

## **Board Governance and Bylaw Review Committee Minutes**

September 16, 2024  
5:02 p.m. – 6:41 p.m. Middlesex Room

### **COMMITTEE MEMBERS**

D. Cripps (Chair)  
B. Mai  
A. Morell  
L. Pizzolato  
**Regrets:** C. Antone

### **ADMINISTRATION**

B. Tucker, Interim Director of Education  
A. Chahbar, Executive Officer  
S. Smith, Supervisor, Board Services  
S. Hickson, Coordinator, Board

### **Non-Members:**

C. Sachs (-5:36)  
L. Osbourne

#### **1. Call to Order**

Chair Cripps called the meeting to order at 5:02 p.m.

#### **2. Approval of Agenda**

The agenda was approved without objection.

#### **3. Conflicts of Interest**

None declared.

#### **4. Minutes of Previous Meeting**

The minutes of the 2024 June 17 meeting were approved as printed.

#### **5. Election of Vice Chair**

The election of the Board Governance and Bylaw Review Committee Vice Chair was held by Chair Cripps. Trustee Morell was acclaimed as the Vice Chair.

#### **6. Unfinished Business**

None.

#### **7. Trustee Code of Conduct**

As per the Board motion from 2024 September 10, the recommended changes to the Trustee Code of Conduct need to be sent to the Board for approval by December of 2024. Trustee Cripps led a discussion regarding the next steps pertaining to the Trustee Code of Conduct's compliance with the recently released Ontario Regulation 312/24: Members of School Boards: Code of Conduct.

It was decided that the Code of Conduct updates will be added to the Board Governance and Bylaw Review Committee workplan for October and November.

**8. Thames Valley District School Board Bylaws Trustee Feedback**

Chair Cripps reviewed the feedback received from Trustees regarding the draft Thames Valley District School Board (TVDSB) Bylaws.

The committee stood at ease for a Trustee to join the meeting.

Discussion focused on reviewing the feedback received, the distinction between secret and confidential ballots.

Following discussion, it was determined that committees will use Robert's Rules of Order Newly Revised for small boards.

Following discussion, it was determined that the use of confidential ballots will be included in the bylaws as a Special Rule.

Without objection, the meeting recessed at 5:36 p.m. and reconvened at 5:53 p.m.

Questions of clarification were addressed by Administration regarding Trustees' physical attendance at a Board meeting during a vote and references in the Education Act regarding Director or Designate attendance at Board meetings.

**9. Thames Valley District School Board Bylaws Review**

The committee discussed the draft TVDSB Bylaws, committed back to the committee by Board motion on 2024 June 25.

The following recommendation was moved and CARRIED:

**That the revised TVDSB Governing Bylaws and Appendices be approved.**

**10. Bylaw and Governance Workplans (Standing)**

The Bylaw and Governance Workplans were reviewed and updated.

**11. Next Meeting Dates**

The next meeting is scheduled for Monday, October 21, 2024.

**12. Adjournment**

The meeting was adjourned at 6:41 p.m. by motion.

Recommendations:

**That the revised Thames Valley District School Board Governing Bylaws and Appendices be approved.**

**David Cripps**  
Chair