

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 200 – Board Governance

POLICY 206: REGULAR BOARD MEETINGS

BACKGROUND

The work of the Board of Trustees is carried out by means of duly constituted meetings. It is appropriate that the conduct of such meetings be described in policy.

POLICY

The Board of Trustees will preserve the public trust through the conduct of Board meetings which are regularly scheduled, efficiently conducted, and open to the public.

GUIDELINES

1. The date, time and location of regular Board meetings will be determined annually at the Organizational Meeting of the Board.
2. The date, time and location of regular Board meetings will be communicated widely within the Medicine Hat Public School Division (MHPSD) community and to the local media as appropriate.
3. Board meeting procedures shall be conducted in accordance with Robert's Rules of Order, unless specified by the Chair.
4. The Board Chair, the Superintendent of Schools and/or designate shall be responsible for the preparation of the agenda for regular meetings of the Board.
5. The agenda and all supporting materials will be delivered to each Trustee at least three (3) days prior to the date and time of the Board meeting.
6. The agenda will be published on the Friday preceding the meeting date.
7. Items may only be added to the agenda by a resolution of the Board.
8. At least three Trustees must be present at a Board meeting to constitute a quorum.
9. The Secretary Treasurer and/or designate is responsible for the recording of the minutes of regular Board meetings.
10. The Chair will declare meetings adjourned at 9:30 p.m. unless the Board, by resolution, declares otherwise.
11. There shall be no audio/video recording or broadcast/streaming of meetings, except by professional news agencies who are accredited members of the Alberta Press Council, unless expressly authorized by the Board.

ADMINISTRATIVE PROCEDURE
[206 P 001 – Minutes of Meetings](#)

REFERENCES

Alberta Education – School Act

Approved: January 20, 2004
Revised: September 20, 2016

