

*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 206.3: SPECIAL 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

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

GUIDELINES

1. **Call of a Special Meeting** - A special meeting of the Board will be called by:
 - 1.1. the Chair of the Board,
 - 1.2. a majority of the trustees, or
 - 1.3. the Minister.
2. **Notice Content** - The notice of the special meeting must state:
 - 2.1. the date, time and place of the special meeting, and
 - 2.2. the nature of the business to be transacted at the special meeting.
3. **Notice Timing and Format** - A notice of a special meeting must be sent at least two (2) days before the special meeting by:
 - 3.1. registered mail,
 - 3.2. personal service on the trustee or a person capable of accepting service at the trustee's residence,
 - 3.3. fax, email or other electronic means.
4. **Waiver of Notice** – Notwithstanding the above timing and format of notification, a special meeting may be held without notice being given, if every trustee agrees to waive the requirements above.
5. **Other Business** - Unless all trustees are present at the special meeting, no other business may be transacted than what was identified in the Notice. Items can be added to the agenda only by the unanimous consent of the entire Board.

6. **Public Access** - Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
7. **Attendees** - Special meetings of the Board will not be held without the Superintendent and Secretary Treasurer in attendance, unless the purpose of the meeting is the Superintendent's contract of employment or his/her performance.
8. **Quorum** - At least three (3) trustees must be present at a Special Board meeting to constitute a quorum.
9. **Minutes** - The Board shall maintain and preserve a record of any Special Board Meetings in accordance with policy 206.4 (Minutes of Board Meetings).
10. **Recording/Broadcasting** - There shall be no audio/video recording or broadcast/streaming of meetings, except by recognized news agencies or by individuals who have first sought authorization of the Board.

REFERENCES

Alberta Education Act

Alberta Regulation-Board Procedures

Approved: December 10, 2019

