

**51 Regular Meetings**

- 51.1 A regular meeting shall be held at least once per month September to June. Additional meetings shall be held as the Board may decide.
- 51.2 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum (as defined in the *School Act*) is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.
- 51.3 The agenda and notice of meetings shall be prepared under the direction of the Chair, who shall consult with the Superintendent. Agenda items are to be submitted to the Chair, in writing, at least eight (8) working days before the scheduled meeting. Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by him or her. Non-receipt by a trustee shall not void the proceedings. A change in the order of business may be made if a resolution is passed by a simple majority.
- 51.4 A regular meeting shall stand adjourned at two and one-half (2-1/2) hours after its commencement unless a resolution is passed by a two-thirds (2/3) majority to extend the hour of adjournment.

Board Policy: December 2010  
Revised: