

■ Addendum J – Generic Internal Rules of Management ■

The following is a starting template intended to help you develop your own Internal Rules of Management. It is meant to be tailored to meet the needs of your governing board. For instance, you may wish to require (or not require) a seconder for each motion and/or you may wish to ensure that minutes are posted on your website. These or any other points should then be added to the rules.

The internal rules presented below deal with the basic functions of all governing boards. They also include references to the [Education Act](#) where appropriate.

<School Name>

**Rules of Internal Management
20xx-20xx**

adopted xxx, 20xx

Contents

Purpose	lxxiii
Definitions	lxxiii
Composition and formation	lxxiii
Rights and duties of the chair	lxxiii
Members' conduct and responsibilities	lxxiii
Roles and responsibilities	lxxiv
Functions	lxxiv
Responding to school board consultations	lxxiv
Meetings	lxxiv
Correspondence	lxxv
Meeting Agenda	lxxv
Minutes and Summaries	lxxvi
Revision procedure	lxxvi
Coming into effect and repeal provision	lxxvi

Purpose

The purpose of these rules is to facilitate the operation of the <Name of School> Governing Board.

Definitions

GB: the <Name of School> Governing Board

Member: any person who has been elected or appointed to the GB in accordance with [section 47](#) through [section 51](#) of the [Education Act](#).

The Board: the Lester B. Pearson School Board

Simple majority: 50% of the members plus one (rounded down to nearest whole number)

EA: The [Education Act, R.S.Q., I-13.3](#) and its updates

Principal: The principal of the school

Chair: A parent member of the governing board is elected as chair to preside over meetings.

Composition and formation

The school board has decided that there will be <x> members of the <Name of School> GB

Rights and duties of the chair

The chair calls the meetings of the GB

Without restriction, the chair has the following duties:

- Work with the principal to develop meeting agendas
- Speak on behalf of the governing board
- Ensure that the internal rules of management are observed in order to create an amicable and orderly environment
- Follow the agenda approved by the GB and keep discussions on track
- Ensure that all subjects are properly explained and questions responded to appropriately
- Allow and solicit members to express their opinions
- Decide on the order of discussions and give the right to speak
- Keep the discussions to within the mandate of the GB
- Summarize the opinions of the assembly

Members' conduct and responsibilities

Each member must:

- Act effectively and in good faith in relaying the needs, concerns and advice to the GB
- Prepare for and attend the GB meetings

References & Comments

In accordance with [s. 67](#) of the [Education Act](#).

[s. 47](#) – [s. 51](#)

[s. 46](#), [s. 96.13](#) The principal shall take part in the meetings, but is not entitled to vote.

[s. 56](#), [s. 42](#)

[s. 60](#). If the chair is unable to attend a meeting, the GB shall designate a substitute from amongst its eligible members.

[s. 71](#)

- Contribute to the meetings and participate in GB activities
- Address himself to the chair and not to a member in particular
- Maintain a respectful demeanor at meetings and GB activities
- Inform the chairperson of any foreseen absence from GB meetings and activities

Roles and responsibilities

Secretary: Takes meeting minutes, coordinates documentation, ensures meeting materials and documents are distributed prior to meeting.

[s. 56](#)

Treasurer: In conjunction with the school's accounting officer, maintains records of the GB's allocation and spending and prepares the financial report for the GB at the end of the school year.

Functions

The GB will see to the following:

[s. 74](#) – [s. 96.24](#)

Election of officers and representatives

- The members will elect from among themselves, the GB officers specified above.
- The elections and appointments will take place during the month of October at the first full meeting of the Governing Board. The GB must also promptly replace any member unable or unwilling to continue in an elected role.

Advising on the operation of the school

Any advice the GB wishes to communicate to the school board must be formalized and if the committee so decides, forwarded to the appropriate administrator.

Power given under [s. 78](#)

Informing the board on the school's/centre's needs

Any information the GB wishes to communicate to the school board should be formalized and if the GB so decides, forwarded to the administrator concerned. Copies may be sent to the Sector Director, the Director General, and the Council of Commissioners. It may also be sent to Chairs of SPC and CPC if the issue is deemed of relevance to parents of other school communities.

Power given under [s. 79](#)

Responding to school board consultations

Preparatory work on responses will be done in sub-committees struck for the purpose. Support materials and a draft response for each consultation will be submitted to the GB to enable discussions and to formalize a response.

[s. 67](#)

Meetings

[s. 61](#), [s. 108](#)

Schedule of meetings: Regular meetings will be held in <the library> of the school. They will normally be held on the <first Wednesday> of each month from October through June at <7:00pm>. If the <first Wednesday> of the month falls on a day when the school is closed, it will be deferred to the following week. 9 meetings will be held per year.

Special meetings: Special meetings may be called between regular meetings by the chair or by request of a majority of the members.

Quorum: A simple majority of the members AND, in the youth sector only, half of the **parent** representatives must be present in order to proceed with a meeting. An informal meeting may nevertheless take place when quorum is not achieved, however no decisions may be taken and no official GB function may be performed.

Observers: the GB meetings are open to the public. The agenda will include a public question period. Observers must restrict themselves to subjects within the mandate of the GB.

Procedures: All decisions are confirmed by a simple majority vote of those in favour or of those opposed (abstentions do not count towards the determination of the vote). In the case of a tie, the Chair will cast a second and deciding vote. An item to be voted on must be formulated as a motion or presented as a resolution, and should be seconded. Time for discussion of the motion must occur before the vote is taken. The GB may form subcommittees to study specific issues and/or to draft proposals. A chairperson will be appointed for each subcommittee. The members may be asked to ratify a decision previously made between meetings by email.

Adjournment: when all items on the agenda have been addressed, the chair adjourns the meeting.

[s. 68](#) While GB meetings are public any member may request to close the meeting if the matter examined can cause injury to a person. Resolutions cannot be passed at closed meetings.

Correspondence

All correspondence will be reported during regular meetings and will be kept on file at the school. The chair should copy all members when sending correspondence on behalf of the Governing Board.

Meeting Agenda

The agenda lists the order of the business to be addressed during GB meetings. The chair drafts the agenda in conjunction with the principal. Each member should be given the opportunity to add or modify items on the agenda. Each agenda will include the following items (the agenda of the first meeting of the year will be modified to include introductory items and election of officers):

Call to order

Adoption of the agenda

Approval of the minutes of the previous meeting

Business Arising

Reports (Student Council, Commissioner, Community Representatives, Parent Representative, Support Staff, Teachers, VPs, Principal)

New Business
Correspondence
Comments and questions from the public
Next Meeting
Adjournment

Reports to be presented to the GB should be submitted preferably in written form and whenever possible, prior to the opening of the meeting. Any issue arising from a report which requires the GB attention may be included in the meeting in progress, or deferred to a subsequent meeting.

Minutes and Summaries

The minutes of the meeting are a permanent record of the items discussed and the decisions made at GB meetings and as such:

[s. 69](#)

- the secretary will prepare and submit a draft copy of each set of meeting minutes to the committee;
- the minutes will list the members present, having sent regrets and who were absent. It will also include brief summaries of topics discussed and any decisions made during meetings (including the full text of motions). Vote results will be indicated as "in favour", "opposed" and "abstentions". A mention of the vote being "unanimous", "carried" or "defeated" will also be noted;
- the minutes are reviewed and approved at the subsequent meeting. Corrections may not alter the substance of any decision or resolution listed; and
- the minutes will be kept by the principal in an official register at the school.

Revision procedure

The GB must review these rules at the beginning of its mandate and put them into effect by adopting them prior to the end of the month of November. Subsequent revisions may be proposed by any member and will be adopted if a simple majority of the members agree at the subsequent meeting.

Coming into effect and repeal provision

The rules stated herein take effect as of the time and date of their adoption and repeal all previous internal rules of management which were in effect until such time.