



Riverside School Board – ~~By-Law~~ ~~Resolution B638-20171121~~

~~By-Law 1 – Generalities and Meetings of the Council of Commissioners of Riverside School Board~~

By-law Name:	Generalities and Rules of Order and Procedure for Meetings of the Council of Commissioners of Riverside School Board
By-law Number:	1
Resolution Number:	Resolution number B638-20171121 BXXX-20XXXXXXXXX replacing Resolution number B638-20171121
Date Received at Executive:	September 1, 2026
Date Received at Council:	September 19, 2017 15, 2026
Consultation Period:	September 25, 2017 to October 31, 2017 September 19, 2026 to November 2, 2026
Date Approved by Council:	November 21, 2017 November 17, 2026
Date of Next Review:	November 2020

N.B.- This by-law should be read in conjunction with Sections 143 to 148 and 155 to 172, as well as Sections 199 and 200 of the Education Act.

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| Composition | 1.1 | The Council of Commissioners shall be established as stipulated in the Education Act. |
| Corporate Seat Location of Meetings | 1.2 | The head office of Riverside School Board Meetings shall be held at the school board office at 7525 chemin de Chambly, St. Hubert, Québec J3Y 0N7. |
| Parliamentary law Rules of Order | 1.3 | Meetings and deliberations of the Council of Commissioners shall generally be held in accordance with the current edition of Robert's Rules of Order. Robert's Rules of Order shall not overrule the Education Act. |
| Regular Meetings | 1.4 | The regular meetings of the Council of Commissioners shall normally be held on the third Tuesday of the month. The meetings shall normally be held at the corporate seat and shall commence at 7:30 p.m. At the |

~~request of Council, three or more meetings per year may be held in designated schools or centres as per the Calendar of Meetings adopted by June 30th.~~

~~In addition, Council may designate, by resolution and for a specific reason, that meetings be held in a place other than at the corporate seat as determined by Public Notice of the Council of Commissioners.~~

The regular meetings of Council shall normally be held on the third Tuesday of the month at 7:30 p.m. By resolution each year, before June 30, Council shall set the meeting dates for the next school year.

~~Commissioners shall set the meeting dates for the next school year.~~

Special Meetings

- 1.5 Special meetings shall be called in accordance with the procedures outlined in the Education Act. The Chair or two (2) commissioners may convene a special meeting. The Secretary General must give at least two days notice to commissioners as well as to the public. Only the matters mentioned in the notice calling the meeting may be dealt with and decided at the meeting unless all commissioners are present and decide otherwise.

Meetings-

Role of the Chair

- 1.6 ~~Meetings of the Council of Commissioners may be held on any day of the week.~~
- 1.6 The Chair presides over the meetings and maintains order. The Chair grants the right to speak and ensures adherence to procedure.

In the absence of the Chair, the Vice Chair assumes the role. Failing that, a Commissioner shall be elected to preside over the meeting.

Quorum

- 1.7 ~~The quorum and the voting shall be determined as stipulated in the Education Act and in the voting procedures adopted by Council.~~ A quorum consists of a majority of commissioners entitled to vote. Accordingly, nine (9) commissioners constitute a quorum. Commissioners may attend meetings virtually, and virtual attendance shall count towards quorum.

In accordance with Section 169, when at least one (1) commissioner or the Director General is physically present at the meeting, members of the Council of Commissioners may participate in the meeting by any means available that allows those participating in or attending the meeting to communicate directly with each other. Such a member therefore forms part of the quorum.

Voting	1.8	All motions must be moved and seconded. Voting shall normally be by a show of hands at the call of the Chairman. Any Commissioner may request to have his or her name, vote or abstention recorded in the Minutes.
Agenda/Documentation	1.9	At least forty-eight (48) hours prior to a meeting, the Secretary General shall normally provide each member with an Agenda and such documentation as may be available respecting the items of business to be brought before Council.
Resolutions (motions)	1.10	Resolutions prepared by Senior Administration shall be forwarded to the Secretary General for distribution as per article 1.9. Resolutions not distributed in accordance with the procedure outlined in article 1.9 of the present By-Law (i.e. supplementary resolutions) may be submitted by Administration for consideration at a meeting of the Council of Commissioners. Supplemental resolutions must be added to the Agenda prior to the adoption of the Agenda. Independent resolutions shall be drafted and presented in accordance with the "Internal Procedures for the Drafting of Resolutions and Notices of Motion" found in Annex 3. When a any resolution is presented to Council, it may be preceded by a preamble made by the person who makes the motion. Each Commissioner may speak once to the motion. When each Commissioner has had the opportunity to speak, the Chairman Chair may allow Commissioners to speak a second time, provided such intervention brings a new element to the discussion. When all have spoken, the mover may then speak in rebuttal prior to the vote being taken.
Reports	1.11	All reports presented to Council shall be in writing and normally a copy given to the Secretary General before the Council meeting.

Public Question Period

- 1.12 There shall be two (2) public question periods: one period of thirty (30) minutes at the opening of the meeting and a second period of twenty (20) minutes normally at the conclusion of business. All questions shall be directed to the Chair. ~~Chairman~~ A question period may be extended by majority vote of the members present. Presentations will not be entertained during question period. However, such arrangements for a presentation may be made in conformity with the Guidelines for Presentations to the Council of Commissioners.

Minutes

- 1.13 Unless decided otherwise by the majority of Commissioners present, draft minutes of preceding meetings will not be read.

The Minutes of each meeting of the Council of Commissioners shall be entered in the register known as the "Minutes of the Proceedings". The approved minutes shall be signed by the person presiding over the meeting and countersigned by the Secretary General. The Secretary General shall initial each page of the register and shall affix the Board's seal to each page.

To Speak

- 1.14 A Commissioner who wishes to speak must first be recognized by the Chair~~man~~. Speakers must make their remarks through the Chair~~man~~ at all times. The Chair~~man~~ may direct the issue to another person.

In Camera

- 1.15 A Commissioner may request that Council move *in camera* at any time during a meeting. The motion requires a majority vote to pass. *In camera* is a portion of a meeting that is closed to the public to allow Council to discuss confidential or sensitive matters.

Once Council has voted to move *in camera*, all members of the public shall leave the meeting. Council may request some or all of the directors to also leave the meeting.

Council shall return to the public meeting by resolution to rise from the *in camera* session. The discussions held during an *in camera* session are confidential.

The proceedings are not recorded electronically and there are no official minutes of the meeting.

Closure

- 1.16 The official closing time for regular meetings of the Council of Commissioners shall be 11:00 p.m., however, this time may be extended by majority vote of the members present.

Annex 1

Voting Procedures for Elections by Council

1. Where more than one identical position must be filled, Council will proceed to elect individuals to all positions simultaneously.
2. Members may nominate themselves and they may also be nominated in absentia providing the nominee has accepted in writing.
3. Following closure of nominations, nominees will be asked, in reverse order, if they accept or refuse. Should the number of candidates be equal to the number of available positions, the candidates will be declared elected. Should the number of candidates elected by acclamation be less than the number of positions available, an additional nomination period will be held.
4. Where the number of nominations exceeds the number of available positions a vote will be held. Each member will have one vote per position available, and candidates will be allowed to speak briefly to their candidacy.
5. Prior to the vote, ~~the assembly~~ Council will select two scrutineers who are not voting members of Council.
6. A ballot will be rejected if: it contains more votes than there are positions available; it contains more than one vote for a same candidate; it is defaced by any writing other than a normal voting mark.
7. A candidate must receive a majority of votes to win.
8. The ~~Chairman~~ Chair will declare elected the candidate(s) with the highest number of votes.
9. Results of voting are public. Upon completion of the voting process, ballots will be destroyed.
10. Where a number of candidates have received the same number of votes for the remaining position, an additional vote will be held in which only the names of those candidates having received an equal number of votes for the remaining position will be included on the ballot.
11. Where none of the remaining candidates has received a majority of votes for the remaining positions, an additional round of voting will be held wherein the candidate or candidates having received the least number of votes in the preceding vote will be eliminated from the ballot. Furthermore, for this additional round of voting, a simple majority of the votes cast shall suffice to declare a winner. Note that this item will not apply in situations where the elimination of said candidate(s) would result in an insufficient number of candidates for the number of remaining positions.
12. Where the results of a vote are equal, and an additional vote for the same position with the same candidates results in a second tied vote, the ~~Chairman~~ Chair shall decide the winner or winners by his casting vote.

Annex 2
Internal Procedure for the Drafting of Independent
Resolutions and Notices of Motion

1. The aim of this internal procedure is to facilitate, standardize and expedite the processing of written Draft Resolutions, other than incidental motions. The use of the procedure will help eliminate the need to withdraw and re- write some resolutions.
2. Independent draft resolutions shall be submitted in writing to the Secretary General no later than 48 hours prior to a working session of Council.
3. The text shall be submitted on the Draft Form provided for independent draft resolutions.
4. The Secretary General shall submit the text received to the ~~Chairman~~ Chair of the Council of Commissioners. If any changes are proposed the ~~Chairman~~ Chair will discuss them with the originator and, if needed, amendments shall be made and given to the Secretary General. It is understood that any amendments, corrections or changes made to the original text must in no way affect the original intent of the text, unless authorized by the originator.
5. Independent draft resolutions shall be referred to a working session of Commissioners prior to presentation at the Council of Commissioners.
6. The Secretary General shall forward a copy of the draft resolutions of motion to all Commissioners and Directors prior to the regular Board meeting.
7. In addition, a commissioner may signify the intent to deposit an independent resolution by giving a notice of motion at a Council meeting or work session.

Annex 3
Draft Form for Independent Draft Resolutions

Name of Originator: _____

This section is for the use of the Secretary General

Date Submitted to the Secretary General: _____

Date Submitted to the ~~Chairman~~ Chair: _____

Date of Council Meeting: _____

Title of motion: _____

Text of motion: _____

Annex 4

Guidelines for Presentations Made to the Council of Commissioners

Requests to make a presentation to Council must be made to the Secretary General. The Secretary General will advise the Chair~~man~~ who will then decide if and when the presentation may be heard. The Secretary General shall advise the individual of the date and time that Council will hear the presentation.

Arrangements with respect to documentation and length of presentation shall be made with the Secretary General in advance.



This By-Law # 1 – ~~Generalities and Meetings~~ Rules of Order and Procedure of the Council of Commissioners of Riverside School Board, was adopted at the Council of Commissioners on ~~November 21, 2017.~~ 2026XXXXX.

Signed, in accordance with Section 396 of the Education Act, at Saint-Hubert, Québec.

~~Dan Lamoureux,~~ Christopher Craig, Chair~~man~~

John McLaren, Secretary General