not participate in debate while presiding.	Chair's Duties
4.05	If the Chair desires to leave the chair for the purpose of taking part in debate or for any other purpose, the Chair shall call upon the Vice-Chair or in the absence of the Vice-Chair one of the Trustees to assume the Chair until he/she resumes it. The Vice-Chair or any Trustee temporarily occupying the chair shall discharge all the duties and enjoy all the rights of the Chair.	Chair Vacating Chair Temporarily
4.06	The ruling of the Chair in deciding a point of order may be appealed to the meeting without debate. The challenger shall state the grounds for the appeal (in two minutes or less); the Chair shall state the grounds for the ruling (in two minutes or less) and a recorded vote shall be taken and duly	Ruling

	recorded by Trustee name in the official minutes of the meeting.	
4.07	Any Trustee desiring to speak shall so indicate and upon recognition by the Chair may then proceed to speak.	Recognition of Speaker
4.08	A Trustee, while speaking, shall not be interrupted by another, except on a point of privilege or order. The Trustee so interrupting shall strictly be confined to stating the point of privilege or order.	Interruption of Speaker
4.09	No Trustee shall speak more than a maximum of five (5) minutes on any question or motion in the first instance, with a provision for two (2) minutes after all Trustees have spoken on any question or motion without taking leave of the meeting; nor shall any Trustee, without permission of the meeting, speak more than twice upon any question or motion. The mover of a motion shall be allowed three (3) minutes to reply and shall then close debate.	Time Limit for Speaking
4.10	The Board may, by resolution, refer any matter to a Committee for consideration provided that such resolution stipulates the reason for such referral.	Referral to a Committee
4.11	All reports presented to the Board should contain a summary of recommendations/deliberations.	Report and Recommendations
4.12	Subject to By-Laws 3.15 and 5.09, a confidential report by a committee, other than by the Committee of the Whole, shall be forwarded to the Board for consideration by the Committee of the Whole in a Closed Session.	Confidential Report by a Committee
4.13	When minutes of the previous meetings have been printed and distributed to the members prior to the meeting, the said minutes shall be taken as having been read.	Minutes Read
4.14	No matter under consideration by a committee shall be considered by the Board until reported upon by such committee. This rule may be suspended, on	Matter in Committee Not to be Considered

the particular topic, by a vote of the majority of the Board.

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SECTION 5:

Motions

PROCEDURAL BY-LAW 5

MOTIONS

5.01 All substantive motions shall be in writing and seconded. When a motion has been read it will then be open to debate and shall be disposed of by vote. *In Writing and Seconded*

5.02 A motion, once stated by the Chair, may be withdrawn by the mover at any time before the final vote is taken, with permission of the majority of the Trustees present, to withdraw the motion. *Withdrawal of Motion*

5.03 Any Trustee may require the motion under discussion to be read for his/her information at any time in the course of debate but not so as to interrupt the speaker. *To be Read*

5.04 Whenever the Chair is of the opinion that a motion presented is contrary to the By-Laws and privileges of the Board, the Chair shall rule that the motion is out of order and will not proceed with it. *Contrary to By-Laws*

5.05 The following motions are debatable: *Debatable*

a) a motion standing on the order of business of the meeting;
b) a motion for each recommendation from a the report of a Committee;
c) a motion for the appointment of a Committee;
d) a motion for reference of any matter to a Committee; and
e) a motion respecting the appointment or conduct of officers of the Board, the management of its business, the arrangement of its proceedings and any other routine business.

5.06 When a motion is under debate the following order of precedence applies: *Order of Precedence*

Subsidiary

a) Postpone indefinitely
b) Amend
c) Commit or Refer to a committee
d) Postpone to a Certain time or indefinitely

e) Limit or extend Limits of Debate
f) Previous Question (bring the question to vote)
g) Lay on the Table (suspend main motion to deal with a more pressing matter)

Privileged
a) Call for the Orders of the Day
b) Raise a Question of Privilege
c) Recess
d) Adjourn
e) Fix the time to which to adjourn

Each shall have precedence in the order in which it appears above.

5.07 When a motion or the amendment under consideration contains two or more parts, any particular part, upon the request of any member, shall be considered, discussed and voted upon separately. — Division of a Compound Motion

5.08 All amendments shall be seconded, in writing, and be relevant to the main question. When an amendment to a main motion has been proposed, it is permissible to move an amendment to the amendment, but no motion to amend further shall be entertained until the sub-amendment has been disposed of. The sub-amendment shall be voted on first, the amendment (as amended, if applicable) next and the main motion (as amended, if applicable) last. Amendments shall not be in direct opposition to the motion. — Amendments

5.09 Subject to By-Law 3.15, the Board may, by resolution passed in public session, refer any matter to a Committee, including a Committee of the Whole (Closed Session), for consideration. — Referral to Committee of the Whole (Closed Session)

5.10 Any Trustee may require a recorded vote on a motion before the vote is called. The record of the vote shall be taken by the Secretary and shall be announced to the Board and recorded in the minutes. — Recorded Vote

5.11	Upon declaration on any question, the Chair may vote with the other Trustees. Any question on which there is an equality of votes shall be deemed to be negative.	Chair's Vote/ Equality
5.12	No Trustee shall have more than one vote on any motion.	One Vote
5.13	Notices of Motion shall be submitted in writing at a Regular Meeting of the Board, or Committee of the Board, and recorded in its Minutes for consideration by the Board at its next Regular Meeting. Notices of Motion may also be given in writing to the Secretary three (3) full working days prior to the day of the Regular Meeting of the Board or Committee of the Board.	Notice of Motion
5.14	For time-sensitive items, a Trustee may bring forward a motion that has been seconded for consideration at the same meeting; providing that ⅔ majority of trustees present vote to debate/discuss the motion without the provision of advance notice. In the absence of a ⅔ vote to proceed, the motion will not be debated/discussed and will be considered as a notice of motion for the following Board meeting.	Time-Sensitive Motions
5.15	If the mover is absent or not ready to proceed when a Notice of Motion is reached on the agenda, the motion may be placed last on the list of motions then before the Board or placed on the agenda of the next meeting.	Notice of Motion Postponed
5.16	A Trustee who has given Notice of Motion may withdraw the same.	Withdrawal of Notice of Motion
5.17	After a vote has been taken on a Board motion or an amended motion, whether approved or defeated, such a vote may, upon receipt of new information, and with the consent of a two-thirds majority of the members present, be reconsidered during the same meeting at which the vote was taken.	Reconsideration at Same Meeting
5.18	When a member has moved for reconsideration of any motion which has been decided, no discussion of the main motion shall be allowed until the motion	Reconsideration of Motions

for the reconsideration has been decided in the affirmative by a two-thirds majority of the Trustees present, at which time the original motion shall be placed before the Board for its consideration.

5.19 Any member of the Board may introduce a motion of reconsideration regardless of which way he or she voted on the original motion. **Eligibility to Introduce Motion of Reconsideration**

5.20 A motion to reconsider, when once made and decided in the negative, shall not again be entertained during the next twelve (12) months unless approved unanimously by all Trustees present. If the motion is reconsidered and is decided in the negative it shall not be entertained during the next twelve (12) months. **Motion to Reconsider Defeated**

5.21 A motion to reconsider is not in order when the results of the previous vote have already been put into effect. **Motion to Reconsider Not in Order**

5.22 A specific motion can be rescinded by the Board provided that it can be demonstrated that it does not achieve its intended purpose or outcome, or has outworn its usefulness. The vote to rescind a previously adopted motion requires a majority vote of the Board. **Motion to Rescind**

5.23 A motion to rescind may be made only with due notice in writing. **Due Notice**

5.24 A motion to rescind something previously adopted may not breach a contractual or other legal obligation entered into, by or on behalf of the Board on the strength of the previous motion. **Contractual or Legal Obligation**

5.25 Recommendations contained within a report of a Committee, including a Committee of the Whole, may be amended by a majority of the Board without being referred back to the Committee. **Amendment Report Committee of the Whole**

5.26 A motion directly concerning the privilege of the Board and thereby affecting the rights and immunities of the Board collectively, or the position **Privilege Motion** and conduct of members in their respective capacities, shall take precedence over all other business and may be moved without notice.

5.27	A motion to adjourn shall be in order, except when a member is speaking, or a vote is being taken, or when the previous question has been called. A motion to adjourn shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated.	Adjournment Motion Precedence
5.28	All ordinary votes at meetings shall be taken by a show of hands, and the result shall be declared by the Chair, but if the Chair's declaration is questioned the members voting shall rise and stand until they have been counted.	Method of Voting
5.29	Motions may be voted en masse provided that the majority of the Trustees present agree to do so.	Voting En Masse

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SECTION 6:

Committee of the Whole (Closed / In-Camera)

PROCEDURAL BY-LAW 6

COMMITTEE OF THE WHOLE (CLOSED / IN-CAMERA)

6.01	When the Board, by way of a motion which is decided without debate or amendment, resolves itself into Committee of the Whole, the Vice-Chair of the Board will preside.	Chair
6.02	The Committee of the Whole (Closed / In-camera) shall consider only such matters as have been specifically referred to it. The Committee of the Whole may convene in a Closed Session for the purpose of the consideration of matters referred to it as stated by By-Law 3.15.	Matters to be Considered
6.03	All rules of the Board shall be observed in Committee of the Whole except By-Law 5.12 relating to a recorded vote and the rule in By-Law 4.09 setting the limits for speaking. The Committee of the Whole shall make recommendations to the Board, but by itself shall not entertain a motion to refer, to postpone or to table the subject(s) referred to it.	Rules of Order
6.04	Questions of order arising in Committee of the Whole shall be decided by the Chair of the Committee subject to an appeal by a Trustee to the Committee in accordance with By-Law 4.06.	Decisions and Appeal
6.05	The report of the Committee of the Whole (Closed / In-camera) shall be presented to the Board for consideration in public session for disposition.	Consideration and Disposition
6.06	A motion to Rise and Report shall be decided without debate.	Rise and Report

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SECTION 7:

Board Committees

PROCEDURAL BY-LAW 7

BOARD COMMITTEES

7.01	The Board shall establish such Statutory Committees as are required.	Statutory Committees
7.02	Unless authorized by the Board, all Statutory Committees shall report in writing to the Regular Board Meeting.	Report by Statutory Committees
7.03	Where a Statutory Committee meets on an irregular basis, a written report shall be provided to the Board by the designated Board representative following such committee meetings. Each Statutory Committee shall report to the Board at least once during the school year.	Statutory Committees Meeting Irregularly
7.04	The Board may establish Standing and Ad Hoc Committees that may include persons who are not members of the Board, to deal with designated matters.	Standing and Ad Hoc Committees
7.05	Standing Committees shall be mandated to deal with continual and long-range needs as established by Board motion, as well as other matters referred to them by the Board.	Standing Committees Mandate
7.06	Ad Hoc Committees shall be mandated to fulfill special short-term needs as established by Board motion.	Ad Hoc Committee Mandate
7.07	Trustee membership shall be as mandated and approved by the Board.	Committee Composition
7.08	The Chair, in consultation with Trustee members, shall ensure an equitable distribution of Trustee membership on Committees.	Membership on Committees
7.09	Ad Hoc Committees shall be first convened within two weeks of the date of the resolution appointing the given Committee or as specified by the Board, and if there is no quorum present one of the members present shall report such fact at the next meeting of the Board.	Ad Hoc Committee Initial Meeting

7.10	Ad Hoc Committees shall, at their initial meeting, elect a Chair who shall report the Committee's activities to the Board.	Ad Hoc Committee Election of Chair
7.11	Ad Hoc Committees shall exist until the Committee presents its final recommendation to the Board for approval.	Ad Hoc Committee Existence
7.12	The Terms of Reference, duties/mandate and timelines for Ad Hoc Committees shall be specifically outlined and recorded at the time of formation of the Ad Hoc Committees.	Terms of Reference Ad Hoc Committees
7.13	The Chair or, in the Chair's absence, the Vice-Chair of the Board shall be a member ex officio of Statutory, Standing or Ad Hoc Committees established pursuant to By-Law 7.04 and shall be counted in establishing the number of members required to constitute the official quorum.	Chair Member of Committees
7.14	When a Committee is appointed, the Secretary shall call the first meeting for the election of a Chair of the Committee.	Calling First Meeting
7.15	All Committees shall elect a Chair by secret ballot at the first meeting of the Committee and so advise the Secretary. Trustees not sitting on a Committee shall leave the Board table when the election of that Committee Chair is being conducted.	Election of Committee Chair
7.16	Meetings of any Committee may be called by the Chair thereof whenever the Chair shall consider it necessary to do so; and it shall be the duty of the Chair to summon a special meeting of a Committee whenever requested in writing to do so by a majority of the Committee members	Meeting Called by Chair or by Other Members
7.17	The Secretary shall give each member of a Committee notice of all meetings of the Committee, together with the proposed agenda at least forty-eight (48) hours preceding the meeting of such Committee.	Notice of Meeting

7.18	Unless otherwise decided by the Board, a majority of the members constituting a Committee shall be quorum.	Quorum
7.19	Any Trustee who is not a member of a Committee may take part in the proceedings of the Committee but may not vote or move any motion, nor shall such Trustee be part of any quorum.	Participation of Trustees Non-Members
7.20	Committees shall be governed by the rules applicable to the Board, except By-Law 5.12 relating to recorded votes which shall not apply to meetings of Committees.	Rules of Order
7.21	When a Committee Chair is unable to attend a meeting of the Board or a meeting of the/a Committee, the Committee Chair shall appoint a member of the Committee to substitute. In the absence of the committee chair assigning a substitute, the committee shall select a chair pro tem.	Substitute Chair for Committees
7.22	Notwithstanding By-Law 6.02, except for the specific purpose of recommending to the Board that certain matters be considered for study, Committees shall make recommendations only on matters falling within the Committees' Terms of Reference. Committees appointed to report on any matter referred to them by the Board shall report in writing to the Board. A minority of any Committee may also report.	Report to Board
7.23	Neither the Chair nor the Vice-Chair shall serve as Chair of an Ad Hoc or Standing Committee.	Chair Ad Hoc/Standing Committees
7.24	A sub-committee may be appointed by a Committee from its own members and may report to the Committee or may report directly to the Board if so authorized by the said Committee. All sub-committee reports shall be submitted in writing.	Sub-Committees

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SECTION 8:

Board of Trustees Public Forums

PROCEDURAL BY-LAW 8

BOARD OF TRUSTEES PUBLIC FORUMS

8.01	Subject to the approval of a majority of the Board, Board of Trustees Public Forums may be held to seek community input on matters specified by the Board	Holding Board of Trustees Public Forums
8.02	A Board of Trustees Public Forum of this nature shall not be considered to be a Special Board Meeting. No debate shall occur. No vote shall be taken. No decisions shall be made. Questions of clarification may be asked.	Forum Status
8.03	A quorum of Trustees shall not be required at Board of Trustees Public Forums.	Quorum
8.04	Board of Trustees Public Forums shall be advertised, as appropriate.	Advertising Board of Trustees Public Forums
8.05	The community shall include any or all of the following, depending on the circumstances: parents, ratepayers, clergy, students and staff.	Participants
8.06	Board of Trustees Public Forums shall be convened in suitable locations, to accommodate anticipated participants.	Venue
8.07	A reporting of the proceedings of Board of Trustees Public Forums shall be made to the Board.	Record of Proceedings

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SECTION 9:

Delegations/Public Session

PROCEDURAL BY-LAW 9

DELEGATIONS

9.01	Unless otherwise decided by the Board, delegations and the public session shall be limited to Regular Meetings of the Board. Each request for a delegation must be in writing and state on the “Delegation Registration Form”: a) the reasons for the delegation; b) the organization or individuals to be represented; c) the name and address of each spokesperson. d) Phone number and email address of the spokesperson(s) A request must be received, in writing, by the Manager of Corporate Affairs no later than seven (7) days prior to the Board meeting. If the subject at hand is related to any matter referred to in By-Law 3.15, the delegation shall be heard in a Closed Session.	Request to be Heard
9.02	Delegates are limited to parents or guardians of students in the Board or non-Board residents of the City of Ottawa who are impacted by the operations of the Board. Delegates are prohibited from appearing before the Board as a delegation for purposes of promoting their products/services for financial gain. Employees of the Board or representatives of employee groups may not delegate related to employment and collective agreement issues or where other channels exist for their input such as Human Resources or Superintendents. Trustees are not permitted to participate in the preparation or presentation of a delegation.	Prohibited

Where alternative options for feedback/input exist, such as during a boundary review, delegates will be made aware that their input will be most useful in the alternative forum.

a) Approval and exceptions for a delegation rests with the Chair of the Board in consultation with the Director of Education.

b) Delegations that are deemed to be frivolous or vexatious will not be approved. This includes delegations that have no serious purpose or have little merit to Board operations or is part of a pattern of vexatious conduct that amounts to interference with the operations of the Board, or is made in bad faith, or for a purpose of personal agenda, or where more suitable means to address the information exist.

9.03 Unless special circumstances dictate otherwise, and subject to the approval of the Chair, there shall be no more than six (6) delegations scheduled per meeting.

Scheduling of **Delegations**

9.04 Each delegation should designate not more than two (2) spokespersons for the delegation, and no other member of the delegation shall be permitted to participate in the discussion except with the approval of the Chair.

Spokespersons **Delegations**

9.05 Individuals or groups appearing before the Board as a delegation will be welcomed by the Chair and informed of the length of time allotted for the presentation, which should not exceed five (5) minutes. The Chair has the discretion to alter the length of time for each presentation. The spokesperson shall be permitted to make his/her presentation without interruption as long as they maintain decorum free of derogatory language, hate speech, and/or sexually explicit language. Signs, placards, heckling or other items that may distract the presentation are not permitted.

Time Available **Delegations**

9.06	Delegations must submit an exact copy of their presentation or speaking note by Friday morning at 9:00 a.m. prior to the Board meeting. If the presentation or speaking notes are not submitted by the deadline, the delegation will be deferred to a future meeting once materials have been reviewed. a) Material that is deemed by the Chair of the Board to be counter to the values of the Board, or potentially triggering to others, will be flagged as such and may either be allowed and accompanied by a trigger warning during the presentation, or may not be permitted in a public forum. b) The minutes of the Board meeting will include the title of the presentation along with the name of the presenter and the email contact information of the presenter.	Brief from **Delegation**
9.07	Delegates that are not able to attend in person, may make arrangements with Board staff to present remotely. In order to validate the identity of delegates, remote presenters must be visible through an active camera in order to delegate. In the case of a technical issue, the delegate will be invited to present in-person, or to present virtually at a future meeting when their technical challenges have been addressed.	Remote Presentation
9.08	All delegates must agree to being live streamed during a Board meeting, and having their presentation archived as per Board retention practices.	Consideration **Delegations**
9.09	Delegates who fail to adhere to appropriate decorum when presenting at Board meetings will not be permitted to present at future Board meetings for a period of 6 months and instead will be restricted to written delegation submissions that will be shared with appropriate staff for consideration.	Prohibited

9.10 Delegates without a formal presentation (no slides) may apply to address the Board as a public delegation with the following modifications to the delegation process:

The length of time allotted for the presentation is up to three (3) minutes with a maximum of ten (10) public presentations permitted during any Board meeting.

A written request to delegate without a formal presentation must be received no later than Monday at noon, the day prior to the Board meeting. A copy of the speaking notes and all key points to be addressed must be included as part of the application process.

9.11 Following the presentation, the Chair will ask the Trustees if there are any questions they wish to ask for clarification. No decision or debate relative to the presentation will be made by the Board at the meeting presented. Trustees are limited to two questions of clarification only. When the Chair is satisfied that all points have been clarified, the Chair will close the presentation by thanking the spokesperson(s) and informing the spokesperson(s) that the matter will be considered by the Board. Through the spokesperson(s) or someone named on behalf of the spokesperson(s), the delegation will be informed of any action taken by the Board pertinent to the presentation.

Disposition of Matter following Presentation During Public Delegations

9.12 The matter shall thereafter be directed to the next meeting of the Board for further consideration, or to Administration for consideration and action.

Conduct at Public Session

b) The Board will not entertain a further delegation on substantially the same topic within the next four-month period unless the Chair is of the opinion there is substantial new information.

During the Public Delegation Session, presenters will be asked to come forward in order of the time their request to address the Board was received. The spokesperson shall be permitted to make his/her oral presentation without interruption as long as they maintain decorum, free of derogatory language. Signs, placards, heckling or other items that may distract the presentation are not permitted.

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SECTION 10:

Conduct of Members

PROCEDURAL BY-LAW 10

CONDUCT OF MEMBERS

10.01	After recognition by the Chair, a Trustee shall at all times during the debate: maintain a courteous tone; avoid personalities; avoid allusion to motives of other Trustees; address all debate, remarks, questions and the like to the Chair; and, confine all remarks, questions and the like to the motion which is the subject of debate.	Courteous Conduct/ Addressing Chair
10.02	After the Chair has put a question to vote, there shall be no further debate except to demand the yeas and nays or to have the yeas and nays recorded, and no member shall leave the room prior to the completion of the vote.	Debate After Motion Put to Vote
10.03	The decision of the Chair as to whether a question has been finally put shall be conclusive.	Chair's Decision
10.04	No member shall be permitted to hold a discourse in such a way as to interrupt a member who is speaking. Any member violating this rule must be called to order by the Chair.	Member's Discourse
10.05	Any member who resists the rules of the Board, disobeys a decision of the Chair or of the Board on points of order, or makes any disorderly noise or disturbance may, be ordered by the Chair to leave the Trustee's seat for the remainder of the meeting.	Resisting Rules

Procedural By-Laws

SECTION 11:

Policy

PROCEDURAL BY-LAW 11

POLICY

11.01	The Board may establish policy as it deems necessary for the effective operation of the Board	Policy Establishment
11.02	The Board shall maintain a Policy Manual setting out policies with respect to various matters requiring action by the Board. These policies shall be considered official policies of the Board and are to be adhered to by any person taking action on behalf of the Board.	Policy Manual
	Nothing herein shall prevent the Board from making an exception to any policy to permit action to be taken with respect to any particular matter that would appear to be contrary to such policy. Such exception shall be approved by a decision of two-thirds of the members present at any meeting where such question is raised. Where such exception is made, the policy shall remain in force for any other matter to which it may apply.	Exception
11.03	The policies of the Board shall be subject to amendment, alteration, addition or deletion only upon a two-thirds vote of all the Trustees who are present at a meeting.	Amendment

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SECTION 12:

Signing Authority

PROCEDURAL BY-LAW 12

SIGNING AUTHORITY

12.01 Unless provided for by resolution of the Board, the signing officers in all matters pertaining to the Board shall be as follows: Signing Authority

a) The Chair of the Board;
b) The Vice-Chair of the Board;
c) The Secretary-Treasurer of the Board;
d) The Assistant Secretary of the Board; and
e) The Assistant Treasurer of the Board.

The signing officers of the Board are authorized to sign documents, as per Board policy, on behalf of the Board when such documents are approved by the Board or required by statute.

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SECTION 13:

Borrowing By-Laws

PROCEDURAL BY-LAW 13

BORROWING BY-LAWS

13.01	Every proposed new Borrowing By-Law or amendment of (which term includes any alteration, addition to, or deletion from) the By-Laws of the Board shall, prior to adoption, be read three (3) times at a Regular or Special Meeting at which such proposal shall have been specifically referred to in the notice of such meeting or in the agenda delivered with such notice. In order to be adopted, the proposal must be approved by a two-thirds majority vote of all the Trustees of the Board present.	Borrowing By-Laws
13.02	Notwithstanding By-Law 13.01, any and all of the By-Laws of the Board may be amended, deleted, altered or added to, at any time, with the unanimous consent of all Trustees of the Board.	Unanimous Consent

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By-Laws

SECTION 14:

Adopting and Amending By-Laws

PROCEDURAL BY-LAW 14

ADOPTING AND AMENDING PROCEDURAL BY-LAWS

14.01 Every proposed new By-Law or amendment of (which term includes any alteration, addition to, or deletion from) the By-Laws of the Board shall, prior to adoption, be read at a Regular or Special Meeting at which such proposal shall have been specifically referred to in the notice of such meeting or in the agenda delivered with such notice. There shall be a debate after the reading and the vote shall be taken immediately thereafter. In order to be adopted, the proposal must be approved by a two-thirds majority of all the Trustees of the Board.

Amending By-Laws

14.02 Notwithstanding By-Law 14.01, any and all the Procedural By-Laws of the Board may be amended, deleted, altered, added to, or temporarily suspended at any time, with the unanimous consent of all Trustees of the Board who are present at a meeting.

Unanimous Consent

Procedural By-Laws

Interpretations

INTERPRETATIONS

IN THESE PROCEDURAL BY-LAWS

1. “Board” means the Ottawa Catholic District School Board, No. 53.

2. “Chair” means the Chairperson of the Board.

3. “Vice-Chair” means the Vice-Chairperson of the Board.

4. “Member” means a member of the Board of Trustees of the Ottawa Catholic District School Board, No. 53, including the Chair and the Vice-Chair.

5. “Committee of the Whole (Closed / In-Camera)” means the in-camera session of a Board Meeting dealing with matters as described in the Education Act.

6. “Regular Board Meeting” means a regularly scheduled meeting of the Board of Trustees that is open to the public with a publicly posted agenda.

7. “Committee” means a Statutory and any other Committee established by the Board.

8. “Board of Trustees Public Forum” means a session that permits a meeting for Trustees to hear from stakeholders on specified issues. No debate, no discussion occurs. No decisions are made.

9. “Committee Chair” means the Chairperson of the Statutory or any other Committee established by the Board or alternate as provided for in these By-Laws.

10. “Director” means the supervisory officer appointed within the Act to fulfill the responsibility of Chief Executive Officer and Secretary to the Board or his designate.

11. “Secretary” means the person appointed within the Act to fulfill the responsibility of Secretary to the Board, or his designate.

12. “Treasurer” means the person appointed within the Act to fulfill the responsibility of Treasurer to the Board, or his designate.

13. “Trustee” means a person elected or acclaimed as a member of the Board.

14. "Student Trustee" means an Ottawa Catholic School Board student, 16 years or age and over, elected by representatives from each regular high school to serve on the Board on an annual school year basis. (Ref. Role, Responsibilities and Selection Process for a Student Representative on the Ottawa-Carleton Catholic School Board, dated April 1998 and revised December 1998.)

15. "School/Student/Department Profile" means a brief presentation made to the Board of Trustees, profiling student achievements, educational initiatives or other good works undertaken by students/staff in a school or department.

16. A "Motion to Refer" is for the purpose of transferring consideration of an item (to secure more information, to investigate a situation) to another group (usually a committee) for detailed study or action and subsequent report or recommendation back to the Board.

17. A "Motion to Lay on the Table" is to put aside a question in order to attend to more urgent business.

18. A "Motion to Postpone" refers to a motion to postpone for a specified time.

19. "Point of Order" means an appeal to the Chair that the procedures of a meeting are at odds with the approved Rules of Order or By-Laws.

20. A "Question of Privilege" refers to an appeal made by an individual member who seeks redress for remarks made in the current meeting. It also refers to physical conditions that interfere with the efficient conduct of the meeting or the member's ability to participate in the meeting.

21. Words in these By-Laws in the singular and masculine shall, when the context so requires, include the plural and the feminine.

22. Words and expressions that are defined in the Act have the same meaning, unless otherwise defined, when used in these By-Laws.

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Historical Reference Guide

Historical Reference Guide

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(Board Resolutions No. 46-07 and 276-07)

Amended June 24, 2008
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Amended May 24, 2001
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