



Board Policy 7

Board Operations

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The design is described in the following categories: wards, organizational meeting, regular meetings, special meetings, in-camera sessions, agenda for regular meetings, minutes, motions, delegations to the Board, recording devices, trustee compensation, trustee conflict of interest, and Board self-evaluation. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

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. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public, as per the Education Act, s. 64 which states: "The meetings of a board shall be held in public and no person shall be excluded from them except for improper conduct."

While the Board believes its affairs should be conducted in public to the greatest extent possible, the Board also recognizes that there are times when public interest and the protection of individual privacy are best served by private discussion of specific issues in "in-camera" sessions.

The Board believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board believes that soliciting public feedback and input on a variety of educational topics, through a variety of methods, enhances communications and the effectiveness of the Board.

1. Wards

Within the stipulations of Ministerial Order 036/2000, originally establishing Golden Hills School Division, the Board provides for the nomination and election of trustees within the Division by wards.

- 1.1 All wards shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The Board may, from time to time, undertake a review of electoral wards to ensure that effective representation is maintained. Such a review may consider the number of wards and/or ward boundaries.
- 1.3 When reviewing ward boundaries, the Board may take into consideration any factors it considers appropriate. These factors may include, but are not limited to; population, geography and the total number of wards required for effective governance and the prudent use of resources.



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- 1.4 The Board may pass a bylaw to amend electoral boundaries and/or trustee representation. Bylaw changes intended to impact a general election must be passed before the date of December 31st prior to that general election.
- 1.5 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

1. Organizational Meeting

1.3. Non Election Year

Annually, an organizational meeting of the Board shall be held on the fourth Tuesday of August, usually just prior to the beginning of a new school year.

The Superintendent or his/her designate will give notice of the organizational meeting as if it were a special meeting.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair as per **Appendix 7-B: Organizational Meeting Election Procedures**. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected, to serve during the pleasure of the Board.

The organizational meeting shall, in addition include, but not be restricted to, the following:

- 1.3.1. Elect a vice-chair;
- 1.3.2. Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 1.3.3. Create such standing committees of the Board as are deemed appropriate, and appoint members;
- 1.3.4. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 1.3.5. Establish a list of organizations for which general attendance is supported by the Board;
- 1.3.6. Establish or review trustee compensation rates; and
- 1.3.7. Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

1.4. Election Year

No later than four weeks following Election Day when there has been a general election, the Superintendent or his/her designate will give notice of the organizational meeting to each trustee as if it were a special meeting.

Each trustee will take the Oath of Office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.



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In an election year, the matters decided by the Board in the previous organizational meeting will continue until the organizational meeting following the election.

3. Regular Meetings

Regular Board meetings shall be as established at the annual organizational meeting unless otherwise altered by Board motion.

4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

Special meetings of the Board may be held from time to time. These are public meetings. Notwithstanding, the Board may, by resolution, meet in-camera when it is expedient to do so for the protection of an individual's privacy or when the Board believes the public interest is best served by private discussion.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

5. In-Camera Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the in-camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons: matters related to individual student or individual employees, collective bargaining or compensation issues, litigation, acquisition/disposal of property, and other topics that a majority of trustees present believe should be held in private for the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. In-camera meetings shall be strictly confidential. Board members and other persons attending the session are honour-bound not to disclose the substance of deliberations at such sessions.

The Board shall, during the in-camera session, adopt only such resolution as is required to reconvene the Board in an open, public meeting.

6. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem solving, and the generation of ideas.



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The Board Chair is responsible for establishing the agenda for Board meetings in consultation with the Vice-Chair and the Superintendent, in accordance with Board policy and legislation.

Agendas shall include sufficient data and information so that the Board is able to make sound and objective decisions consistent with established goals.

The agenda is considered DRAFT until approved by the Board.

Items may be placed on the agenda in one of the following ways:

- 6.1 By notifying the Superintendent or Board Chair prior to the establishment of the agenda (at least seven days prior to the Board meeting).
- 6.2 By notice of motion at the previous meeting of the Board.
- 6.3 As a request from a committee of the Board.
- 6.4 Emergent issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may only be made with the approval of a majority of those trustees present.

Materials for Board meetings will be distributed to each trustee and the Superintendent at least three calendar days prior to the meeting. Agenda packages, minus any confidential materials, will be provided to members of the press and the general public attending the meeting. Copies of the agenda will be sent electronically to all schools for distribution through the principal to staff and School Councils. The agenda will be posted on the web site three days prior to the meeting. The Superintendent or designate is responsible for distribution and posting from the Division.

The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

7. Minutes

The Board believes it is important to maintain a record of all proceedings at regular and special meetings and Board committees, both standing and ad hoc.

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 7.1 The minutes shall record:
 - 7.1.1 Date, time and place of meeting and time of adjournment;
 - 7.1.2 Type of meeting (regular, special or committee);
 - 7.1.3 Name of presiding officer;
 - 7.1.4 Names of those trustees and administration in attendance;



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- 7.1.5 Approval of preceding minutes;
- 7.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, should be entered in full;
- 7.1.7 Names of persons making the motion;
- 7.1.8 Points of order and appeals;
- 7.1.9 Appointments;
- 7.1.10 Summarized reports of committees;
- 7.1.11 Recording of the vote on a motion; and
- 7.1.12 Trustee declaration pursuant to the Act, s. 88 Pecuniary Interest.

7.2 The minutes shall:

- 7.2.1 Be prepared as directed by the Superintendent;
- 7.2.2 Be reviewed by the Superintendent prior to submission to the Board;
- 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

7.3 The Superintendent shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.

7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:

- 7.4.1 Provide for ready identification as to the meeting at which it was considered;
- 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
- 7.4.3 Establish and maintain a file of all Board minutes.

7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny at the Board office.

7.6 The approved minutes of a regular or special meeting shall be posted to the website, distributed to the schools, staff and School Councils as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

7.7 Agenda packages shall be filed with the approved minutes.

8. Motions

Motions do not require a seconder, except in rare instances as described below.



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8.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion; however, if the trustee is not present, a seconder is required at the meeting at which the notice is given; otherwise the item will be dropped.

8.2 Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

8.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

If the Chair wishes to speak on a motion, s/he shall ask the Vice-Chair to assume the Chair's role. The Chair may hand the gavel to the Vice-Chair and thus signal his/her desire to speak on a motion. The Chair normally speaks just prior to the last speaker, who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

8.4 Reading of the Motion



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A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

8.5 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the Education Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

8.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

9. Delegations to Board Meetings

The Board will make provision for a delegation to make a presentation at a Board meeting in the interest of improving education in Division schools.

The presentation by a delegation shall be at a duly constituted meeting of the Board.

9.1 Notice to appear at the meeting, shall be given to the Superintendent or designate in adequate time to have the appearance placed on the agenda (at least seven days prior to the meeting). In a situation where time does not permit adherence to advance notice, the Superintendent shall acquaint the Board members with the matter prior to the delegation meeting with the Board.

9.2 The purpose of the delegation shall be clearly stated in the notice.

9.3 A suggested amount of time required for the presentation shall be stated and recorded on the Board agenda. The Board Chair reserves the right to limit and control the discussion.

9.4 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.

9.5 It is understood that the delegation shall have a spokesperson.

9.6 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions



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and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall he/she, by any statement, commit the Board to any specific course of action.

- 9.7 Except in an emergency the Board shall defer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 9.8 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.
- 9.9 Notwithstanding the Board's provision for a delegation, if the Board has reason to believe that more than one or two delegations will desire an opportunity to address the Board on a particular educational matter, the Board may limit delegations at a Regular Meeting and instead convene a public hearing for the purpose of receiving input on a specific matter.

10. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

11. Trustee Participation in Meetings via Video or Teleconference

A trustee may participate in a meeting of the Board by electronic means or other communication facilities providing the communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other. Trustees participating by electronic or other communication facilities are deemed to be present at the meeting.

- 11.1 A trustee is normally expected to attend in person a meeting of the Board, unless there is a valid reason for attending by electronic means or other communication facilities. Valid reasons include weather conditions that affect the trustee's ability to travel safely, illness that may limit the trustee's ability to travel or be in a public meeting, or other circumstances that seem reasonable to the trustee.
- 11.2 A trustee attending a meeting by electronic means or other communication facilities is expected to provide sufficient advance notice to the Board Chair so that necessary accommodations, such as video conferencing service, can be in place at the designated meeting place for the expected duration of the meeting.



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11.3 A trustee who is not able to attend a meeting in person determines if he/she will be considered absent, or if he/she will attend by electronic means or other communication facilities. The trustee will consider the cost implications to the Board, especially if he/she is outside the jurisdiction, the presumed reliability of the electronic means or other communication facilities, or any other circumstances such as confidentiality which may impact the normal business of a Board meeting.

12. The Board believes that trusteeship, first and foremost, is a public service. The Board, accordingly, intends that compensation for trustees be established and accepted within the spirit of trusteeship being a public service.

The Board recognizes, however, that the discharge of this public service makes considerable time demands and often results in the trustee incurring expenses.

The Board also believes there is a need for on-going trustee and Board development. The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions to remain current about educational issues.

- 12.1 Trustees shall be compensated in accordance with **Appendix 7-A: Trustee Remuneration and Expenses**. The Board will review compensation rates regularly.
- 12.2 Compensation will be contingent upon the completion of the appropriate claims form. Compensation claims forms are to be regularly, and within 90 days of the expense, submitted to and authorized by the Board Chair no later than the last Board meeting of the month. All claims are to be submitted prior to the end of the fiscal year for the year in which the expense occurred.
- 12.3 Trustees will establish an annual operating budget for trustees in conjunction with the Division budget planning process.

13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members.

- 13.1 The trustee is expected to be conversant with the Education Act, Conflict of Interest, and in particular, Pecuniary Interest s. 85 and Disclosure of Information s. 86.
- 13.2 The trustee is solely responsible for declaring him/herself to be in possible conflict of interest.
- 13.3 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.



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13.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

14. Board Self-Evaluation

14.1 The annual Board self-evaluation process will complement the Superintendent evaluation process.

14.2 The purpose of the Board self-evaluation is to answer the following questions:

14.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

14.2.2 How do we perceive our interpersonal working relationships?

14.2.3 How well do we receive input and how well do we communicate?

14.2.4 How well have we adhered to our annual work plan?

14.2.5 How would we rate our Board-Superintendent relations?

14.2.6 How well have we adhered to our governance policies?

14.2.7 What have we accomplished this past year? How do we know?

14.3 The principles upon which the Board self-evaluation is based are as follows:

14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.

14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.

14.3.3 An evidence-based approach provides objectivity.

14.4 The components of the Board self-evaluation are:

14.4.1 Review of Board Role Performance

14.4.2 Monitoring Interpersonal Working Relationships

14.4.3 Monitoring Board Representation/Communication

14.4.4 Review of Annual Work Plan Completion

14.4.5 Monitoring Board-Superintendent Relations

14.4.6 Review of Board Motions

14.4.7 Review of Board Governance Policies

14.4.8 Creating a Positive Path Forward

15. Trustee Remuneration and Expenses



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- 15.1 Trustees receive a monthly rate to remunerate them for regular business in their role as trustee. Regular business includes: attendance at school or public events in the Ward, and interactions with GHSD community, members and groups, etc.. These rates are listed in **Appendix 7-A: Trustee Remuneration and Expenses** .
- 15.2 Trustees will also receive monthly reimbursement for costs associated with technology, such as cellphone costs (**Appendix 7-A: Trustee Remuneration and Expenses**).
- 15.3 Trustees may also claim reimbursement for meetings and travel, with Board Chair approval. Meetings that are eligible for reimbursement include: regular and special meetings of the Board, scheduled Professional Development and Information, Retreat, Committees of the Board, Representatives of External Organizations, PSBAA, Rural Caucus, ASBA Conventions and Provincial meetings or when representing the Board at other events in accordance with a Board motion, at the following rates as per daily/hourly rate.
- 15.4 Meal Reimbursement - Per Diem
 - 15.4.1 With the receipt, actual reasonable costs will be reimbursed.
 - 15.4.2 Without the receipt, trustees may claim for a per diem rate aligned with district expenses (see **Appendix 7-A: Trustee Remuneration and Expenses**).

Appendices:

- Appendix 7-A: Trustee Remuneration and Expenses
- Appendix 7-B: Organizational Meeting Election Procedures

Legal References:

- Education Act, S. 64, 65, 66, 67, 68, 70, 71



Appendix 7-A

Trustee Remuneration and Expenses

Remuneration (Effective January 01, 2024)

Trustee Remuneration Monthly Rate	
Chair	\$1,160
Vice-Chair	\$945
All other trustees	\$700
Technology Allowance	\$50

Benefits	
As per trustee eligibility	ASEBP Benefits OR a \$2,500 ASEBP Health Spending Account

Hourly Rates (Submitted through approval process)

Meeting Hourly Rate	
Meeting – Hourly	\$55
Meeting – Full Day (7 or more hours)	\$385
Travel* – Hourly Rate	\$27

Travel and Expenses Reimbursement	
As set for GHSD staff travel	Current CRA Rates

* Other travel expenses (.e. parking, taxi fares, airfare, internet access, etc.) will be reimbursed as receipted.

Meal Reimbursement			
	Breakfast	Lunch	Dinner
Without Receipt	\$13	\$18	\$28
With Receipt	As per receipt		

Trustee Development**
\$4,000 allocation per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars) in topics specifically related to education and governance. ** All Trustee development expenditures to be approved by Board Chair.

** Includes travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates are assessed against the trustee’s individual allocation for self-directed development.

Accommodation	
With Receipt	As receipted
Without Receipt	Lodging allowance for private accommodations (e.g. relative’s home) at \$75 max/stay

Note: Trustees are encouraged to submit expense claims within 35 days from the date of expenditure.



Appendix 7-B

Organizational Meeting Election Procedures

Election of Chair and Vice Chair (Script)

CHAIR

Step 1 - Secretary Treasurer: “The next order of business is the election of Chair.”

Step 2 - Secretary Treasurer: “I now call for nominations for the position of Chair of the Golden Hills School Division for the insert year Term.” *(Pause and wait for nominations to start.)*

Step 3 - Trustee: “I nominate insert name for Chair”.

Step 4 - Secretary Treasurer asks the Nominee: “Do you accept the nomination?”

Step 5 - Nominee replies: “Accept” or “Decline”

Step 6 - Secretary Treasurer: “I acknowledge the nomination of insert name. Are there any further nominations?” *(Pause and wait for any further nominations. If there are more, repeat steps 3 - 6, then carry on to step 7.)*

Step 7 - Secretary Treasurer: “I call for nominations a second time?”

Step 8 - Secretary Treasurer: “I call for nominations a third time?” *(Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Secretary Treasurer declares nominations ceased.)*

Step 9 - Secretary Treasurer: “I declare nominations closed.” *(This verifies the closing of nominations.)*

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

PART A: If there is only one nomination

Secretary Treasurer: “May I have a motion to declare Trustee insert name acclaimed as the Chair of Golden Hills School Division for the insert year Term?”

Secretary Treasurer: “Congratulations, Chair insert name. Please accept the gavel.” ***(ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.)***

PART B: If there are multiple nominations

(The election will be conducted by secret ballot.)

Secretary Treasurer: “For Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc.”

Secretary Treasurer: “I appoint insert name of Associate Superintendent as Returning Officer.” *(Ballots are distributed at this time.)*

Secretary Treasurer: “We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Chair.”

Returning Officer *(receives the ballots and tallies the official count. He then lets the Secretary Treasurer know the vote.)*

Secretary Treasurer: “May I have a motion to declare that Trustee insert name has been elected as Chair of Golden Hills School Division for the insert year Term.”

Secretary Treasurer: “May I have a motion to destroy the ballots? All in favour?”

Secretary Treasurer: “Congratulations, Chair insert name. Please accept the gavel.” ***(ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.)***



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Organizational Meeting Election Procedures

VICE CHAIR

Step 1 - Chair: “The next order of business is the election of Vice Chair”.

Step 2 - Chair: “I now call for nominations for the position of Vice Chair of the Golden Hills School Division for the insert year Term. *(Pause and wait for nominations to start.)*”

Step 3 - Trustee: “I nominate insert name for Vice Chair”.

Step 4 - Chair asks the Nominee: “Do you accept the nomination?”

Step 5 - Nominee replies: “Accept” or “Decline”

Step 6 - Chair: “I acknowledge the nomination of insert name. Are there any further nominations?”
(Pause and wait for any further nominations. If there are more, repeat steps 3-6, then carry on to step 7.)

Step 7 - Chair: “I call for nominations a second time?”

Step 8 - Chair: “I call for nominations a third time?” *(Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Chair declares nominations ceased.)*

Step 9 - Chair: “I declare nominations closed.” *(This verifies the closing of nominations.)*

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

PART A: If there is only one nomination

Chair: “May I have a motion to declare Trustee insert name acclaimed as the Vice Chair of Golden Hills School Division for the insert year Term?”

Chair: “Congratulations Vice Chair insert name.”

PART B: If there are multiple nominations

(The election will be conducted by secret ballot.)

Chair: “For Vice Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc.”

Chair: “I appoint insert name of Associate Superintendent as Returning Officer.” *(Ballots are distributed at this time.)*

Chair: “We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Vice Chair.”

Returning Officer *(receives the ballots and tallies the official count. He then lets the Chair know the vote.)*

Chair: “May I have a motion to declare that Trustee insert name has been elected as Vice Chair of Golden Hills School Division for the insert year Term.”

Chair: “May I have a motion to destroy the ballots? All in favour?”

Chair: “Congratulations Vice Chair insert name.”

TIE VOTE

In the event of a tie vote:

- You must re-ballot until someone receives a majority. Opportunity for each of the candidates to address Trustees and answer questions may be provided prior to additional ballots.