

Operating Procedure

Agenda Setting

1. The agenda is developed by the Executive Committee prior to the Board Meeting, normally on the Thursday ten (10) days prior to either the Board Meeting or the Committee of the Whole Meeting.
2. Trustees who wish to add agenda items should speak to the Chair or Vice-Chair prior to that Executive Meeting.
3. Draft agendas are reviewed by the Senior Administration team prior to the Executive Meeting for input.
4. Committee of the Whole is a Committee of the Board and therefore votes are non-binding. Decisions requiring a vote will come to a Regular Board Meeting.
5. In order to facilitate increased exposure to the discussion of an item, normally but not always, agenda items will be brought to the Committee of the Whole, before reappearing at the Regular Board Meeting. Items reappear at Regular Board Meetings even when there is consensus, in order to facilitate the public's access to the information.
6. Exceptions to the above include routine items such as tax write-offs, reports from standing committees of the Board (i.e., Finance, Special Education Advisory Committee, Indigenous Education Advisory Committee, Early Years Advisory Committee, etc.), and presentations to the Board which are for information purposes only.

All Stakeholders Create a Culture of Learning so that Students Come First