

62 Committees

- 62.1 The Board will establish the mandate of each of its Standing Committees in Board Policy.
- 62.2 Appointments to Standing Committees shall be made annually at the December Regular Board Meeting and otherwise as required. There shall be no more than three trustees officially appointed to a Standing Committee with the exception of the Policy Standing Committee and the Committee of the Whole which shall consist of seven trustees.
- 62.3 Quorum for committee meetings is a majority of the trustees who have been appointed to the committee. The Chair or designate may make temporary appointments to the committee if a trustee is absent.
- 62.4 At the Committee of the Whole meeting in May of each year, the schedule for all committees for the following year will be established. The meetings shall be scheduled so that the meeting notes can be received by the Board Office eight (8) days prior to the Board's regularly scheduled meeting day, to be included in the next Board agenda package.
- 62.5 Trustees may participate in informal information sessions. These sessions are intended for trustee orientation, professional development, and information sharing; they are not decision-making meetings. Information sessions may be attended by trustees and executive staff.
- 62.6 Notice of each information session, including its date, time, location, and purpose, will be provided by listing it in the agenda package for the subsequent regular meeting of the Board.
- 62.7 Public Committee meetings will have their agendas confirmed in the regular public meeting agenda package and published on the School District No. 46 (Sunshine Coast) website at least seven (7) days prior to Committee Meetings. Committee meeting agenda packages will be distributed to Committee members at least four (4) days prior to the meetings.
- 62.8 The Superintendent of Schools and/or designate, should attend all Committee Meetings.
- 62.9 Trustees may participate in a Committee meeting electronically, provided that all Trustees and required personnel in the meeting are able to communicate with each other.
 - (a) If a Trustee participates in a Committee meeting electronically, the Trustee is to be counted for the purpose of establishing a quorum.
 - (b) If electronic participation is unavailable, the meeting will continue if quorum can be maintained.
 - (c) Whenever possible, meetings will be streamed live for public viewing.
 - (d) Recordings of Board Committee meetings may be available online until the meeting notes are approved or 16 days following the meeting, whichever occurs first.
- 62.10 All Committees will be open to public attendance and participation, except when a Committee is specifically addressing confidential matters covered in Bylaw 54.1. Any trustee may attend any meeting of any Committee, and, when present, has priority to speak. Members of the public may be recognized and participate at the

Chair's discretion, subject to practical constraints—such as room capacity and the scheduled time of the meeting.

- 62.11 The Board's Code of Conduct and relevant District policies apply to all Committee proceedings. All attendees must conduct themselves in a manner that supports respectful dialogue and a safe environment for trustees, staff, and the public. Behaviour that is harassing, intimidating, or disruptive—including shouting, refusal to yield the floor, or displaying offensive material—may result in removal from the meeting.
- 62.12 To maintain order, respectful dialogue and a safe environment, the Chair may
- (a) call speakers to order,
 - (b) recess, adjourn, or relocate the meeting (including moving to a virtual platform) if orderly conduct cannot be maintained, and
 - (c) request assistance from security or law enforcement when safety is at risk.
- 62.13 Committees' rules of order may be relaxed at the discretion of the Committee Chair to encourage open and in-depth discussion: a Committee including Committee of the Whole shall take no actions that replace debate or actions at a public Board meeting, hence will have no motions or formal votes. Speakers must still be recognized, speak no longer than three (3) minutes at one time, stay relevant to the agenda item under consideration, and the Chair shall offer speaking priority to those who have not yet participated in each discussion.
- 62.14 Committee recommendations to the Board will be reached by consensus, which is not the same as unanimity. If a single recommendation cannot be agreed upon by consensus, the notes will reflect the differing points of view.
- 62.15 Committees shall make recommendations to the Board in writing. No recommendation of any Committee shall be binding on the Board until the action is formally approved by the Board.
- 62.16 Committees shall provide written reports to the Board on any matters discussed by the Committee.
- 62.17 All Ad Hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of Board Standing Committees. Ad Hoc Committees are time-limited and are normally appointed to complete a task, at which time they cease to exist.
- 62.18 Ad Hoc Committees must develop Terms of Reference for approval by the Board before the committee begins its work.
- 62.19 By motion, the Board may move into Committee of the Whole at any regular or closed meeting to accommodate open and in-depth discussion when deemed necessary.

Board Policy:	December 2010
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