

SEVEN OAKS
SCHOOL DIVISION
community begins here

BY-LAW NO. 1-2025

BEING A BY-LAW of the Seven Oaks School Division to repeal By-Law 29-67 and to govern the proceeding of the Board of Trustees of Seven Oaks School Division and the committees thereof:

WHEREAS, the Public Schools Act, Section 33(1) provides that a school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings,

THEREFORE, BE IT RESOLVED that the following rules of procedure shall regulate the operation of the Board unless such rules of procedure be contrary to the provisions of the Public Schools Act and shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business by the Board and Committees thereof; and

BE IT FURTHER RESOLVED that By-Law 29-67 be repealed.

The Board of Trustees of the Seven Oaks School Division in session duly assembled enacts as follows:

Interpretation

In this By-Law:

- a. "Act" means The Public Schools Act of the Province of Manitoba and amendments thereto.
- b. "Board" or "Board of Trustees" means the Board of Trustees of the Seven Oaks School Division.
- c. "Chair" means the Chair of the Board of Trustees.
- d. "Committee Chair" means the Chairperson of a Standing or Special Committee of the Board.
- e. "Committee of the Whole" means all the members present at a duly called and assembled Board meeting sitting as a Committee.
- f. "Member" means any trustee of the Board of Trustees.
- g. "Policy Manual" means the Board Policy Manual of the Seven Oaks School Division and amendments thereto.
- h. "Roll Call Vote" means the recording of the name and vote of every member voting on any matter or question.
- i. "Secretary" means the Secretary-Treasurer of the Seven Oaks School Division.
- j. "Superintendent" means the Superintendent of the Seven Oaks School Division.
- k. Where a two-thirds vote of the whole Board is referred to herein, the expression refers to six members.

General

The rules and regulations contained in this By-law shall be observed in all proceedings of the Board and shall be the rules and regulations for the order and dispatch of business by the Board and in the Committees thereof.

Method of Election

1. The Chairperson of the Board shall be chosen annually at the inaugural meeting of the Board and may hold office for two consecutive years only and may not then immediately succeed themselves.
2. The Vice-Chairperson of the Board shall be chosen annually at the inaugural meeting of the Board and may hold office for two consecutive years and may not then immediately succeed themselves.
3. The Secretary-Treasurer shall be in the Chair at the commencement of the inaugural meeting and shall immediately have the Board elect from its members a Chairperson and Vice-Chairperson for the next year.
4. After the election of a Chairperson and Vice-Chairperson, the Chairperson shall immediately assume the Chair and shall call for the election of Committee Chairs and Committee membership, as is agreed upon by the Board as being required for the conduct of the business of the Board.
5. Where one or more nominees decline a nomination, the Chair will entertain further nominations.
6. In order to be elected to the office of Chairperson, Vice-Chairperson, or Negotiating Chairperson, a candidate must receive more than 50% of the votes cast.
7. Should any other position be contested, the person(s) receiving the highest number of votes shall be elected.

Duties of the Chairperson of the Board

In addition to the duties required to be performed by a Chairperson under the provisions of The Public Schools Act, the Chairperson of the Board:

- a. Shall call all regular and special meetings and shall preside at all regular and special meetings of the Board.
- b. Shall call the meetings to order promptly at the prescribed time or as soon as a quorum is present and shall welcome thereto any delegations or guests present and be the spokesperson of the Board in dealing with delegations but shall not communicate to the delegation any commitments of the Board on the matter at hand as no decision shall be reached in the presence of the delegation.
- c. Shall act with integrity and tact and shall preserve order and decorum at all times, acting with impartiality in all matters.
- d. Shall, without departing from the agenda, suggest items of business and shall guide the discussions to a speedy but careful conclusion.
- e. Shall rule on who shall have the floor to speak.
- f. Shall see that all motions are duly moved and seconded before allowing formal discussion.
- g. Shall state the question after due discussion, shall call for a vote and shall announce clearly the result of such vote.

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- h. Shall not take part in discussion from the Chair on any motion.
- i. Shall call upon the Vice-Chairperson, or in their absence, the member with the longest continuous service to preside if the chairperson wishes to enter debate on any motion.
- j. Shall resume the Chair upon completion of their statement on the matter and, in due course, call for the question.
- k. Shall be guided by the latest edition of Roberts' Rules of Order in the conduct of meetings and the acceptance of motions, amendments, sub-amendments, etc., and on the manner of voting thereon.
- l. Shall act as the representative of the Board at all public functions called upon to attend in the capacity of Chairperson.
- m. Shall be the official spokesperson of the Board
- n. Shall attempt, in advance of the next scheduled meeting of the Board, to contact those persons and/or groups who are scheduled to appear as delegations, with the view toward informing them of procedures and making them feel welcome.
- o. Shall be chosen annually at the inaugural meeting of the Board and may hold office for two consecutive years only and may not then immediately succeed themselves.
- p. Shall be an ex officio member of all Board standing committees.

The Chairperson, being a duly elected member of the Board, shall have the unrestricted right to vote on all matters before the Board. In the event of an even number of votes, the vote is lost and the Chairperson, having had the right to vote, cannot as Chairperson, break the tie.

Duties of the Vice-Chairperson of the Board

The Vice-Chairperson of the Board shall act as Chairperson of the Board in the absence of the Chairperson. They shall become the Acting Chairperson of the Board upon the demise or resignation of the Chairperson until a duly called meeting of the Board can choose a Chairperson. Upon assuming the Chair, they shall assume all the powers and responsibilities of the Chair for as long as they are in the Chair. Without in any way restricting the generality of the foregoing, the Vice-Chairperson of the Board:

- a. Shall assume the Chair and all the duties and responsibilities thereof upon the absence, demise or resignation of the Chairperson or when called upon to do so by the Chairperson of the Board.
- b. Shall act as a representative of the Board at all public functions called upon to attend in the capacity of Vice-Chairperson or Acting Chairperson.
- c. Shall, in the absence of the Chairperson, be the official spokesperson of the Board.
- d. Shall be chosen annually at the inaugural meeting of the Board and may hold office for two consecutive years and may not then immediately succeed themselves.
- e. Shall preside over meetings of Committee of the Whole except where during the absence of the Chair, and the Vice-Chairperson has had to preside over the Regular Board Meeting.
- f. Shall preside over informal meetings of the Board.
- g. In the case of the absence of the Vice-Chairperson, the member with the longest continuous service shall assume the responsibilities of the Vice-Chairperson.

Duties of Chairperson(s) of Negotiations

The Chairperson(s) of Negotiations shall call all negotiation committee meetings and preside or appoint another committee member to preside at negotiation meetings at which they are present; and in this duty the Chair shall act with impartiality and tact and shall preserve order and decorum at all times. Without in any way restricting the generality of the foregoing, the Chair:

- a. Shall call all committee and negotiation meetings.
- b. Shall ensure the committee makes the necessary preparation prior to the commencement of negotiations.
- c. Shall preside or appoint another committee member to preside at all committee and negotiation meetings with the Association/Unions.
- d. Shall preserve order and decorum at all times, acting with impartiality in all matters.
- e. Shall maintain order at all Board employee negotiation meetings.
- f. Shall be elected annually by trustees at the inaugural meeting of the Board.
- g. The Chairperson(s) of Negotiation shall regularly report at their regular meetings of the Board.

Duties of Board Members

a. The Duties of the Board as a Board

In addition to the duties required to be performed by the School Board under the provisions of the Public Schools Act and other acts of the legislature of Manitoba, the Board of Trustees shall be the policy making body in all matters of concern to the School Division. Without in any way restricting the generality of the foregoing the Board of Trustees:

- a. Shall at its inaugural meeting:
 - i. Elect a Chairperson.
 - ii. Elect a Vice-Chairperson
 - iii. Elect Negotiating Chairpersons
 - iv. Form such committees as may be deemed necessary.
 - v. Set forth regular and informal meeting dates for the Board.
 - vi. Appoint or re-affirm the prior appointment of the following:
 1. Auditor.
 2. Signing Officers.
 3. Official Delegates to various organizations.
 - vii. Set forth such other policy decisions as may be deemed advisable.
- b. Shall delegate administrative and managerial authority to the Superintendent and publish same in the Board Policy Manual of the Seven Oaks School Division.
- c. Shall establish terms of reference for all Board committees.
- d. Shall make policy in accordance with the adopted governance model on all matters for the leadership of the division and shall publish all major policy decisions in the Board Policy Manual.
- e. Shall regularly revise the manual to meet current policy.

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- f. Shall sit as "The Committee of the Whole" in dealing with negotiations for contract changes with personnel and shall exclude members of the press and general public from such meetings.
- g. Shall sit as "The Committee of the Whole" at such other times and under such other conditions as may be deemed advisable and shall exclude members of the press and general public from such sessions.
- h. Shall organize such special committees as may be deemed necessary and stipulate the terms of reference under which the committee is to operate and, if possible, place a time limit on its actions.
- i. Shall receive reports from all committees at the proper times following the meeting of such committees and take such action as may be deemed advisable.
- j. Shall assign various Board members to such committees or public groups as may be required from time to time and shall instruct these delegations as to their duties and responsibilities while acting on behalf of the Board.
- k. Shall make, or cause to be made, such statements, announcements, press or publicity releases dealing with Board policies, actions or plans in written form (approved at a duly called meeting of the Board at which a quorum is present) as may be required.
- l. Shall otherwise act wholly within the terms and conditions of The Public Schools Act and such other legislation as may be applicable.

b. The Duties of Board Members as Individual Board Members

The Board members severally shall serve as the Board of the Division and as such shall have all the powers, duties, and responsibilities enumerated in the Public Schools Act and any other acts of the Province having reference to School Board. Individual Board members, without in any way restricting the above:

- a. Shall attend all duly called meetings of the Board and any Committees to which they are appointed.
- b. Shall serve as Chair of Committees and of the Board as called upon and accept any other assignments given them by the Board unless they feel they cannot fulfill the duties thus assigned.
- c. Shall inform the Secretary-Treasurer of any absences contemplated which would affect their attendance at any Board or Committee meetings to which they have been called.
- d. Shall keep in strictest confidence any matter brought to the attention of the Board in an in-camera session.
- e. Shall direct all complaints against Board policy, Board officials, principals, teachers and other personnel through proper channels.
- f. Shall direct all requests for appearance at Board or Committee meetings by prospective delegations to the Superintendent.
- g. Shall act as representative of the Board at all public functions they are called upon to attend in their capacity as Board members.
- h. Shall make no statement, announcement, press, or publicity release as representing Board policies, actions or plans unless prepared in writing and approved by the Board.
- i. Shall make clear in any public statement that the opinion being expressed is that of the individual.
- j. Shall advise the corporate body of a minority opinion and any action that they may take.

Board Committees

Standing Committees

Standing Committees are considered permanent committees. They consist of one or more trustees plus representation from other groups as applicable. Trustees on standing committees are appointed annually at the Board's Inaugural Meeting.

Standing Committees

1. Board Policy Committee

- a. A Committee consisting of three trustees with administrative support will constitute the Board Policy Committee.
- b. The purpose of the Committee is to:
 - i. make recommendations to the Board for revisions to existing policies where in the opinion of the Committee such revisions are necessary, and
 - ii. recommend new policies where such new policies are extensions of existing policies.

2. Workplace Safety and Health Committee

- a. At its Inaugural meeting the Board shall appoint a trustee representative on the Workplace Safety and Health Steering Committee.
- b. The objectives of the committee are outlined in the Seven Oaks School Division Workplace Safety and Health Code of Practice.

3. Accident Review Committee

- a. The Accident Review Committee consists of two trustees, one member of the Superintendents' Department, the Director of Transportation, and two representatives of C.U.P.E. Local 731.
- b. Its function is to review all school divisional vehicle accidents with a view, if possible, toward correcting the situation which may have caused the accident.
- c. The Accident Review Committee will meet at least once a year for that purpose.

4. Board-Staff Advisory Committee

- a. At its Inaugural meeting the Board shall appoint trustee representation to the Board-Staff Advisory Committee as outlined in the Provincial Teachers' Collective Agreement.

5. Negotiations Committees

- a. At its Inaugural meeting the Board will appoint Negotiations Chairpersons plus two trustees for the following employee organizations:
 - i. Seven Oaks Teachers' Association
 - ii. Canadian Union of Public Employees Locals 731, 949, 2938, 2348
 - iii. Educational Assistants of Seven Oaks
- b. Administrators and out-of-scope employees will be affiliated with one of the above unions or associations for the purposes of applying negotiated salary increases and for changes in working conditions.

6. Other Committees

a. Ad Hoc Committees

- i. Shall be appointed by the Board to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within which to operate;
- ii. Shall be appointed at any time deemed advisable by the Board;
- iii. Shall consist of no fewer than two members, one of whom shall be appointed as Chairperson;
- iv. Shall meet as soon as possible after appointment and shall meet as often as required to complete expeditiously and wisely their work as laid out in their terms of reference;
- v. Shall cause a report of all matters dealt with in committee to be made at the completion of their appointed task for presentation by the committee chair or delegate to the earliest possible Board meeting;
- vi. Shall cause no action to be taken on any matter by any official of the Board but shall submit recommendations to the Board for approval;
- vii. Shall make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board;
- viii. Shall be automatically dissolved as a committee upon Board acceptance of the committee report unless asked to continue by the Board.

b. Sub Committees

- i. Shall be appointed by any committee to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within which to operate;
- ii. Shall be appointed at any time deemed advisable by the Committee;
- iii. Shall consist of no less than two members, one of whom shall be appointed as Chairperson;
- iv. Shall meet as soon as possible after appointment and shall meet as often as required to complete expeditiously and wisely their work as laid out in their terms of reference;
- v. Shall cause a report to be made at the completion of their appointed task for presentation by the sub committee chair or delegate to the earliest possible meeting of the committee which appointed the sub committee;
- vi. Shall cause no action to be taken on any matter by any official of the Board but shall submit recommendations to the Committee for approval;
- vii. Shall make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board;
- viii. Shall be automatically dissolved as a sub committee upon Committee acceptance of the sub committee report unless asked to continue by the Committee.

c. Representatives on External Committees

- i. The Board will appoint representatives for external liaison as follows:
 - 1. City of Winnipeg Liaison – (Chairperson or Vice-Chairperson)
 - 2. Other representatives as may be required

d. Executive Sessions

(Committee of the Whole)

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular.

The Board believes that the public trust is preserved through the conduct of Board meetings which are open to the public.

The Board recognizes, however, that occasions may arise from time to time where it is in the best public interest to discuss sensitive matters in closed meetings.

1. Shall consist of the entire Board which may include executive management of the Seven Oaks School Division assembled at a duly called meeting of the Board;
2. Shall deal with matters of negotiations with staff members and their representatives on such matters as salaries, working conditions, fringe benefits or any item covered or desired to be covered in an agreement;
3. Shall deal with any other matter in which informal and private discussion is deemed desirable;
4. Shall exclude all members of the public or press and any other individual not a member of the Board or executive management during the sitting as a committee as deemed advisable by the Committee;
5. Shall be deemed to have made no decisions and have taken no action on any matter while sitting as a committee;
6. Shall rise and report to the Board the results of its deliberations upon completion of same;
7. Shall be chaired by the Vice-Chairperson of the Board or in the case of their absence, or in the case of the Vice-Chairperson having chaired that day's regular Board meeting, shall be chaired by the member with the longest continuous service on the Board excepting the Chairperson and Vice-Chairperson;
8. Board members and other persons attending the in-camera meeting are honor-bound not to disclose the details of the discussion.

Inaugural (Annual) Meeting

1. In accordance with the Public Schools Act, the first meeting of the Board following a regular election shall be at the first meeting of a school board after the regular election; and in a year a regular election is not held, at the first meeting of a school board in September. The Secretary-Treasurer shall notify each trustee of the time and place of the meeting.
2. The inaugural meeting in each year shall be held in the Board Room at 830 Powers Street unless the Board has appointed by resolution some other place for such meeting; and in case there is no quorum at such hour as is designated by the Act, said meeting may take place at any hour thereafter during the same day, or the next following day as soon as there is a quorum.
3. The Secretary-Treasurer shall be in the Chair at the commencement of the meeting and shall immediately have the Board elect from its members a Chairperson and Vice-Chairperson for the next year. In accordance with the Public Schools Act if the Secretary-Treasurer is absent the trustees present must select from among themselves a trustee to conduct the election, and the trustee selected is entitled to vote in the election.

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4. After the election of a Vice-Chairperson, the Chairperson shall immediately assume the Chair and shall call for the election of Committee Chairs and Committee membership, as is agreed upon by the Board as being required for the conduct of the business of the Board.
5. Where one or more nominees decline a nomination, the Chair will entertain further nominations.
6. In order to be elected to the office of Chairperson, Vice-Chairperson, or Negotiating Chairperson, a candidate must receive more than 50% of the votes cast.
7. Should any other position be contested, the person(s) receiving the highest number of votes shall be elected.

Meetings of the Board

1. The dates and times of regular and informal meetings of the Board shall be determined in August or September each year except during election years when the dates will be decided at the inaugural meeting of the Board in November.
2. All meetings shall be held in the Board Room at 830 Powers Street. In the case of an emergency, a meeting may be held in some other place either within or without the confines of the Seven Oaks School Division, to be designated by the Chairperson of the Board. Reasonable notice of the place of meeting shall be given to every member of the Board in the same manner as is the case with special meetings.
3. Audio records shall be made of all regular meetings of the Board including Committee of the Whole. These tapes shall be retained for a minimum of three regular meetings.
4. Informal Meetings

Informal Meetings are committee meetings of the whole Board and are generally not open to the public. They are held on an as required basis during the school year. Guests and/or such personnel as may be required for the conduct of the meeting may be invited to attend.

Special and Emergency Meetings

1. The Chairperson or any three members of the Board may at any time summon a special meeting of the Board. Notice of all special meetings shall be given by the Secretary-Treasurer to all trustees so that notice will be received at least twenty-four hours before the meeting by notifying each of them personally, in writing, handed to, emailed, or mailed or delivered to the addresses of the members of the Board and shall contain notice of the subject or subjects which are to be taken into consideration. A notice shall be considered to have been mailed to members upon delivery to an official post office or mailbox properly stamped and addressed.
2. Special meetings shall be held at the ordinary place of meeting of the School Board at the hour fixed for ordinary meetings, unless otherwise determined by the notice of the meeting, by an adjournment, resolution, or by a By-law.
3. The Board, before proceeding to business at a special meeting, if such be the fact, shall set forth and declare in the minutes of that special meeting, that the notice of the meeting has been issued in conformity with the requirements of this policy to all members of the Board who are not present at the opening of the meeting.
4. If on the opening of a special meeting it appears that the notice of the meeting has not been sent to all the absent members, no business shall be transacted at the meeting, but the presence of any member of the Board shall have the effect of waiving necessity of notice so far as he is concerned.
5. At a special meeting no other subjects or matters than those mentioned in the notice calling the meeting shall be taken into consideration.

6. Emergency meetings of the Board may be called at any time by the Chairperson after giving such notice as the Chairperson deems reasonable under the circumstances.
 - a. during the existence of a state of emergency proclaimed pursuant to the provisions of any Federal or Provincial Acts;
 - b. whenever in the opinion of the Chairperson an emergency exists due to strikes, civil disorders or disasters real or apprehended.
7. An emergency meeting need not be held at the ordinary place of meeting of the School Board.
8. At an emergency meeting only such business shall be transacted as arises out of or is incidental to the emergency.
9. Save as in this section otherwise set forth the rules and regulations applicable to special meetings of the Board shall apply to any emergency meeting of the Board.

Electronic Signatures

The Board recognizes that circumstances may arise which cause it to be impractical or impossible, on a timely basis, to provide original signatures on documents to be executed pursuant to a Resolution approved by the Board, and therefore authorizes the use of electronic signatures of the authorized signing officers of the Board to execute documents as afore noted. When a situation dictates, electronic signatures on documents duly reviewed, including by way of facsimile or electronic transmission, shall for all purposes be deemed to be an original.

Agendas

1. No member shall present any matter to the Board for its consideration unless:
 - a. The matter appears on the Agenda for that meeting of the Board or
 - b. Leave is granted to present the matter on the affirmative vote of not less than two-thirds of the members present, or
 - c. It is in accordance with the provisions of the Public Schools Act or can be considered to be new business brought under that item in the Agenda.
2. The general order of business at every regular meeting shall be as follows:
 - (1) Approval of Minutes
 - (2) Approval of Agenda
 - (3) Announcements
 - (4) Special Orders
 - (5) Correspondence Enclosed for Board Action
 - (6) Superintendents' Report
 - (7) Administrative Report
 - (8) Committee Reports
 - (9) Unfinished Business and General Orders
 - (10) New Business
 - (11) Items of Information
 - (12) Correspondence
 - (13) Committee of the Whole
 - (14) Adjournment

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3. Communications and petitions to the Board or Chairperson on behalf of the Board shall be considered by the Board as a whole.
4. The business shall in all cases be taken up in the order in which it stands, unless otherwise decided by a vote of two-thirds of the members present, and without debate thereon.
5. Notice in writing at a previous regular meeting of the Board shall be given for:
 - (1) amendment of by-laws
 - (2) adoption or amendment of special rules of order

These motions may be adopted at a subsequent regular meeting of the Board by a two-thirds majority vote.

6. If any notice of motion is not brought up at the next regular meeting of the Board, it shall lapse unless extended by the Board or unless failure to bring up the matter at such meeting may be due to adjournment, in which case it shall be placed on the agenda of each succeeding regular meeting as "Unfinished Business and General Orders" until reached or otherwise disposed of.

Rules of Order

1. Commencement of Meetings

- a. As soon after the hour fixed for a meeting of the Board as a quorum is present, the Chairperson shall take the Chair and call the members to order, and the Secretary or delegate shall record roll.
- b. A quorum of the members shall be five in number.
- c. In case the Chairperson is not in attendance, the Vice-Chairperson shall take the Chair. If the Vice-Chairperson is not present, the member with the longest continuous service on the Board shall take the chair. If they are also not present, the Secretary of the Board shall call the Meeting to order, and the Board shall elect a presiding officer to preside over that meeting and while so acting the Vice-Chairperson or presiding officer shall have all the powers and discharge all the duties of the Chair.
- d. If no quorum is present one-half hour after the time appointed for a meeting of the Board, the Secretary of the Board shall call the roll and record the names of the members present, and the meeting shall stand adjourned until the next day of meeting.
- e. When a meeting of the Board is duly constituted, the minutes of the preceding meeting as distributed shall be approved by consensus.

2. General Rules

- a. The mover or seconder of any motion may vote against it; the Chairperson of a committee having moved the adoption of the whole or part of a report of the committee may also speak against it; in that event they shall not be permitted to close the debate.
- b. No motion shall be made or seconded except by a member from their seat.
- c. After a motion has been moved and seconded and debating has begun, it shall be deemed to be in possession of the Board; it may be withdrawn at any time before the decision or amendment with permission of a majority of the members of the Board present.
- d. Any trustee who has made a motion shall have the liberty to withdraw it with the consent of their second, before any debate has taken place thereon, but not after debate has started, without leave being granted by a majority of the Board.
- e. When a question is before the Board the mover thereof shall have an opportunity of speaking thereto before any other member is permitted to do so.
- f. A motion to adjourn the Board shall always be in order except:

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- a. when a member has the floor;
- b. when the vote has been called;
- c. when the previous question has been moved;

No second motion to adjourn shall be made until after some intermediary proceedings have taken place.

- g. A motion to adjourn the Board cannot be amended and is not open to debate, but a motion to adjourn to a given day may be amended and is open to debate.
- h. A sitting on a given day adjourned from a previous meeting shall be considered as forming part of the same meeting.
- i. The previous question, until it is decided shall preclude all amendments of the main question, and shall be put without debate in the following words, "Shall this question be put now?" and if this motion be resolved in the affirmative by a two thirds majority of all members of the Board present, all debates shall cease and all further motions shall be precluded and the proposition before the Board shall be put forthwith in the reverse order to that in which they have been moved. The previous question, as in the case of a motion to adjourn, shall always be in order.
- j. An amendment modifying the intention of a motion shall be in order, but an amendment introducing matter relating to a different subject shall not be in order.
- k. All amendments shall be put in the reverse order in which they are moved, and every amendment submitted shall be reduced to writing, and be decided upon or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment. If any amendment or an amendment to an amendment be decided in the negative or be adopted, another amendment or an amendment to the amendment (as the case may be) may be moved.
- l. When the Act or the rules of the Board determine the majority which must be obtained for the adoption of a report, By-Law or motion the same majority shall be required to amend such report, By-Law or motion.
- m. A motion shall not be out of order merely because it contains a number of distinct propositions, but upon the request of any member of the Board the individual propositions shall be voted on separately.
- n. When the Chairperson has called for a vote of those in favor of a question, the question shall be deemed to have been put.
- o. After any question is put by the Chairperson, no member shall speak to the question, nor shall any other motion be made until after the result is declared; a decision of the Chairperson as to whether the question has been put shall be conclusive.
- p. Whenever the Chairperson is of the opinion that a motion offered to the Board is contrary to the Act or to the rules and privileges of the Board, they shall apprise the members thereof before putting the question and quote the rule or authority applicable to the case without argument or comment.
- q. All members present shall take their seats whenever a question is called. In the event a member is temporarily absent, the question shall be delayed until that member returns, but for no longer than five minutes. In the event that the member leaves their seat a second time, the record will show that the member has absented themselves when the question was called a second time.
- r. No members shall change their vote except with the unanimous consent of the members present.
- s. Whenever the Board goes into Committee of the Whole, the Chairperson shall leave the Chair, and the Vice-Chairperson shall preside and report the proceedings of the Committee.

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- t. Previous to discussion of any By-Law or report of a Committee in Committee of the Whole, the same shall be read out by the Secretary of the Board who, on the request of any member, shall repeat the reading of any clause or clauses therein as may be desired by such member but not so as to interrupt any member speaking.
- u. The rules of the Board shall be observed in Committee of the Whole, so far as may be applicable; no motion shall require to be in writing or seconded, nor shall the yeas and nays be entered on the minutes, nor shall a motion for the previous question, or for an adjournment be allowed, nor shall the number of times of speaking on any question be limited.
- v. Questions of order arising in Committee of the Whole shall be decided by the Chairperson of the committee, subject to an appeal to the committee, and if any disorder shall arise in the committee, the Chairperson of the Board shall resume the Chair without any motion being put or business being disposed of.
- w. On motion in Committee of the Whole to rise and report, the question shall be decided without debate.
- x. A motion in Committee of the Whole to rise without reporting or that the Chairperson leave the Chair shall always be in order and shall take precedence over any other motion. On such motion, debate shall be allowed, and on an affirmative vote the subject referred to the committee shall be considered as disposed of in the negative, and the Chairperson shall resume the Chair and proceed with the next order of business.

3. Points of Order in Board

- a. The Chairperson shall preserve order and decide questions of order.
- b. A point of order may be raised should there be a question of a breach of parliamentary procedure.
- c. When a member raises a point of order, they shall address the Chairperson and state the point of order to the Chair and remain silent until the Chair has stated and decided the point of order. Thereafter, a member shall only address the Chair for the purpose of appealing to the Board from the Chairperson's decision. If no member appeals, the decision of the Chair shall be final.
- d. If, however, a member wishes to appeal from the decision of the Chairperson, they shall as soon as the decision is made, even though another has the floor and without waiting to be recognized by the Chair, say "I appeal from the decision of the Chair". If this appeal is seconded, the Chairperson shall state clearly the question at issue and reasons for the decision if they think it necessary and then state the question thus: "Shall the decision of the Chair be sustained?" and the Board, if appealed to, shall decide the question without debate and its decision shall be final.

4. Rules of Debate in Board

- a. Every member must address all remarks through the Chair.
- b. When two or more members indicate they wish to speak, the Chairperson shall designate the member who has the floor; this shall be the member who, in the opinion of the Chairperson, first so indicated.
- c. When a member is speaking, no other member shall interrupt them except as indicated by Robert's Rules of Order.
- d. Any member shall speak to the same question or in reply, for no longer than a five-minute period or for more than two times without leave of the Board.
- e. Any member may require the question under discussion be read at any time during debate, but not so as to interrupt a member while speaking.
- f. Members must confine remarks to the merits of the pending question.
- g. Members must refrain from attacking motives of trustees and administrators in attendance at Board meetings.

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- h. Members must avoid the use of other members' names.
- i. Members must refrain from speaking adversely on a prior action not pending.
- j. Members must refrain from speaking against their own motions.
- k. Members will be allowed to read from reports, quotations, etc., only without objection or with permission.
- l. Members are not allowed to speak during an interruption by the Chair.
- m. Members must refrain from disturbing the assembly.
- n. When the Chair is putting a question, no member shall walk across or out of the room or make any noise or disturbance.
- o. Every member of the Board present when a question is put, shall vote thereon, unless the majority of the Board then present excuse the member, or the member is prohibited from so doing by the Act and the record shall so indicate the abstention of that member. The member shall declare conflict prior to discussion commencing where they knowingly are in conflict of interest.
- p. If any member at a meeting of the Board when a question is put and a roll call vote taken does not vote they shall be deemed as voting in the negative except where excused.
- q. Before or immediately after a vote is taken any member may require that a roll call vote be taken and it shall be taken accordingly.
- r. All votes shall be recorded.
- s. Upon the taking of any vote if all members present when the vote is taken vote unanimously the Secretary of the Board shall record the vote accordingly.
- t. Any Board action resulting from a meeting disruption by a member(s) shall be recorded in the minutes.
- u. In all unprovided cases in the proceedings of the Board or in Committee of the Whole, the matter shall be decided by the Chair in accordance with the established usages of Roberts Rules of Order.

5. Disciplinary Procedures

Robert's Rules of Order will be followed at Board Meetings or outside Board Meetings if members do not conduct themselves properly.

a. At Board Meetings

In cases of a serious offence occurring at Board Meetings, the Chair or another member shall:

- call the offending member to order; and/or
- name the offending member.

b. Outside Board Meetings

A formal complaint against a member who injures the good name of the Board and/or the Division, disturbs its well-being or hampers it in its work, will be dealt with in accordance with Robert's Rules of Order.

6. School Board Member Ethics

Members of the Board will strive to improve public education and to that end will:

- a. View service on the Board as an opportunity to serve the community, because public education is the best means to promote the welfare of our people and to preserve our democratic way of life.

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- b. Work unremittingly to help the people in the community understand the importance of public education and to support willingly the highest level of education that can be afforded.
- c. Observe and enforce laws and regulations pertaining to education.
- d. Try to make decisions in terms of the best interests of the educational welfare of children.
- e. Seek to provide equal educational opportunity for all children regardless of ability, gender, income, race, creed, or location of residence.
- f. Recognize that Board members are not responsible for running the schools but for seeing that they are well run.
- g. Confine Board action to policy making, planning, and appraisal.
- h. Refuse to represent special interests or partisan politics or to use the schools for personal gain or for the gain of friends or supporters.
- i. Arrive at conclusions only after full discussion of matters with members of the professional staff and Board members assembled at a meeting.
- j. Graciously support decisions reached by the majority of the Board.
- k. Recognize that authority rests with the whole Board assembled in a meeting and that individual Board members have no legal status to bind the Board outside a meeting.
- l. Vote only for the best trained technical and professional personnel who have been properly recommended by the appropriate administrator.
- m. Support and protect school personnel in performance of their duties.
- n. Refer all complaints to the proper administrator and discuss such complaints at a regular meeting only if the problem remains unsolved.
- o. Present personal criticisms of school employees only to the appropriate administrator.
- p. Not speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor General, the Lieutenant Governor, or any person administering the Executive Government of Canada or of any Province of Canada.
- q. Not have the power to direct or interfere with the work of any employee of the Board or any person or firm doing work for the Board. Employees of the Board are responsible only to their immediate supervisors and through those supervisors to the Board as a whole.

7. Reading of By-Laws and Proceedings Thereon

- a. Every By-law shall be introduced upon motion for leave specifying the title of the By-law or upon motion to appoint a committee to prepare and bring it in.
- b. A By-law shall not be introduced either in blank or in an imperfect shape. Provided that where a By-law contains a provision that it shall come into force at a future date, such date may be left blank until the By-law has received its second reading but the same shall be inserted on its third reading. The insertion of such date shall be regarded as an ordinary amendment and the motion for same is not required to be in writing nor seconded.
- c. The question "that this By-law be now read a first time" shall be decided without amendment or debate.
- d. Every By-law shall have received three separate readings previous to its being passed.
- e. The three separate readings of any By-law shall be given at different meetings unless by a vote of two-thirds of the whole Board this rule be suspended.
- f. On the first reading, the By-law shall not be discussed or amended.

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- g. When the second reading of a By-law has been moved, the principle of the Bylaw may be discussed, and it shall be lawful for the Board to reject, defer or amend the By-law, and a motion may be made to that effect.
- h. On the second reading of the By-law, the title only of such By-law need be read, unless a member of the Board shall request it to be read clause by clause and on the second and third reading such By-law may be amended.
- i. On the third reading of a By-law, the title only need be read.
- j. In the case of a By-law referred by the Board to a Committee of the Whole, all amendments made in such committee shall be reported by the Chairperson of the committee to the Board. After report, in case the By-law has been amended in Committee of the Whole, the By-law shall be open to debate and amendment before it is given a third reading.
- k. Any By-law for the appropriation of money brought in on the report of the Committee of the Whole shall pass through all its stages without being again referred to the Committee of the Whole, unless upon motion in writing.
- l. In proceedings in Committee of the Whole upon By-laws, every clause shall be considered in its proper order unless otherwise ordered.
- m. All By-laws adopted by the Board shall be printed and maintained in original copy as well as electronically for the year in which they are passed.
- n. Every By-law shall be deemed to be passed when given its third reading and such By-law shall thereupon be signed by the Chairperson or other presiding officer and the Secretary and sealed with the Seal of the Corporation and shall be deposited by the Secretary for security in the vault or other appropriate location.

Suspension of the Rules

- 1. Any rule contained in the Policy manual may be suspended by a vote of not less than two-thirds of the total number of trustees for the Division.
- 2. Should any proceedings be taken by the Board contrary to any rule contained in the Policy Manual without any member having raised a point of order at the time the breach occurred, such rule shall be deemed to have been suspended by an affirmative vote of all the members of the Board present.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Trustees, as a representative body of the citizens' resident in the Seven Oaks School Division wishes to provide avenues for all citizens to express their interests, wishes and concerns respecting any aspect of the educational system. Accordingly, except where a motion is made to convene in Committee of the Whole, all Board meetings shall be open to the public and the public is cordially invited to attend.

In order to ensure that persons or groups who wish to appear before the Board are given fair opportunity to do so, while at the same time allowing the Board to conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

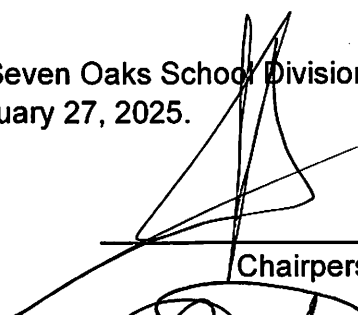
Delegations

- 1. Any person wishing to appear before the Board as a delegation, either as an individual or on behalf of a group, shall make such request of the Superintendent by 12:00 Noon on the Wednesday preceding the regularly scheduled meeting of the Board at which they wish to appear.
- 2. Requests received for the appearance or a delegation after that deadline may be considered for authorization by the superintendent in extenuating circumstances only.


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3. Where, in the opinion of the Chairperson, there is substantive reason to do so, a delegation requesting to appear before the Board at a given meeting may be deferred to the next regular meeting of the Board or to such meeting as may be determined by the Chairperson.
4. Persons wishing to appear as a delegation shall, at the time they give such indication, provide the Superintendent with written information and/or electronically respecting the topic and content of their presentation. Those persons having difficulty expressing their concerns in written form, will be given assistance in the preparation of their brief.
5. In addition to the written information submitted by the delegation, included and distributed with the agenda, the administration shall, where possible, prepare and include an information paper relative to the subject of the delegation.
6. There will be a time limit of ten (10) minutes for the delegation to present before the Board.
7. During the course of the delegation's presentation, any other person wishing to speak on the matter at hand shall provide his or her name, address, and that of the group represented, if any.
8. The Chairperson shall be responsible for recognizing all speakers and maintaining proper order and decorum in keeping with established Board policy. Where, in the opinion of the Chairperson, any person is unduly disrupting the meeting, the Chairperson may require such person to leave the meeting forthwith and, if necessary, may cause such person to be removed.
9. At the conclusion of a given presentation, trustees may ask questions for clarification but shall refrain from answering questions posed by the delegation and from expressing opinions regarding the matter presented by the delegation.
10. The presentation of any delegation shall be addressed by the Board during a Committee of the Whole meeting on the same evening as the delegation was received. In addressing the presentation, the Board may act upon the matter, may table the matter for receipt of additional information, or may refer it to a committee or the administration for further consideration or action.
11. Another delegation on the same subject or issue shall not be entertained before six months have elapsed since the last delegation, unless those requesting a delegation can prove they have significant new information on the issue.
12. At meetings of the Board or its committees, except as may be specifically permitted by resolution of the Board, the use of all video, audio, and/or recording devices by members of the public, including non-accredited and other representatives for any news media, shall be prohibited. Accredited members of the news media shall be permitted to use recording devices and photographic equipment at Board meetings.
13. Any rule contained in this section may be suspended by the Board by a two-thirds majority vote of the members present.

Revised by the said Board of Trustees of the Seven Oaks School Division, assembled at Winnipeg in the Province of Manitoba, this January 27, 2025.



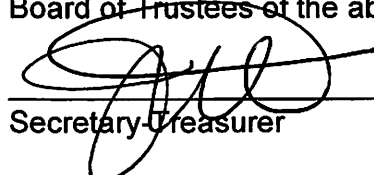
Chairperson



Secretary-Treasurer

(CORPORATE SEAL)

Certified a true copy of **By-Law No. 1-2025** of the Board of Trustees of the above School Division.



Secretary-Treasurer