



Saint Jude Elementary

122 St-Jude
Deux-Montagnes (Québec) J7R 3L6
T 450 621-7805
stjude.schoolqc.ca

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD
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St-Jude Governing Board Internal Rules of Procedure

2023-2024

Rules of conduct for members

Every member of the **governing board (GB)** who has a direct or indirect interest in an enterprise or organization that places the member's personal interest in conflict with the interest of the school must:

- Disclose this interest at once, in writing, to the principal;
- Abstain from voting on any matter concerning the enterprise;
- Avoid influencing any decision relating to the enterprise;
- Withdraw from a meeting of the GB while the matter is discussed or voted on;
- Disclose his or her conflict of interest during the first meeting where the matter is dealt with (s. 70);

Having an interest in an enterprise does not exclude a person from being elected to the GB, but it obliges that member to maintain perfect transparency (by disclosing the interest to the GB and the principal) and to avoid compromising situations (by withdrawing from the meeting and not influencing the vote).

The members of the GB must act (s. 71): within the scope of the functions and powers conferred on them by law, which means, for example, that they may not discuss a matter related to personnel management, because this is the prerogative of the principal, as defined in section 96.21;

All of these rules of individual conduct, which each member of the GB must observe rigorously, ensure the protection of the Education Act for the members of the GB, as clearly stated in the Act:

The members of a governing body may not be prosecuted for an act performed in good faith in the exercise of governing board functions. (s. 72).1

Thus, members of the GB may not be sued for damages for errors committed in good faith in the exercise of GB functions.23

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The spirit of participation

All members must support the main principles on which the governing boards are based:

- Greater autonomy for the educational institution;
- Parity between parents. Representatives and staff representatives;
- Participation by all staff members in decisions that concern them;
- Recognition of the collective power of the teaching staff regarding questions of a pedagogical nature;
- The principal's dual role as administrator and leader.

The GB is thus, in principal, a place where:

- The expertise of all parties is respected;
- All members may present their vision of the school and its mission; Each member's views are taken seriously.

Each member participates:

- With an open mind: members seek to defend their own ideas, but also listen to those of other members;
- As the representative of a group of persons, and not in an individual capacity;
- With the goal of working together with the other members of the GB, to achieve a common understanding and shared solutions;
- With the awareness that differences of opinion may sometimes strain their open-minded attitude and provoke confrontations.

Each member must:

- Respect the right of all members of the GB to express their opinions, whatever their background or age;
- Encourage all the other members of the GB to demonstrate this respect during a meeting
- Foster this climate of mutual respect and open-mindedness.

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How to exercise the role of a representative to the Governing Board

The members of the GB are elected to represent their peers. As representatives, they:

- Determine the orientations generally favored by the group they represent;
- Communicate these orientations to the GB with conviction and diplomacy;
- Keep the group that elected them up-to-date on the work of the GB

1. Definitions

School Board	<i>Sir Wilfrid Laurier School Board</i>
School	<i>St-Jude Elementary School</i>
GB	<i>St-Jude Governing Board</i>
Members	<i>Elected Members of the Governing Board</i>
Principal	<i>Principal of the Educational Institution</i>
Act	<i>The Education Act (R.S.Q. c-1-13.3) and its amendments</i>
Chair	<i>Elected Chairperson of the St-Jude Governing Board</i>

2. Powers and duties of the chair

- The chair presides over the meetings of the board.
- Notwithstanding the preceding, the chair has the following powers:
- To ensure that the rules of internal procedure are observed, in order to create a relaxed, cordial, orderly atmosphere.
- To follow the agenda, unless it is modified with the consent of the meeting, and to define the goals of the discussion.
- To give explanations or have explanations given regarding each subject, and to answer members questions or have their questions answered.
- To ensure that each member has a chance to express his or her opinion.
- To decide on the order in which speakers will be heard and to give members the floor.
- To ensure that the discussion does not stray from its subject and that decorum is respected.
- To recapitulate the opinion expressed by the meeting.

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3. Decorum

Each member must:

- Speak after raising his or her hand and being recognized by the chair.
- Address the chair and not the members or any member in particular.
- Avoid repeating the content of the preceding discussion and make an effort to provide only information related to the motion under discussion.
- Refrain from speaking on issues on which the chair has already called for a vote.

4. Members of the governing board

- Until the election of the chair, the current chair presides over the meeting. (at the first regular meeting of the year)
- At the first meeting of the year, the board elects the following one-year positions
 - A chair
 - An alternate chair (will perform the duties of time keeper)
 - A treasurer
 - A secretary
- A nomination period precedes the vote. All eligible members may present their own candidacy or nominate another person. If there are more than two candidates for a given office, an election is held by secret ballot. The board appoints two returning officers per office. Candidates may not be returning officers. Each member receives a ballot on which to indicate the name of a candidate for the position to be filled. The candidate who receives the largest number of votes is elected. Only the returning officers are authorized to count the ballots, which are subsequently destroyed. In the event of a tie, another vote or a random draw may be held, according to the decision of the majority.
- The term of office of the chair is one year. A new election should be held for this office at the beginning of each year, even if the person who held it the previous year intends to stand again. The holder of the office is eligible for re-election.

5. Meetings of the governing board

Meetings of the board are public. However, the members may decide to meet in private if the matter to be examined could cause injury to a person. Only persons authorized by the board may attend a meeting that is closed to the public.

- Meetings the board fixes by resolution the date, time, place and duration of its meetings. It must hold at least five (5) meetings per school year and must inform the parents and members of the school staff in advance of meetings.
- Any meeting may be adjourned to a subsequent time or date by resolution of the board

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- In the event of a virtual governing board meeting;
 - The zoom platform will be used for all Governing Board meetings for the 2023-2024 school year;
 - For security and confidentiality purposes, the principal's corporate account will be used for all Governing Board meetings;
 - The Governing Board will inform parents, members of the school staff as well as the community of the date and time of all its meetings and hereby mandates the principal to ensure the implementation of the foregoing according to the internal rules of procedure, including a mention that all virtual meetings will be held via zoom;
 - The Governing Board shall publish a copy of its agenda on the school's website at least two (2) days before the meeting with a notice indicating that the zoom link will be provided to any member of the public wishing to attend a Governing Board meeting;
 - Governing Board meetings will be recorded for the express purpose of minute taking. The recordings are not publicly available, and are destroyed once the minutes for that recording have been approved.
 - When voting, members shall state their vote, out loud, followed by their full name for the secretary to accurately record the minutes of the meeting.
 - The present procedure will take precedence over any section of the internal rules of procedure that may contradict this procedure. All other sections of the internal rules of procedure remain applicable.

6. Notice of meetings

- The proposed agenda of a meeting and the relevant documents must be sent to members at least three (3) days before the meeting is to be held. These documents serve as notice of the meeting. The chair must see that they are sent.
- No notice of meeting is required for a meeting that has been adjourned by the board.
- A member who expects to be absent from a meeting should notify the chair or the principal as soon as possible.

7. Opening and duration of meetings

- At the designated time, the chair begins the meeting.
- If a quorum has not been reached within thirty (30) minutes, the members in attendance record their presence and leave.
- The GB must cease the meeting if there is no longer a quorum.
- Duration: in special circumstances, the GB may decide to adjourn a meeting or to extend it beyond the projected closing time.
- Quorum for St-Jude elementary Governing Board meetings is a minimum of 6 people, 3 of which shall be parent representatives.

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8. Agenda

- The chair prepares the proposed agenda with the principal.
- Any member may add an item to the agenda by communicating with the chair or principal at least five (5) working days before the meeting is to be held. The subject must be adequately precise, and if the item is to be voted on, a draft resolution should be presented with the request.
- After receiving the proposed agenda, the members and principal have the right to request:
 - That one or more items be added;
 - That the wording of any item be modified;
 - That the order of the items on the agenda be modified.
- Once the agenda has been adopted, no further subject may be accepted by the chair without the unanimous consent of the members present.
- When a meeting is adjourned, no further subject may be accepted by the chair for discussion, unless all members are present and they give their unanimous consent.

9. Minutes

- The minutes of the proceedings of the GB must be sent to the members with the documents for the following meeting.
- The minutes of a meeting are to be approved at the beginning of the following meeting, and are to be modified if they are inaccurate.
- After being approved by the GB, the minutes should be signed by the chair of the meeting that adopted them and countersigned by the principal or a person designated by the principal, who keeps them in the register of the minutes of the proceedings of the GB.
- Official copies of extracts of the deliberations are handed over by the principal.
- The principal or a person designated by the principal is responsible for the registers and documents of the board.

10. Discussion process

- Only the members and the school principal may participate in the proceedings of the board. However, anyone may be authorized by the chair to provide information or to answer questions.
- The items on the agenda, including the adoption of the agenda, are dealt with in the following order:
 - Presentation of the item;
 - Question and comment period (all board members and the principal);
 - A member who moves a motion may explain the meaning of the motion;

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- Every motion must be seconded; otherwise it cannot be debated;
- Amendments to motions, if acceptable in terms of the law, must be made in this period; they must be proposed and seconded.
- Discussion of motions:
 - Arguments for or against motions are expressed in this period.
 - In order for a motion to be carried, a minimum of half plus one of the votes are required to be in favor.

11. Email Voting

- Email voting shall take place only in the event of a time constraint between scheduled GB meetings and must have a minimum of 8 members (4 parent members and 4 teaching and or staff members) acknowledging the email as well as casting their vote.
- Should an e-vote provoke conversation following the initial email e-vote, the chairperson can call an emergency meeting (virtual) to allow for additional discussion”

Governing Board Resolution: **GB-20231025-03**

Bibliography:

Lavery, de Billy, law firm. Les conseils d'établissement, les directions d'établissement, la commission scolaire, August 1998.
Ministère de l'Éducation. Les conseils d'établissement, formation de base, 1998. Fédération des comités de parents de la province de Québec inc. Guide de fonctionnement des comités, May 1998. CEQ. Réforme de la Loi sur l'instruction publique, Formation à l'intention des membres, 1998.