

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of Trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

1. Organizational Meeting

An Organizational Meeting of the Board shall be held annually in August, and no later than two weeks following the date election results are announced when there has been a general election. The Secretary Treasurer will give notice of the Organizational Meeting to each Trustee as if it were a special meeting.

Each Trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a Trustee taking office following a by-election.

Election Process for Chair and Vice-Chair:

- a. Acting Chair/Chair calls three times for nominations.
- b. Acting Chair/Chair seeks consent from nominees.
- c. Motion is made for nominations to cease.
- d. Nominees are invited to speak.
- e. Trustees vote by secret ballot, and result is counted and announced by Administration. If there is a tie, a flip of the coin determines the winner.
- f. Motion is made to destroy the ballots.

The Superintendent shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the Organizational Meeting. The election of the Board Chair shall be for a period of one year.

The Organizational Meeting shall, in addition include, but not be restricted to, the following:

- 1.1 Elect a vice-chair;
- 1.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 1.3 Create such standing committees of the Board as are deemed appropriate, and appoint members;
- 1.4 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate; and
- 1.5 Review Board member conflict of interest stipulations and determine any disclosure of information requirements.