

**Policy Number and Name:** 319 Special Meetings

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:**

**Purpose:**

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action. A special meeting may be scheduled.

**Policy:**

Special Meetings may be scheduled by:

- 1) The Board passing a motion at a legally constituted meeting of the Board.
- 2) The Chair or any three (3) members of the Board giving at least six (6) clear days' notice to each member by registered, certified, special delivery or electronic mail, or by delivering a written notice to each member in person at least three (3) days before the meeting or by leaving the notice with an adult person at each member's place of residence who shall state explicitly the reason therefore.
- 3) The Board may by unanimous consent waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each Trustee and shall be recorded in the minutes of the meeting in the form required by Section 16 of *The Education Administration Regulations, 2017*.
- 4) If an additional meeting of the Board is to be held, the Director shall send a written notice of such a meeting as prescribed by Section 16 of *The School Division Regulations, 2017*. Special meetings of the Board will not be held without the Director in attendance unless the Director of Education's contract is being discussed or the Board is dealing with a Trustee or Director of Education disciplinary issue.