Public Meetings

1. Use formal forms of address:
    a. Chair
    b. Trustee + last name (or Representative + last name)
    c. Executive Title + last name (i.e. Director or Superintendent)

2. Speaking at public meeting
    a. All comments are directed to the Chair. The Chair will recognize each speaker. Each speaker should indicate when they have completed speaking. (i.e. Thank you)
    b. Legitimate questions will not count as speaker's turn in rounds of speaking, at the discretion of the Chair.

3. Public Meeting Agenda
    a. All issues have a motion (may be that a report is being accepted as information). Motion wording appears in the 'Recommendation' section of the agenda package.
    b. Presentations generally will not have a motion unless an action is required.
    c. Reports – trustees move acceptance of their own reports. Trustees move acceptance of non-trustee reports.
    d. Consent Agenda:
        i. Includes items that don't require any action or debate – i.e.) general correspondence, minutes, information items.
        ii. An item can be moved from the consent agenda to the regular agenda at the request of any one person as part of the approval of the consent agenda. (Advance notice to Corporate Secretary is appreciated.)
    e. Process for Substantive Motions:
        i. Trustee states entire motion aloud when making motion*. (i.e. I move that…)
            *at the discretion of the chair, instead of reading lengthy motions out loud, it could be stated "as presented in the agenda package, or as shown on the screen. *ie: I move that the Board approve the consent agenda as presented.*
        ii. Debate (in rounds).
        iii. Trustee, Chair or Corporate Secretary repeats motion* prior to vote.
        iv. Vote.
        v. Announce result.
    f. Process for Procedural Motions:
        i. No debate; the motion is not repeated by the Corporate Secretary.
    g. Debate at public meeting:
        i. Generally, there will be 2 rounds of speaking of 2 minutes each per issue.
        ii. Trustees will self-police the time limits.
        iii. The chair will speak second last on the final round of speaking.

iv. The mover speaks first and closes.
v. The chair may declare an extra round of speaking. If a trustee requests an extra round, consensus is required.
vi. Trustees should be self-policing when debate goes off topic (i.e. call point of order).

Committee of Whole Meetings

1. Generally, the purpose of the Committee of the Whole is to gather information, ask questions, and hold discussion.
   a. If discussion starts to move to debate, trustees are to self-police. (The difference is that in debate trustee is trying to convince others of position).
2. The Committee of Whole may be less formal but generally use formal forms of address:
   a. Chair
   b. Trustee + last name
   c. Executive Title + last name