



Date of Meeting: 2024 November 18

Agenda Item #: 5a

REPORT TO:	Board Governance and Bylaw Review Committee
	Public or In-Camera (for Board Meetings only): N/A
TITLE OF REPORT:	Committee Reports and Minutes
PRESENTERS: <i>(list ONLY those attending the meeting)</i>	S. Smith
REPORT AUTHORS:	S. Smith, Supervisor Board Services
PRESENTED FOR:	Input/Advice
Recommendations: <i>(only required when presented for approval)</i>	
Purpose: <i>(include context)</i>	To provide clarification on committee reports to the Board vs minutes, the approval process for minutes, and to advise on recommended parliamentary practice for naming movers to recommendations/motions in the minutes.
Content:	<p>At the 2024 September 24 Board meeting the following motion was adopted:</p> <p><i>Commit to Board Governance and Bylaw Review Committee a review of the practice where staff prepare committee meeting reports for Board packages and bring recommendations to the Board no later than the December 2024 Board meeting.</i></p> <p>Robert's Rules of Order on committee reports to the Board and committee minutes are detailed below.</p> <p>Board and Committee Reports</p> <p>A report of a board or committee to an assembly is presented at the proper time by a "reporting member" of the board or committee.</p> <p>Annual or periodic reports of boards or standing committees are usually submitted in accordance with requirements in the bylaws, are primarily for information, and should summarize important work done by the board or committee during the year or other period covered by the report. They may also contain recommendations—which may relate to general policy to be followed by the organization or may propose specific action by the Board.</p>

Content of the Minutes

The minutes should contain mainly a record of what was done at the meeting, not what was said by the members.

Approval of the Minutes

The proper process for approving the minutes is for the Chair to ask “Are there any corrections to the minutes?” and pauses. Corrections, when proposed, are usually handled by unanimous consent.

If any member objects to a proposed correction—which is, in effect, a subsidiary motion to Amend—the usual rules governing consideration of amendments to a main motion are applicable.

After any proposed corrections have been disposed of, and when there is no response to the Chair's inquiry, “Are there any corrections [or “further corrections”] to the minutes?” the Chair says, “There being no corrections [or “no further corrections”] to the minutes, the minutes stand [or “are”] approved [or “approved as read,” or “approved as corrected”].” The minutes are thus approved without any formal vote.

To summarize, minutes may not be deferred and are approved without motion.

Capturing Recommendations/Motions in Minutes

Currently, TVDSB bylaws have no special rule for capturing movers/seconders in minutes, which means the secretary defaults to Robert's Rules of Order Newly Revised (RONR).

Following RONR only the mover of the recommendations/motions is captured. Historically, TVDSB captured the mover and seconder in Board minutes, and no names were captured in committee minutes.

The best parliamentary practice is to capture no mover to the recommendations/motions, which are often amended, and the final recommendation/motion that is passed may not reflect the wishes of the mover of the motion.

The seconder is not captured as the motion may be seconded to enter debate and does not mean the member is in support of the recommendations/motions, which may be implied from capturing the name in the minutes.

It is recommended that the Special Rules be amended to discontinue the capturing of movers for recommendations/motions.

Financial Implications:	n/a
Timeline:	n/a
Communications:	n/a
Appendices:	n/a

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: No

To support student achievement, our schools and workplaces must be safe spaces for all: No

Our goal is to become Ontario's leader in education by fostering a culture of innovation and excellence: No

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent: No