



John Adam Memorial Elementary School
120, Montée des Bouleaux,
Delson, Quebec, J5B 1L7

Internal Rules of Procedure
Governing Board

1. Quorum will be 50% of members, plus one for voting. At least half of the elected parent representatives must be present. For example, if there are 7 parent members, no less than 4 must be present for quorum.
2. The chairperson, in consultation with the principal, will establish the agenda. The minutes and agenda will be made available to the governing board members at least 48 hours in advance.
3. The agenda will be available to the public, via the school website, prior to the meeting. Once minutes have been approved by the governing board, these will also be made available on the school website.
4. A minimum of 5 meetings will be held per school year. The dates will be published on the school calendar and the school website.
5. For public consultation and attendance of an in-person meeting, participants can present themselves at the meeting location, preferably 15 minutes before the start of the meeting.
6. For public consultation and attendance of a virtual meeting, a link will be available on the school website for registration of participants. Registration via Microsoft FORMS (or other electronic link) would need to take place at least 48 hours prior to the meeting.
7. A special meeting may be called to consider a matter that cannot wait until the next regularly scheduled meeting. A notice shall go out to governing board members and the parent community 48 hours prior to the special meeting. If the GB is unable to hold a special meeting within the time required to consider the urgent topic, all members will be contacted by email or telephone to vote on the urgent matter. The result of this vote should be ratified at the next regular meeting of the GB.

8. In exceptional circumstances, an e-mail vote may take place using the following procedure:
 - The request will be sent to the Chairperson or principal.
 - The Chairperson and the Principal will accept or reject the request.
 - The Chairperson will e-mail all members the accepted request for their consideration, asking that members vote. The first and second members to vote will be considered those who motioned and seconded the request.
 - Within 48 hours the Chairperson will e-mail the motion to the members, summarizing all votes and declare the vote as “carried” or “defeated”.
 - The Chairperson will keep copies of the e-mail votes until the next governing board meeting.
 - At the following Governing Board meeting the motion and vote will be ratified and recorded into the Minutes.

9. All governing board member terms are for two years.

10. As an elected official representing the parents of John Adam Memorial, members are expected to attend all scheduled governing board meetings. If circumstances prevent a member from attending, they are required to notify either the Chairperson or the Principal of their absence. Failure to do so will be considered a resignation on their part and they will no longer be entitled to sit on the Governing Board.

11. Should a position on the governing board become available, the position shall be filled as follows:
 - A general notice will be sent out to all parents of children in the school regarding the vacancy. Interested individuals can submit their candidacy. In the event of multiple submissions, an election will be called.

 - Staff positions will be filled via an election at a staff meeting.

12. Each year, an executive consisting of a chairperson, vice chairperson, secretary (treasurer) will be decided at the first meeting of the school year.

13. The decisions of governing board are made by a majority vote of the members present and entitled to vote. If votes are equally divided, the chairperson has a casting vote. Every decision of the governing board must be made in the best interests of the students. (1988, c.84, s. 63, s. 64; 1997, c.96, s13).

14. A time limit is set for 9:00 p.m. A motion can be made to continue for an additional 15 minutes.

15. The time limit for questions from the public will be 15 minutes. A motion can be made to extend this time for an additional 15 minutes.

16. Rules of decorum:

- Questions and comments should be addressed to the chairperson. Members should raise their hand and comments should be made to the whole assembly; no conversations between individuals should take place. All comments should be presented in a respectful manner.
- It would be helpful that any questions or concerns be brought forward to the chairperson prior to the meeting, so that the involved members may have the opportunity to collect the necessary information in order to respond accurately to the issue at hand.
- Discussions should be kept as brief as possible and focused on the topic. Discussions should be centred on issues that concern the well-being of all students. Problems concerning individual student issues should be addressed with the school administration and then brought to the governing board only as a last resort.