



REPORT TO:	Board Governance and Bylaw Review Committee
	Public or In-Camera (for Board Meetings only): N/A
TITLE OF REPORT:	Committee Terms of Reference – Meeting Extensions
PRESENTERS: <i>(list ONLY those attending the meeting)</i>	Trustee Cripps
REPORT AUTHORS:	Steve Hickson, Coordinator, Board Services
PRESENTED FOR:	Input/Advice
Recommendations: <i>(only required when presented for approval)</i>	
Purpose: <i>(include context)</i>	To align all committee Terms of Reference as per the June 25, 2024 Board Motion.
Content:	<p>At the June 25, 2024 Board meeting, the Board of Trustees passed the following motion:</p> <p><i>THAT staff review all Terms of Reference for redundancy and alignment with other Terms of Reference and update as housekeeping.</i></p> <p>During the alignment review, it was noted that some committee Terms of Reference indicate the parameters regarding when and how many times a committee meeting can be extended, and others do not.</p> <p>The Board Governance and Bylaw Review Committee is asked to provide input on the default number of meeting extensions for all committee Terms of Reference. Four potential recommendations are outlined within this report.</p> <p>Meeting extensions are referenced in Robert’s Rules of Order, section 41:67 stating:</p> <p><i>When the chair announces the hour, any member can move to reschedule the time for recess or adjournment, or to extend the time of considering the pending question for a specified period. These motions are undebatable and require a two-thirds vote.</i></p>

This means that upon completion of the current item, the remaining items would be deferred to the next meeting.

Recommendation #1:

THAT all committee Terms of Reference be aligned to state that committee meetings must end at the scheduled time, except per Robert's Rules of Order 41:67.

Note that as per Thames Valley District School Board Bylaws 6.1.3:

The Chair has the responsibility to inform the Board of any time sensitive items or any crucial announcements prior to taking a vote on an extension or declaring the meeting adjourned.

Recommendation #2:

THAT all committee Terms of Reference be aligned to state that committee meetings may be extended one time with a 2/3 majority vote.

The old bylaws provided for two committee meeting extensions as per 12.3:

The Advisory Committees may remain in session no later than 9 p.m. (or 3 hours after its scheduled start time) unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion.

Recommendation #3:

THAT all committee Terms of Reference be aligned to state that Committee meetings may be extended two times with a 2/3 majority vote.

The final option is to intentionally not align this section of each of the Terms of Reference and leave them as they were originally approved by the Trustees in June of 2024.

Status quo would result in the Planning and Priorities Advisory Committee having two committee meeting extensions and the Policy Working Committee and Program and School Services Advisory Committee having one. All other Board committees would only be permitted a committee meeting extension under Robert's rules 41:67.

	<p>Recommendation #4:</p> <p>No recommendation required and leave this section of the committee Terms of Reference as is.</p>
Financial Implications:	
Timeline:	
Communications:	
Appendices:	

Connection to Strategic Directions:

We value students’ individual educational paths and provide the tools and resources necessary for student achievement including students with special education needs: Choose an item.

To support student achievement, our schools and workplaces must be safe spaces for all: Choose an item.

Our goal is to become Ontario’s leader in education by fostering a culture of innovation and excellence: Yes

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent: Choose an item.