



ROYAL WEST ACADEMY  
**GOVERNING BOARD**  
189 EASTON AVE  
MONTREAL-WEST (QC) H4X 1L4

## **RULES OF OPERATION**

### 2023-2024

***A governing board is a legally established body, mandated by Section 42 of the Quebec Education Act. Furthermore, it is also mandated by Section 67 that rules for the internal management of the governing board shall be adopted and Sections 70 and 71 establish a standard to be followed by members of a governing board.***

### **1. Composition**

The governing board of Royal West Academy is composed of:

- 8 parents who are not members of the school staff
- 8 members of the school staff (6 teachers, 1 non-teaching professional, 1 non-teaching support staff)
- 2 students of the second cycle
- 2 members of the community (non-voting)

### **2. Term of Office**

The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year.

### **3. Chair**

- Election of Chair: The chair is elected by the governing board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56);
- Term of Office: The term of office of the chair is one year. (Section 58);
- Meetings: The chair presides at the meetings of the governing board (S59);
- Vice-Chair: Should the chair be absent or unable to act, the vice-chair will replace the chair. If the vice-chair is absent and unable to act, the governing board will designate a person from among the eligible members for office to chair that meeting. (Section 60, EA);
- Role of the Chair: The chair prepares the agenda in collaboration with the school principal and ensures that meetings take place in accordance with the rules of procedure that are in place. The chair maintains order and decorum at meetings. The chair is the official spokesperson for the governing board.

#### **4. Quorum**

A quorum is the majority of the members in office, including at least half of the parents' representatives: Eleven (11) members, including at least 4 parents. Parent members who are elected as substitutes, will count towards quorum should a regular member be absent.

#### **5. Vote**

Decisions of the governing board are made by majority vote of the members present and entitled to vote. This includes the chair. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Sections 63 & 64).

Every motion has the following steps:

1. Motion: A member rises or raises a motion to the chairperson;
2. Second: Another member seconds the motion. If there is no second to the motion, it is lost.
3. Restate motion: The chair restates the motion.
4. Debate: The members debate the motion.
5. Vote: The chair restates the motion, and then asks for votes.
6. Announce the vote: The chair announces the result of the vote and any instructions.

#### **6. Meetings**

- Meetings are held on the school premises when possible (Section 65).
- Regular meetings are held 8 times per year from 7:00PM to 8:30PM. Meetings may be extended by majority vote. A minimum of 5 meetings per year is required;
- The annual calendar of meetings is adopted and made available to parents via the school website. Minutes of meetings are also posted via the school website;
- A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting;
- A special meeting may be called, including calling for a vote by email, to consider a matter that cannot wait until the next regular meeting. A notice will go out to the GB members and parents 4 days 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 to state their opinions on the urgent matter. The topic must be voted on at the next regular meeting of the governing board. Members may vote

by email. Decisions of the governing board are made by a majority vote of the members present and entitled to vote. (Section 63)

## **7. Closed Session Meetings**

The meetings of the governing board are public but may move into closed session if the matter to be discussed may cause injury to a person. This is done by resolution. (Section 68).

## **8. Public Question Period**

A public question period is included on the agenda at the beginning or at the end of the meeting. The period will not exceed 10 minutes and is for questions to be addressed to the chair of the governing board only. The topic raised must be appropriate to the functions and powers of the governing board.

Persons interested in making a presentation must make a request to the school principal at least one week prior to the meeting. Parents interested in attending a virtual governing board meeting must make the request in writing to the school principal at least three days prior to the meeting to receive a joining code/ link.

## **9. Rules of Decorum**

Members of the GB and of the public must:

- Be recognized by the chair for the right to speak
- Address the chair when speaking
- Show respect for the points of view of others
- Respect the right to speak of others
- Refrain from speaking out of turn
- Refrain from using profanity
- Maintain a respectful tone at all times

## **10. Reports**

Oral and written reports from the principal, teachers & staff, Student Life Association, parent delegate, commissioner, Home & School association, and RWA Foundation will be permitted and the GB sets aside 5 (or 10, etc.) minutes for presentation of or any questions concerning the reports.

## **11. Agenda**

- The agenda is prepared in advance of the meeting by the chair and the principal. One week prior to the meeting, the agenda is sent to members of the Governing Board. If an RWA parent or guardian requests a copy of the agenda, the chair will provide them a copy.
- GB members who wish to add items to the agenda should let the chair know of their intentions within 2 days of the distributing of the agenda by providing sufficient detail of the agenda item they seek to add so as to plan for the

efficient running of the meeting if the item is added. The chair in consultation with the principal shall decide whether the proposed agenda item can be added to the agenda. An item may, however, also be added at the meeting, if approved by the members, when "Approval of the Agenda" is being considered. The added item, if a new topic, will be placed under "Varia" with the understanding that it may be tabled until the next meeting if it is not time sensitive or if more information would be available.

- The items are listed on the agenda by order of priority Decisional items, first; Consultation items second; Information items, third;
- Items can be added to the agenda at the meeting subject to approval by the members.
- Clarification on agenda items:
  - Agenda: prepared by chair and principal. Must be approved by members;
  - Adoption of minutes: minutes from previous meeting are reviewed for accuracy and adopted by members;
  - Business arising from minutes: any item that was tabled or requires a follow-up from previous minutes. Resulting resolutions must be approved by members;
  - New business: items that are presented for the first time in the current school year. Resulting resolutions must be approved by members;
  - Reports: written reports are, where possible, submitted ahead of time. Members may ask clarification questions during the meeting;
  - Correspondence: presentation of official correspondence received by the chair or the principal;
  - Varia: item added to the agenda as approved by members at the start of the meeting.
  - Question Period for the Public: 10 minutes period for members of the public to ask questions directed to the chair.

## **12. Minutes of the governing board**

- The minutes of the proceedings of the GB must be sent to GB members with the documents for the following meeting;
- The minutes of a meeting are approved at the beginning of the following meeting and will be modified if they are inaccurate;
- After being approved by the GB, the minutes should be signed by the chair and countersigned by the principal or a person designated by the principal, who keeps them in the register of the minutes;
- After being approved by the GB, the minutes should be posted on the Royal West Academy website.
- The principal or a person designated by the principal is responsible for the registers and documents of the GB.

### **13. Modifications to the Rules of Internal Management**

The Rules of Internal Management are reviewed in October of each school year and any modifications deemed necessary are proposed at that time. Proposals for changes to the rules must be approved by the members.

#### **GENERAL RULES OF OPERATION ESTABLISHED BY THE QUEBEC EDUCATION ACT**

- The governing board chooses its chair from among the parent members who are not employed by the school board. The term of office is one year;
- If the chair is absent, the vice-chair will act in their place;
- Quorum is the majority of members and must include at least half of the parent representatives;
- If the governing board is unable to hold a meeting due to a lack of quorum after three consecutive notices have been sent, with at least seven days in between, the school board may order that the powers and functions be exercised by the principal;
- Motions must be made and seconded before they are discussed and voted upon;
- Decisions are by majority vote of the members present and entitled to vote. This includes the chair. In case of a tie, the chair casts a deciding vote;
- The governing board must hold at least five meetings a year;
- The governing board informs parents and school staff of the schedule of meetings for the year;
- Meetings are open to the public; however, a meeting may be closed if the matter to be discussed could cause injury to a person;
- Minutes are recorded in a register kept by the principal or by a person designated by the principal. The register is public;
- A conflict of interest must be disclosed in writing to the principal;
- The governing board receives an annual operating budget from the school board (included in the school budget). It establishes expense rules, oversees the administration of this budget and gives an account to the school board;
- The governing board establishes its own operational rules while respecting the rules set out in the Education Act.