

Article 4: Meetings

Section 1: Regular Meetings of the Board

- a) The Board may hold as many meetings as it considers necessary to deal adequately with its business.
- b) The resolution of the Board establishing the regular meetings of the Board shall state the date, time and place of the regular meetings. This resolution will be made at the first Board meeting of the new school year.
- c) The Superintendent and Secretary-Treasurer must attend all Board meetings unless they are unavailable and have made provisions for such. The Principal and other administrative staff may be in attendance at the Board meetings.
- d) No act or proceeding of the Board is binding unless it is adopted at a meeting at which a quorum of the Board is present.
- e) All Directors present at a meeting of the Board shall have a single vote on each motion presented before them. In the event of a tie the motion shall be deemed lost.
- f) At all regular Board meetings, every question will be determined by an Ordinary Resolution by show of hands, unless the Directors present resolve that a particular vote will be by secret ballot.
- g) An agenda for the regular meetings shall be available twenty-four hours before the meeting, and will be emailed to the Directors.
- h) The minutes of all meetings shall be adopted at the beginning of the following meeting and signed by the Secretary and Chair of the meeting.
- i) All regular meetings of the Board of Directors shall be Open Public Meetings, but not public forums. Adequate notice of all meetings shall be visibly posted and provided to the school newsletter not less than forty-eight (48) hours before any such meeting.

Section 2: Special Meetings of the Board

Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the Chair or by a petition signed by a majority of the full Board of Directors. Such meetings may be held on short notice if notification to all Directors is given personally or by telephone, or with 4 days notice if given by electronic mail, or phone messages. Such notices shall specify time and place of the meeting.

Section 3: In Camera Meetings of the Board

- a) In camera meetings may only be called by resolution of the Board.
- b) In camera meetings shall be called to discuss:
 - i) complaints about a child;
 - ii) complaints about a teacher or staff member;
 - iii) other personnel issues;
 - iv) matters regarding security of the Board's property;
 - v) financial issues and contract information.
- c) During an in camera meeting the Board shall only discuss the matter which qualifies as an in-camera matter.
- d) Board members and other persons attending the In camera meeting are not to disclose the details of the discussion. It is the responsibility of the Chair or Vice Chair to update those Directors who are absent.
- e) No resolutions may be passed at an in-camera meeting. Any decisions made during in camera meetings must be ratified during a regular board meeting.

Section 4: Annual Meetings of the Members

- a) The annual meeting shall be held on or before the 31st of March of each year, at such time and place as may be determined by the Board
- b) At every annual meeting, in addition to any other business that may be transacted, the report of the Board, financial statement, and the report of the auditors shall be presented.
- c) Notice of the annual meeting shall be made in writing or via electronic mail at least 21 days before the date of the annual meeting, and posted on the VCS website.

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- d) The members present at an annual meeting will have one vote per member.
- e) The quorum for the annual meeting of the members shall be seven.

Section 5: Special Meetings of the Members

- a) Special meetings of the members may be called by the Board of Directors, with notice given in writing or via electronic mail at least 7 days before the meeting.
- b) Voting and quorum at Special Meetings will be as at the Annual Meeting.

Approved: 2018-04-23