

2.60 BOARD MEETINGS AND OPERATIONS

2.61 LEGAL SESSIONS, QUORUM, AND VOTING

For a session of the Board to be legal, the following conditions must exist:

- a) The Chair (or Vice-Chair or Acting Chair, as described in policy 2.43 must call the meeting;
- b) All Board members must be properly informed of the date, time, and venue of the meeting at least four days prior to the meeting;
- c) A quorum must be present at the meeting. A quorum consists of a simple majority of the total serving Board members, who have voting rights.

A Board meeting may not begin without a quorum. If members must leave during a meeting no official action can be taken without a quorum.

Board members hold authority only when acting as part of the Board in legal session. Any action or statement by an individual Board member reflects the Board's decision only when approved by the Board at a legal session.

To be adopted, all proposals must be approved by a simple majority vote of voting members present with the exception of the removal of a Board member, which requires approval by two thirds of the total serving voting members. No proxy or mail-in votes will be allowed.

*Adopted by the Board May 20, 2009
By-Laws Amended by the AGM April, 2009*

2.62 REGULARLY SCHEDULED OPEN BOARD MEETINGS

During the school year the Board will normally meet monthly subject to a minimum of eight sessions per school year. The Board will make the official minutes of its open sessions public after the Board has approved them. These minutes are available in the school office.

2.63 NOTIFICATION OF BOARD MEETINGS

Dates, times, and venue of regularly scheduled open Board meetings will be determined during the Board Training and Planning session (policy 2.90). The school community must be informed of these meetings after the dates have been set. The tentative agenda will be published in the school newsletter in advance of every Board meeting. The community will be notified of any changes related to meeting dates, times and venue as directed by the Chair.

2.64 AGENDA PREPARATION, FORMAT AND DISSEMINATION

The Director shall prepare an agenda, in consultation with the Chair, for each regular meeting.

Proposed agenda items should be submitted to the Director, with appropriate documentation, at least seven days prior to the meeting at which the item is to be discussed.

The Director shall distribute a packet of meeting materials to Board members four days before regular meetings. This packet shall contain the agenda, minutes of the previous meeting and any reports or documentation available as background information on agenda items.

It is recognized that subjects appropriate for the agenda will sometimes develop before the meeting but after the delivery of the meeting materials. The agenda will permit introduction of such subjects, but in the

absence of necessary background materials, or for lack of time to study material introduced at the meeting, subjects so introduced will normally be referred to an appropriate committee or held over for consideration at the next meeting. Final action can be taken on such subjects at the meeting in which they are first raised only if a majority of the Board consents to suspend the rules.

2.65 SCHOOL COMMUNITY ATTENDANCE AT REGULARLY SCHEDULED OPEN BOARD MEETINGS

The Board, as a representative body of the school community, wishes to provide an avenue for any member of the school community to express his/her interest in and concerns for the School. Accordingly, parents/guardians of TIS students, faculty, staff and others invited by the Board are cordially welcome to attend open Board meetings.

Meetings of the Board are conducted to carry on the business of the School, and therefore are open to those listed above, but not to the public at large.

Meetings are closed to non-Board persons only during Executive Sessions, the purpose of which is to discuss matters not appropriate for public announcement until fully considered. Any tentative actions taken at such closed meetings shall require confirmation at subsequent open meetings.

In order that the Board may fairly and adequately discharge its overall responsibility, members of the school community who wish to make requests, representations or proposals to the Board are requested to direct these to the Director, the Chair of the Board, or Board members, who will deal with them according to rules adopted by the Board. The intent of the rules is:

- To allow a fair and adequate hearing to interested parties;
- To allow the Director to take direct action, or to recommend action to the Board;
- To minimize the possibility of the Board's making an ill-advised, illegal, or improper ruling due to hasty action in the absence of adequate information and study; especially when a policy does not exist, a change in policy is proposed, or an exception to policy is specifically requested; and
- To assure that time devoted to a non-Board person's participation does not interfere with the scheduled business of the Board.

2.66 SPECIAL AND EXECUTIVE SESSIONS OF THE BOARD

In addition to regularly scheduled open Board meetings, the Board may meet in executive or special sessions of the Board. These sessions are held for certain sensitive matters, such as:

- Legal discussion on any judicial action or proceeding in which the board is an interested party;
- The election, evaluation and dismissal of an officer;
- Discussion related to appointment of Board members;
- The examination of a witness during a hearing, when the presence of any other witness or witnesses would jeopardize the proceedings;
- Private consultations with the Board's legal counsel;
- Discussions on the purchase, exchange, lease or value of real property for the School and negotiated contracts for prospective gifts or donation;
- The discussion of individual students;
- Matters relating to the employment of the Director;
- Self-evaluation of the Board;

- Discussions pertaining to the detail budget.

The Chair may call a special or executive session, or the Board may decide during a regular meeting that a special or executive session is needed.

A quorum must be present for these meetings to be legal sessions.

Only voting members of the Board, the Director and those staff members or individuals specifically invited by the Board to attend will be present at special or executive sessions of the Board.

Any action taken by the Board in Executive Session shall be ratified in an open session.

Minutes taken during a special executive session will be held confidential. Members of the Board are duty-bound to keep all matters discussed during these sessions confidential.

2.67 DISCUSSION OF INDIVIDUAL STUDENTS

The Board recognizes that a student's relationship with the school is primarily with his teachers and the Director. The details of an individual student's education are normally not the business of the Board. However, should it become necessary for the Board to consider a student's education, problems or continued relationship with the school, that student's parents or guardians must be informed in writing of the Board's prospective deliberations and must be invited by the Director to attend those deliberations. Parents or guardians may address their concerns to the Board only during deliberations. Such deliberations are not open to the public.

2.68 MINUTES

Minutes shall be kept for all meetings, whether they are open or closed sessions, and shall include not less than:

- A statement of the time, dates, and places of the meeting;
- The members present and members absent;
- Any decisions made at the meeting, and a record of all roll call votes; and
- For Executive Sessions, the purpose or purposes for which the Executive Session was held.

Minutes shall be approved by the Board and signed by the Secretary at the subsequent meeting.

Except for minutes taken during Executive Session, all minutes, once approved by the Board, shall be available for inspection at the School's office during regular business hours by parents/guardians of TIS students, faculty and other interested persons invited by the Board to do so. Minutes will also be posted on the Board noticeboard in the main office.

Minutes taken during an Executive Session shall not be considered open records. Minutes of Executive Sessions shall be retained for three years and one day after approval of the minutes of the regular meeting at which the closed session minutes were approved. The Secretary of the Board shall be the primary repository of Executive Session minutes. A second set will be retained by the Director, except those pertaining to the Director's performance and contract or those of his/her family.

Amended by the Board, 14 March, 2012