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## **BYLAW 9360.2**

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### **MEETINGS OF THE STANDING COMMITTEES**

#### **A. Regular Meetings**

1. There shall be a regularly-scheduled meeting of each standing committee of the Board to be held within the first three weeks of each month of the school year, the date to be determined by the committee, save and except for the first meeting of each committee in December, which meeting shall be fixed by the Chair of the Board. Standing committees may meet in the month of August each year at the call of the Committee Chair, upon the recommendation of the Superintendent or Secretary-Treasurer.
2. At the first meeting of each standing committee the members of the committee shall select a Chair.
3. The Chair of each committee shall have the right to call additional meetings of the committee, to deal with such matters as may not be concluded at the regularly-scheduled meeting of the committee, but, save by unanimous consent of the committee, such meetings shall not take place less than five days prior to the next regularly-scheduled meeting of the Board in general session.
4. Each regularly-scheduled meeting of the standing committee shall be on the same day and at the same time as is fixed annually by the committee at its first meeting, save upon unanimous agreement of the committee.

#### **B. Agenda**

1. There shall be an agenda circulated to committee members not less than forty-eight hours prior to the meeting of the committee, together with all supporting material then available.

2. The agenda shall be prepared by the Chair of the standing committee together with the assigned school district senior administrator.
3. The format of the agenda for the Operations Policy and Planning Committee shall be as follows:

BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
  
OPERATIONS POLICY AND PLANNING COMMITTEE  
  
REGULAR AGENDA - (Date) (Time)

Board Room, Administration Offices - Tolmie Building

1. APPROVAL OF THE AGENDA
2. APPROVAL OF THE MINUTES - Meeting of (date)
3. BUSINESS ARISING FROM THE MINUTES
4. PRESENTATIONS TO THE COMMITTEE
5. SUPERINTENDENT'S REPORT
6. PERSONNEL ITEMS Presenter      Attachment
7. FINANCE AND LEGAL AFFAIRS
8. FACILITIES PLANNING
9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS
10. NEW BUSINESS
11. NOTICE OF MOTION
12. GENERAL ANNOUNCEMENTS
13. ADJOURNMENT

The order of the Agenda may be varied at the meeting by majority vote.

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Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

4. The format of the agenda for the Education Policy and Directions Committee shall be as follows:

1. APPROVAL OF THE AGENDA
  2. APPROVAL OF THE MINUTES - Meeting of (date)
  3. BUSINESS ARISING FROM THE MINUTES
  4. PRESENTATIONS TO THE COMMITTEE
  5. NEW BUSINESS
  6. NOTICE OF MOTION
  7. GENERAL ANNOUNCEMENTS
  8. ADJOURNMENT

5. The agenda of each standing committee shall be circulated to each trustee of the Board.
6. The administrative representative to the committee shall provide to the press a copy of the agenda of each standing committee, but not supporting material, after circulation to the trustees. The agenda package will be available on the school district website.

#### D. Standing Committee Reports

1. The business of the committee shall be recorded, including recommended motions for consideration by the Board, and reported to the next regularly-scheduled meeting of the Board in general session, or in-camera, as may be appropriate.
2. The Committee Chair may reschedule any regularly scheduled meeting of the committee, whether general session or in camera, to a different time and date in order to meet the business requirements of the committee. The committee may, by ordinary resolution, cancel a regularly-scheduled meeting of the committee.

*Greater Victoria School District*

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Approved: April 27, 1981  
Revised: January 1997  
Revised: March 28, 2011  
Revised: December 14, 2015

Suspended