



Royal Vale School Governing Board

ROYAL VALE GOVERNING BOARD 2024-2025 INTERNAL RULES OF OPERATION & CODE OF CONDUCT

The Governing Board (GB) is a legally-established body, mandated by Section 42 of the *Quebec Education Act* (R.S.Q., chapter I-13.3) and is required by Section 67 to establish rules for its internal management, and by Sections 70-71 to adopt a code of conduct to be followed by its members.

The purpose of this document is to facilitate the functioning of the Royal Vale School Governing Board and ensure that it operates effectively and efficiently while embodying the values of respect, cooperation and transparency.

DEFINITIONS:

GB: Royal Vale School (RVS) Governing Board

Member: any person serving on the Governing Board

The Board: English Montreal School Board

Quorum: the majority of the members in office, including at least half of the parent representatives.

RULES OF CONDUCT

Members of the Royal Vale Governing Board agree to:

- Attend meetings regularly
- Arrive on time
- Advise the chair or the principal in advance if they will be late or absent
- Remain respectful at all times and respect the right of others to express their opinions
- React to a point of view, never the person
- Respect the speaking order and wait for their turn
- Come to the meetings prepared by reading materials sent in advance
- Focus on the agenda item being discussed
- Remain objective and faithfully represent the interest of the school, parents and students
- Support decisions of the governing board, once they are taken
- Respect all rules of procedure and guidelines for conduct.

RULES OF INTERNAL OPERATION

Composition (Section 42, EA)

The Royal Vale Governing Board is composed of:

- Eight Parent Members (4 from high school, 4 from elementary)
- Eight Teaching / Support Staff Members
- Two Student Representatives
- Community Representatives (maximum 2, non-voting)

Also present at Governing Board: Principal, Vice-Principals (non-members, non-voting)

Terms of Office

- For parent representatives: two years
- For teaching and support staff, student and community representatives: one year
- Members shall remain in office until they are re-elected, reappointed or replaced.



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- A parents' representative whose child no longer attends RVS may remain a member until the next annual General Assembly
- A vacancy resulting from the departure of a parents' representative shall be filled, for the unexpired portion of the representative's term, until the next general assembly, by a parent designated by the other parents' representatives on the Governing Board.

Chair

Election of Chair:

- The chair is elected by the Governing Board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA). The term of office of the chair is one year. (Section 58, EA)

Role of the Chair:

- **Meetings:**
 - o Prepare the agenda in collaboration with the school principal
 - o Preside over meetings (in the absence of the chair, the vice-chair or other member designated by RVS GB will chair that meeting)
 - o Ensure that meetings follow rules of procedure
 - o Maintain order and decorum
 - o Ensure meeting objectives are reached
- Official spokesperson for the Governing Board

Meetings:

Preparation:

- Draft agenda for upcoming meeting and minutes of previous meeting will be sent out the week prior to the meeting, except in the case of an emergency meeting. Both will be approved at the beginning of the GB meeting.
- Once minutes are approved, minutes will be posted on the RVS website
- The principal or designate will be responsible for the registers and documents of the GB.
- Short reports will also be sent out the week prior to the meeting

Progress:

- Meetings will take place on school premises
- Meetings will start on time (7pm), unless quorum is not attained
- Meetings will follow the approved agenda, which is finalized at the start of every meeting. Should a short point arise, it may be added to varia or will be tabled to following meeting (at chair's discretion, depending on what is to be covered)
- Chair will keep a speakers' list and members will indicate their desire to speak to the chair
- Only members will intervene during the meeting except:
 - o When a non GB member is on the agenda, presenting a particular item
 - o When a non-GB member is asked a direct question
 - o During question period
- Two public question periods will be held – one at the beginning and another at the end of each meeting. Each period will not exceed 10 minutes and is for questions to be addressed to the Chair of the Governing Board only.
- Persons interested in making a presentation must make a request to the school principal at least one week prior to the meeting.
- In general, GB meetings are public, but the GB may have in-camera discussions if deemed sensitive or if matter may cause injury to a person. This is to allow for open discussion among members and will only take place if necessary.



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- A special meeting may be called to consider a matter that cannot wait until the next regular meeting. A notice shall go out to the GB members and parents 4 days prior to the special meeting.
- In the event of a conflict of interest arising at the meeting, members will declare said conflict and may be asked by the chair to leave the meeting during the discussion and any votes on such matter.
- Where procedural questions arise, Robert's Rules of Order shall be applied.

Decisions and voting:

- Decisions of the Governing Board are made by majority vote of the members present and entitled to vote. (Section 63, EA) A member's vote by telephone will be accepted, provided that the quorum has already been reached in person. If votes are equally divided, the chair has a casting vote.
- Electronic voting: the Governing Board may choose to conclude an agenda item or hold a vote electronically. In the case of a vote, members will be given 48 hours to submit their vote electronically (via email). The first member to submit his/her vote in favour of the motion will be considered the mover and the second member will be the seconder. If a majority of the members have submitted their vote within the voting period, the motion is either adopted or rejected. The Chair or the Secretary will advise all the members of the outcome of the vote.

Modifications to the Rules of Internal Management

The Rules of Internal Management are reviewed in October of each school year and any modifications deemed necessary are proposed at that time. Proposals for changes to the rules must be approved by the members.

Proposed standard framework for agendas:

1. Call to order
2. Adoption of agenda
3. Information and Reports
 - a. Student Life Report
 - b. Elementary Home & School Report
4. Adoption & signing of minutes of previous meeting
5. Business arising from previous meeting(s)
6. First Question Period
7. Discussion items
8. Information and reports:
 - a. Administration's Report (vice-principals)
 - b. PC report (PC rep)
 - c. Commissioner's Report
9. Varia
10. Second Question period
11. Adjournment & Closing Remarks (Chair)

As adopted at GB meeting on November 26, 2025