
Policy Series 200

BOARD GOVERNANCE AND OPERATIONS

Policy Series 200: Board Governance and Operations

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Policy 201: School Board Authority

The Nisichawayasihk Cree Nation Chief and Council have granted The Nisichawayasihk Education Authority responsibility for management and administration of all educational matters for the Reserve. The Minister of Indian and Northern Affairs Canada, by order on the 25th of May, 1982, established a body corporate and politic under the name: "Nisichawayasihk Education Authority, Inc."

The Nisichawayasihk Education Authority is an agent for the Nisichawayasihk Cree Nation and intends to operate the school and manage all educational programs and services in a wise and effective manner.

Policy 202: School Board Powers and Duties

The Nisichawayasihk Cree Nation Chief and Council have delegated the Nisichawayasihk Education Authority Board responsibility and authority to provide leadership and direction for all educational matters in the Nisichawayasihk Cree Nation. The Board's powers lie in its action as a corporate body. Individual Board Members exercise their authority only as they vote to make decisions at a duly convened meeting of the Board. The Board intends to carry out its responsibilities within the following areas:

1. **Policy Making:** The Board assumes responsibility for development of policy as guides for employing a Director of Education to implement its policies.
2. **Evaluation:** The Board assumes responsibility for appraising the effectiveness of its policies and their implementation.
3. **Finance:** The Board assumes responsibility for adopting an annual budget which will provide the resources necessary for buildings, staff, materials, and equipment to meet the needs of the school system and to carry out the Board's policies.
4. **Public Relations:** The Board assumes responsibility for providing adequate means for keeping the community informed about the school, and for keeping itself and the school staff informed about the community's needs.
5. **Educational Planning and Evaluation:** The Board assumes responsibility for establishing educational goals which guide both the Board and staff in working together toward the continuing improvement of the educational program and system. The Board is responsible for providing for the ongoing evaluation of school programs and services related to Board-established goals and objectives.
6. **Protection of First Nation Education Rights:** The Board assumes responsibility for participating in activities such as conferences, meetings and provincial organizations that are chiefly concerned with First Nations Education Development and the protection of educational rights for all students.

The establishment and participation of the Education Authority shall in no way jeopardize the constitutional status of the First Nation.

Guidelines

Specifically the Board has been delegated responsibility for the following:

1. The Board will have responsibility for the administrative and financial management of the Nelson House Education Program. The Board will establish an annual budget, establish its own bank account, and manage and control its own financial system.
2. The Board will have responsibility to develop and implement education policies, education programs, and administrative procedures for the Nisichawayasihk Cree Nation Membership.
3. The Board will have responsibility to promote education and involve Nisichawayasihk Cree Nation Membership in the education process.
4. The Board will have responsibility for the employment and termination of all educational staff.
5. The Board will have responsibility to conduct research and evaluation of the Nelson House Education Program.
6. The Board will have the power to delegate responsibility to its employees.
7. The Board will examine policies the Department of Indian Affairs and Northern Development is considering and monitor the effectiveness of the Federal and Provincial Education Systems as they pertain to Nisichawayasihk Cree Nation.
8. The Board will monitor the effectiveness of educational programs provided by universities, colleges, and other educational agencies.
9. The Board will ensure open communication between the Authority, Chief and Council and Band Membership.
10. The Board will operate and maintain a student transportation system that provides efficient and safe transportation of designated school students.

Policy 203: Organizational Structure and Lines of Authority

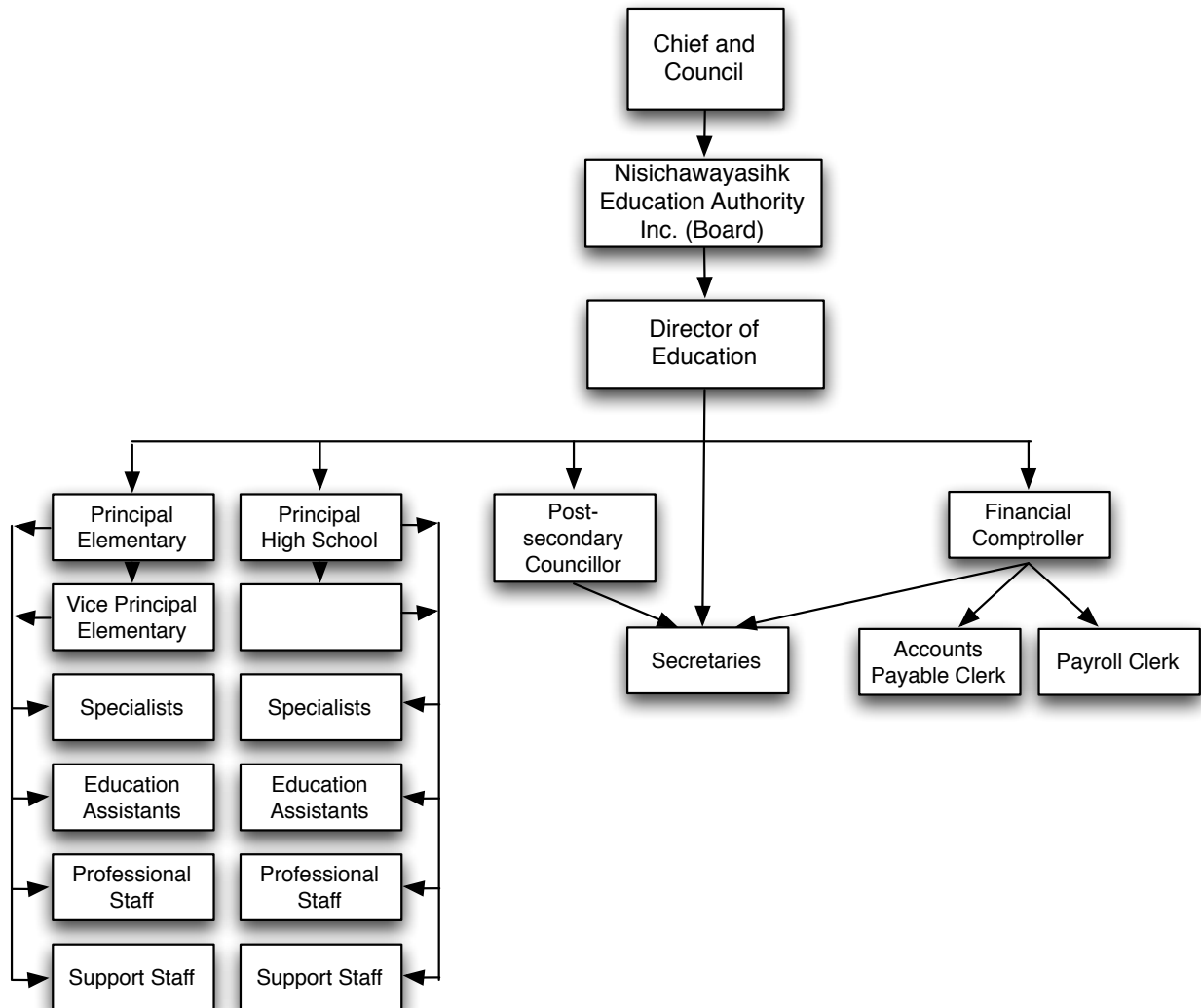
The Board believes all staff must have a clear understanding of the lines of authority and desired working relationships in the school system. The established lines of authority represent direction for authority and responsibility but must not restrict in any way the cooperative working relationship of all staff members at all levels of the organization.

Guidelines & Procedures

1. The Board's legal authority to manage the affairs of the Education Authority is transmitted through the Director of Education, who shall serve as the Chief Executive Officer of the Board.
2. Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible.
3. All personnel are expected to keep the person to whom they are immediately responsible informed of his/her activities by whatever means the person in charge finds most effective.
4. Lines of authority are not intended to restrict lines of communication – everyone is encouraged to bring forward suggestions for educational improvement and problem solving.

The accepted organizational structure is on the following page.

Organizational Structure



Policy 204: School Board Elections, Eligibility and Removal from Office

A. School Board Elections

Nisichawayasihk Education Authority's elections to the Board are conducted in accordance with electoral regulations established by Nisichawayasihk Cree Nation Chief and Council. Where no candidates stand for Board positions, Chief and Council shall appoint the Board Members. Board elections are held every four years.

B. Board Member Qualifications

1. Resident elector of the First Nation
2. 18 years of age
3. A person convicted of an indictable offence under the Criminal Code is not eligible to be elected or to serve as a Board Member
4. Chief and Council Members can only serve in an ex-officio (non voting) capacity.

C. Number of Board Members

The Board consists of six Members.

D. Board Member Resignation

A Board Member may resign his/her office by giving written notice of resignation to the Education Authority Board Chairperson. In the event the Chairperson is resigning, notice shall be provided to the Vice-Chairperson and the Director of Education. A copy of all resignations shall go to Chief and Council. The resignation of any Board Member shall become effective on receipt and acceptance by the Board.

E. Unexpired Term Fulfilment

Where a Board vacancy creates an unexpired term of office of six months or less, Chief and Council may appoint a Board Member for the remaining unexpired term. A Board Member or Chairperson elected during a by-election to fill a vacancy shall hold office for the unexpired term. If a vacancy is for more than six months, a by-election is held. No Board business shall be set aside if

any Board Member's election has been annulled or declared illegal, or who is not qualified under Board regulations. When any Board Member's seat becomes vacant, the remaining Board Members shall carry on Board work until a successor is appointed or elected.

F. Board Member Removal From Office

A Board Member will be removed from office if he/she:

1. Absents himself/herself from three consecutive regular Board meetings without being excused by resolution of the Board
2. Ceases to be an actual resident of the reserve or Métis community
3. Acts in a manner unbecoming of professional behaviour and is detrimental to the well being of the community and the Nisichawayasihk Education Authority, as determined by the Board
4. Is convicted of an offense for which the maximum penalty that may be imposed is imprisonment
5. Is declared mentally incompetent pursuant to the provisions of the Mental Health Act.

In such cases, the Board shall declare his/her seat vacant at which time a new Member may be appointed by the Chief and Council or elected by the people.

Policy 205: School Board Member Code of Ethics

The Board has been delegated responsibility for providing leadership in all matters affecting education and has adopted the following statements as part of an overall code of ethics for Board Members. Each member and the total Board are responsible to ensure their actions are consistent with these beliefs.

Guidelines & Procedures

A School Board Member, operating under the highest ethical standards, should:

1. Assure the opportunity for high-quality education for every student
2. Work harmoniously with other Board Members without trying either to dominate the Board, or neglect his/her share of work
3. Accept office as a Board Member as a means to provide unselfish service and represent the entire community without fear or favour
4. Maintain confidentiality of privileged information
5. Represent the Board and the school to the public in a professional manner
6. Recognize the strength of a School Board as a collective Board, not as individuals
7. Recognize and accept that an issue is settled by a majority Board vote
8. Refer complaints to the proper authorities and abstain from individual counsel and action
9. Refrain from dealing individually with school personnel and refer any personnel problems to the appropriate administrative authorities
10. Provide a forum for controversial issues to be presented fairly and without prejudice
11. Be willing and able to make sacrifices of his/her time, knowledge, and personal commitments for the benefit of the Nelson House Education Authority
12. Strive to maintain, at all times, the highest standards both professionally and morally.

Policy 206: Board Member Conflict of Interest

The Board believes that a Board Member is directly responsible to the Board and ultimately to the Community, First Nation Membership and the Chief and Council. On election or appointment to the Board, a member assumes a position of trust and is expected to act accordingly. The Board believes that while there may be leadership and no direct conflict of interest in many decisions, this Policy is meant to avoid the appearance of conflict of interest with relatives.

Guidelines & Procedures

For the purposes of this policy, a Board Member is deemed to be in conflict of interest when voting on issues affecting himself/herself, spouse, children, stepchildren, brother, sister, mother, father or stepparents. The Board expects that:

1. No Board Member shall have any monetary interest in, or receive or expect to receive any profit or benefit from any contract, agreement, or engagement undertaken, made, or entered into, either in his/her own name or in the name of another, with the School Board of which he/she is a member
2. The Board Member is solely responsible for declaring himself/herself to be in conflict of interest
3. The Board Member will make a declaration of conflict of interest prior to the Board discussion of the subject matter
4. The Member, on making a declaration, shall request the Board Secretary record the declaration in the minutes of the meeting
5. The Secretary, on receiving a Board Member request, shall record the declaration in the Minutes
6. On declaring a conflict of interest, the member shall request the Chairperson to excuse the member from any further participation on the matter

7. Notwithstanding subsection (1), a Board Member may receive a sum of money determined by Board resolution for work done for the Board apart from his/her duties as a Board Member if:
 - a. The School Board is unable to arrange to have the work done by someone who is not a member of the School Board and before the work is done, by resolution, approves of the work to be done by the Board Member, or
 - b. The work is done to relieve an emergency and the School Board by resolution passed at its next meeting after the work is done to acknowledge it was done to relieve an emergency.

Policy 207: Board Member Honorarium, Expenses and Insurance

The Board recognizes its members are required to devote considerable time and energy in carrying out their duties as Board Members and believes School Board Members should be: (1) reimbursed for expenses associated with their duties, (2) provided with a monthly honorarium in recognition of their service and (3) indemnified against liability resulting while acting on behalf of the Education Authority.

Guidelines & Procedures

The Board will annually review and approve the honorarium paid to its Members. The Board may approve an additional allowance for the Board Chairperson. Board Members who are absent without the Chairperson's or the Vice-Chairperson's (in the absence of the Chairperson) permission from required duties may have all or part of their honorarium withheld by a Board motion.

1. The annual honoraria are paid in recognition of the following activities:
 - a. Regular Board Meetings
 - b. Special Board Meetings
 - c. Committee Meetings
 - d. Provincial Meetings or Conventions
 - e. Long Service Award Dinners
 - f. Other functions as directed by the Board.
2. **Reimbursement for Expenses:** Board Members will have their expenses paid or will be reimbursed for expenses to attend to School Board business provided the place of business or meeting is off the reserve and at a rate established by the Board each year in the annual budget. All expense accounts are to be approved by the Board Chair.
3. **Insurance:** The Education Authority is insured to protect the Authority and its members against liability resulting from acting on behalf of the Nisichawayasihk Education Authority Inc. The amount of coverage is reviewed annually in consideration of trends in liability awards.
4. **Ex-officio Board Members:** From time to time the Board may appoint community Elders to sit as ex-officio members to the Board. The Board may pay these members honoraria for their services by Board resolution.

Policy 208: Board Member Development Opportunities

The Board believes its Members must continue to expand their knowledge and skills to become more effective Board Members and to remain current with universal trends in education programs and services. Therefore the Board encourages Member participation at appropriate conferences, conventions and workshops.

Guidelines & Procedures

A. Approval of Attendance

Approval to attend any convention, conference or workshop must be requested in advance. The Board shall approve requests at a regular meeting. Members, in so far as possible, shall attend different conferences in any given year.

B. Financial Support

Members will be paid an allowance for expenses incurred for registration, hotel accommodation, meals, travel, childcare, and other sundry expenses. The Board shall determine the rate for allowance payments annually.

C. Report to the Board

1. Members shall report to the Board at its second regular meeting following their return from the convention.
2. The report shall try to evaluate the relevance of the convention.

Policy 209: New Board Member Orientation

The Board believes new Members should be provided with a planned program of orientation to help them become knowledgeable about their role and responsibility as quickly as possible.

Guidelines & Procedures

Under guidance of experienced Board Members and the Director of Education, orientation will be provided to new Board Members through the following activities:

1. A review and explanation of the Nelson House Policy Handbook by the Director of Education and Chairperson
2. A review and explanation of the current Annual Budget by the Director of Education and Comptroller
3. A review of the minutes of regular and special meetings held over the prior six months
4. A visit to the schools and introduction to the staff
5. A tour of all School Board owned buildings
6. A review of School Board meeting procedures by the Chairperson.

The orientation activities this policy provides shall be completed within one month of a new member being elected or appointed to the Board.

Policy 210: School Board Meetings

The Board believes holding regular and special Board meetings are necessary to make decisions in the best interest of Education. The Board further believes these meetings should be open to the public unless the Board is discussing matters involving individual students, personnel, legal negotiations or financial matters that require confidentiality.

Guidelines & Procedures

A Board act or proceeding not done or taken at a regular or special Board meeting is not valid or binding on any person affected thereby. If such an act or proceeding is done or taken at a regular or special meeting of the Board, it is not valid or binding unless at least a majority of Board Members were present at the meeting or notice thereof was given as required and a quorum of four school Board Members were present at the meeting.

A. Annual Organization Meeting

An organizational Board meeting shall be held annually. The Director of Education shall act as Chairperson of the meeting for the purpose of seeking nominations for, conducting the vote, and declaring election of the Chairperson of the Board. On his/her election, the Chairperson shall preside over the remainder of the organizational meeting. The organization meeting shall, in addition: (a) elect a Vice-Chair; (b) create Board standing committees as deemed appropriate.

B. Regular Meetings

The Board shall meet once monthly. The day and time of the meeting are to be set by the Board. Whenever the regular meeting falls on a legal holiday, the meeting shall be held on the next business day. The Chairperson may call special Board meetings when deemed necessary.

A public notice shall be sent to each Board Member with the date and time of the regular Board meeting. In the event of needing to hold a special meeting, Board Members will be telephoned a minimum of 12 hours in advance of the desired special meeting or a shorter period if agreed to. The decision to hold a special meeting must be ratified at the next regular meeting of the Board.

C. In-camera Meetings

The Board reserves the right to meet in camera. These meetings shall be called by the Chair and approved *by the majority of the Board* for discussion pertaining to the following:

1. Individual students
2. Individual staff members
3. Matters of collective negotiations with employees
4. Acquisition of real property or litigation brought by or against the Board.

These sessions shall be closed to the public and press. Acknowledging that a meeting will be, or was, held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board Members and other persons attending the session are honour bound not to disclose the topic or details of discussion at these sessions. The Board may invite staff members or others to attend these sessions at its discretion. The Board shall not pass motions at in-camera meetings and official minutes of the proceeding shall not be recorded.

D. Voting Procedures at Meetings

The Board requires that each decision be finalized by a Board vote on the issue before it. A quorum of four Board Members must be present before the Chairperson can call for the vote. The following voting requirements must be adhered to:

1. The Chairperson and all Members shall vote on all motions unless they declare a conflict of interest in the matter under consideration
2. A tied vote on any motion before the Board shall be declared lost

3. Any one Board Member may require the recording of the yeas and nays on any motion and can request his/her vote be recorded in the minutes
4. A Board Member must be present to vote
5. No question, once decided, shall be reversed without a majority of the whole Board in favour of the reversal.

Policy 211: Board Meeting Conduct

The Board believes its meetings should be conducted in a business-like fashion. All Board Members and Board staff should be knowledgeable about rules of order and meeting procedures so meetings can be handled with dispatch without forsaking the desire for full debate and sound decision-making.

Guidelines & Procedures

1. **Quorums:** The quorum for all Board meetings and Board Committees shall be a majority of its membership. Prior to the beginning of the meeting, the Chairperson shall indicate whether a quorum is present. If a quorum is not present, the Chairperson will so indicate and adjourn the meeting. Members present may discuss issues of mutual concern, however, no minutes shall be kept of the meeting, and no decisions shall be made as a result of the informal meeting.
2. **Voting:** A simple majority shall determine all questions before the Board or its Committees provided a quorum is in attendance. The Board or committee Chairperson shall vote on all issues. In the case of a tie vote, the question shall be considered lost. Secret ballots may only be called for at Board meetings to appoint a new Chairperson. A Board majority must approve a request for a secret ballot.
3. **Rules of Order:** The Board or Committee Chairperson shall attempt to resolve issues of procedure or rules of order in a manner agreeable to the membership of the Board or committee. In those cases where it is not possible to do so it has been agreed that Robert's Rules of Order shall prevail.
4. **General Procedures:**
 - a. Each and every Member of the Board has equal rights
 - b. The first person recognized by the Chairperson as desiring to speak has the right to the floor
 - c. No Board Member shall be interrupted while speaking, unless he/she is out of order, or on a point of privilege or for clarification
 - d. The consideration of any matter before the Board cannot be interrupted except on a motion:
 - i For adjournment,
 - ii To lie on the table,
 - iii For postponement or referral, or
 - iv For amendment

- e. Majority consent of the Board can make exceptions to rules within Board jurisdiction.

Meetings Of Committees

1. The Committee Chairperson or by a majority of that Committee or the Board may call Committee Meetings whenever a meeting is deemed necessary.
2. Committee meetings may be held in-camera.

Policy No: 212 Board Meeting Agenda

The Board believes a meeting agenda must be provided for every Board Meeting to provide the necessary structure for focused discussion and sound decision making.

Guidelines & Procedures

1. The Director of Education shall prepare the agenda for regular and special Board meetings subject to approval by the Chair. A majority Board vote may add items to the agenda.
2. The agenda shall be prepared in accordance with the following format:
 - a. Call to order
 - b. Opening prayer
 - c. Approval of the agenda
 - d. Approval of the minutes of the last regular or special meeting
 - e. Finance Reports
 - f. Education
 - g. Administration
 - h. Building/Maintenance/Transportation
 - i. Administration reports
 - j. Committee reports
 - k. Delegations
 - l. Business arising from the meeting
 - m. Decisions from the meeting
 - n. Date of next meeting
 - o. Meeting evaluation
 - p. Closing prayer and adjournment.
3. The agenda and appropriate enclosures shall be distributed to Board Members at least 2 days before the meeting unless circumstances require a meeting be held on short notice.
4. Copies of the agenda (except items concerning legal, personnel or negotiations) shall be posted in at least three appropriate places in the community that are readily accessible to the general public.

5. The Director of Education shall give the Chairperson an agenda briefing, if the Chairperson requests.
6. Each agenda item denoted as an Action shall be structured according to the approved format.
7. Board Members requesting items be placed on the agenda shall provide the Director with the agenda item and background information a minimum of four days in advance of the meeting where the Board Member wishes the item to be presented.

Policy 213: Board Meeting Minutes

The Board believes in the importance of recording decisions made at all regular and special Board meetings. The Minutes serve as legal documents recording the Board decisions and must be kept in a safe and secure location.

Guidelines & Procedures

The Board directs that:

1. The Minutes shall record all resolutions, including the Board's disposition of same, placed before the Board.
2. The Minutes shall:
 - a. Be prepared by the Recording Secretary or designate
 - b. Be reviewed by the Director of Education prior to submission to the Board
 - c. Be considered an unofficial record of proceedings until adopted by a resolution of the Board
 - d. On adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Recording Secretary shall:
 - a. On approval by the Director of Education as to the accuracy of the "draft" minutes, prepare a copy of the unofficial Minutes, marked "Unofficial Draft - Subject to Ratification", for distribution to the Board Members, staff and the community
 - b. On adoption by the Board, affix his/her initials to each page of the Minutes and his/her signature to the concluding page of the Minutes and the corporate seal of the Authority to the concluding page of the Minutes
 - c. Establish a codification system for resolutions placed before the Board, which will readily identify the resolution and the meeting where it was considered
 - d. Establish and maintain an official Minutes Book and ensure the book is stored in a safe place at the close of each working day.
4. The Board Chairperson shall, on adoption by the Board, affix his/her initials to each page of the Minutes and his/her signature to the concluding page of the Minutes.

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5. All Board Committees, unless otherwise directed, shall prepare and submit Minutes of meetings to the Board.
6. Copies of the official Minutes shall be made available to the staff and public and be available at the Board office.

Policy 214: Community Information Program

The Board believes the release of pertinent information regarding its philosophies, policies and operations is an important vehicle through which its employees and the community may become better informed about education matters and decisions made. The purpose therefore, is to inform, enlighten, and educate with regard to the direction education is taking and, in so doing, to increase community awareness and understanding.

Guidelines And Procedures

The Board expects the Director of Education to institute and maintain effective and appropriate procedures for the prompt dissemination of information through the following activities:

1. Copies of Board Meeting Agendas will be made available in advance to: Nisichawayasihk Cree Nation Chief and Council, the school, and recognized parent groups.
2. After Board meetings, the Director of Education and Chairperson may issue news releases or newsletters designed to amplify or explain certain items from the Minutes that are deemed to be in the community interest.
3. The Principal or Director of Education may release to local media information items from schools which enhance the educational climate of the schools in the community.
4. The Director of Education and Chairperson shall approve all prepared news releases issued from the Education Authority to local media.
5. The Director of Education shall organize meetings called for the purpose of informing parents about educational matters and issues.
6. The Director of Education shall organize the annual general meeting within 90 days of the receipt of the financial audit for the previous fiscal year.

Policy 215: Community Participation at Board Meetings (Delegations)

The Board believes community participation in education strengthens and enhances the educational programs and services made available to students. The Board encourages the community to attend its meetings and to make representation to the Board on matters of mutual or individual concern.

Guidelines & Procedures

To facilitate the community's access to the Board, all Board meetings shall be public meetings.

Individuals or groups wishing to make representation to the Board:

1. Shall advise the Director of Education or Recording Secretary before 1:00 p.m. on the Monday preceding the Board Meeting of the nature of the matters to be discussed with the Board
2. Shall make their presentations in the same sequence as their requests for representation were received
3. Shall provide content of the presentation to the Director of Education or Recording Secretary in sufficient time to be included in the regular agenda for distribution to Board Members, when possible, a copy of their presentation, if a written submission is to be available.

Normally, the following guidelines will govern the conduct of the meeting:

1. The delegation may make its presentation in writing and/or orally and shall identify a spokesperson for the group.
2. The delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum.
3. The delegation shall be entitled to a reasonable period of time to complete its presentation or as long as the Chairperson determines, without questions or comments from Board Members.

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4. On completion of the presentation, the Chairperson shall allow Board Members to ask the delegation questions of clarification for the period of fifteen (15) minutes, or longer as the Chairperson determines. The Chairperson will not allow debate.
5. On completion of the question period, the Chairperson shall inform the delegation when they may expect to be informed of the resolution of the item or an answer to their concern(s).

Policy 216: Board Chairperson Powers and Duties

The Board believes its Chairperson has primary responsibility for ensuring the Board conducts its business in a professional and efficient manner. The Board entrusts to its Chairperson authority to guide Board Members through decision-making processes and to resolve conflict between Board Members. Maintaining this trust falls primarily on the Chairperson and hence the individual elected as Chairperson shall serve at the pleasure of the Board.

Guidelines & Procedures

The Board assigns to its Chair, or in his/her absence, its Vice-Chair, the following powers, and duties:

1. To preside over all regular or special Board meetings
2. To convey directly to the Director of Education concerns related to him/her by Board Members, parents, students, or employees that may affect the administration of the school system
3. To provide advice, when so requested, to the Director of Education when he/she may have to initiate a course of action, the substance of which is not within the parameters of existing Authority policy
4. To act as spokesperson for the Board on matters of policy
5. To ensure all questions before the Board are:
 - a. Well stated to ensure the Board's will is clearly expressed
 - b. Voted on by all Board Members present
6. To preserve the integrity of Board Minutes by affixing
 - a. His/her initials to each page of the Minutes
 - b. His/her signature to the concluding page of the Minutes
7. To act as an ex-officio member, with voting privileges, to all committees appointed by the Board
8. To meet with the Director of Education, Comptroller, and the Authority's legal council when circumstances require
9. To present, on behalf of the Education Authority, recognition awards as the Board may authorize from time to time.

Duties at Board Meetings

1. The Chairperson shall call the meeting to order at the time designated provided a quorum is present. If a quorum is present but the Chairperson is absent, the Vice-Chairperson or a member designated as acting Chairperson shall call the meeting to order.
2. The Chairperson has the duty at all times to preserve order and to endeavour to conduct all business before the Board with propriety and dispatch.
3. The Chairperson shall vote on all issues and any question on which there are equal votes shall be deemed to be negative.
4. If the Chairperson wishes to speak on a motion, he/she shall vacate his/her seat as Chairperson and ask the Vice-Chairperson to take over. The Chairperson should speak just prior to the last speaker. The mover of the motion has the right to speak last on the proposed motion.
5. The Chairperson may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal, duly moved and seconded, to the Board by any two members.

Policy 217: School Board Committees

The Board believes establishing sub-committees may be necessary or desirable. Committees may allow the Board to study aspects of education in more detail, may save time and expenses for certain projects or allow for better communication and control during some activities. The Board however, believes the Board must approve all proposed actions of a Board Committee.

Guidelines

The Board may create two types of committees. Committees the Board wishes to remain in place throughout the School Board year shall be designated as standing committees. These committees shall be established at the annual organization meeting.

Other committees, established from time to time for a specified purpose, shall be designated as ad hoc committees, which cease to exist after their special mandate has been fulfilled.

Procedures

All committees will be structured in accordance with the following format and shall only exercise powers the Board specifically assigns:

1. Name of the Committee
2. Standing Committee or Ad Hoc Committee
3. Terms of Reference/purpose:
 - a. Membership
 - b. Meetings
 - c. Minutes
 - d. Reporting to the Board
 - e. Remuneration/Honorarium
 - f. Budget.

Policy 218: Board-Director Relationship

The Board believes enacting policies is its most important function, and policy implementation shall be the function of the Director of Education. Board delegation of its executive powers to the Director of Education to manage education frees the Board to devote its time to policymaking, planning and evaluation.

The Board designates the Director of Education as Chief Executive Officer for the Board and holds the Director responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations and system management.

Policy 219: Policy Dissemination and Implementation

The Board believes all staff members and students must be familiar with and abide by Board Policy at all times. The Board holds the Director of Education responsible for the dissemination and communication of Board Policy and to ensure all employees comply with Board Policy.

Guidelines & Procedures

1. The Director of Education shall ensure the Policy Manual is maintained and up-to-date. All personnel will have access to the Board policies.
2. Following Board approval of new or revised policies, the Director of Education shall post the policies on the Authority's website for public access.
3. The Director of Education shall meet and confer as required to ensure understanding of policies and needed strategies to ensure effective implementation of policy direction and requirements.
4. Electronic access to the Policy Manual is extended to Chief, Council, students, parents, and community members.
5. Read-only digital copies of the Nisichawayasihk Education Authority Policy Manual (in pdf format) are available for download on the Education Authority website: www.nhea.info.

Policy 220: Policy Review And Evaluation

The Board believes ongoing policy evaluation is essential since changing needs; conditions and objectives may render a policy inadequate or outdated; requiring revision or replacement. It is imperative therefore, that policy reviews take place regularly and as the need arises.

Guidelines

The Board directs the Director of Education to call to its attention policies that need revision and/or replacement.

Procedures

1. The Director of Education, at a minimum, will report to the Board on the first anniversary of a policy being adopted, and every year thereafter in April.
2. This report shall include:
 - a. An assessment of the impact the policy has had since its adoption
 - b. Recommendations for:
 - i. Continuing the policy
 - ii. Adding to or revising the policy
 - iii. Replacing the policy
 - iv. Rescinding the policy.

Policy 221: Suspension of Policies

The Board believes policies serve as goals and guidelines for the successful and efficient functioning of the Education Authority and its schools. However, emergency conditions may require the temporary suspension of a Board policy.

Guidelines

This policy does not apply to policies based on contractual agreements or to policies based on Federal, Provincial or Municipal laws and regulations.

Procedures

1. To deal with an emergency, a Board Policy may be suspended by a two-thirds (2/3) majority vote of Board Members present at a regular or special meeting.
2. The motion shall indicate the length of and reasons for policy suspension.

Policy 222: Board Review of Administrative Decisions & Rules

The Board believes it has the right to review and to change any decision or rules made by administrative staff that are inconsistent with policies or goals the Board adopted.

Guidelines & Procedures

1. Before changing a decision or rule made by administrative staff, the Board shall review the matter with the Director of Education and affected administrators.
2. Changes to decisions or rules will be made in a manner that allows for effective working relations to be maintained among affected administrators and staff after the change.

Policy 223: Administration In the Absence of Policy

The Board recognizes that situations of an urgent nature may arise from time to time where there may not be policy or sufficient policy to guide the Director of Education's actions.

When these situations arise, to ensure the continued welfare of students, staff, the community, and the Education Authority, the Board authorizes the Director of Education to make these decisions as necessary and has developed procedures for the Director of Education to follow in cases where there is an absence of policy.

Guidelines & Procedures

The Director of Education shall:

1. Consider the matter and, if possible, to consult with the Board Chairperson and/or Vice-Chairperson
2. Determine an appropriate course of action and to communicate it to those immediately affected
3. Provide an oral report to the Board Chairperson as soon as practical
4. Provide an oral or written report to the Board at the next regularly scheduled Board meeting, detailing the circumstances and the determined course of action
5. Recommend appropriate Board Policy to handle future situations or events.

Policy 224: Board-Staff Communication

The Board believes in the importance of opening and maintaining lines of communication between itself and its staff. Communication should allow the Board and staff to identify issues affecting the quality of educational programs, services, leadership, as well as potential solutions for improvement.

Guidelines & Procedures

1. The basic lines of communication with staff will primarily be through the Director of Education and through the Principal at scheduled times.
2. The Board will provide minutes of all regular and special Board meetings for posting on the school bulletin board and the Principal will provide copies of all staff meeting minutes to both the Director of Education and the Board.

Policy 225: Consultants to the Board

The Board believes its school system is a complex organization established to provide high-quality educational programs for children and youth who will live in an ever-changing and highly complex society. To pursue its educational mission and also to protect the Board's financial investment in the schools, the Board may from time to time engage the services of qualified consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services that current staff are unable to provide.

Guidelines & Procedures

The kinds of assistance sought may include, but will not necessarily be limited to:

1. Conducting fact-finding studies, surveys, evaluations, and research
2. Providing counsel or services requiring specialized expertise
3. Assisting the Board in developing policy and program recommendations.

Before engaging any consultant, the Board will require submission of a written proposal, which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant
2. The specific tasks to be performed
3. The procedures to be used in carrying out tasks
4. The target dates for the completion of tasks
5. The method to be used to report results to the Board and/or to deliver any "product"
6. The total cost of the proposal including fees and projected expenses.

The Director will establish procedures necessary to effect an efficient working relationship between the consultant and the Board and/or staff members and to ensure the consultant keeps in close contact with the Director throughout the project.