



<b>REPORT TO:</b>	Board Governance and Bylaw Review Committee
	Public or In-Camera (for Board Meetings only): Choose an item.
<b>TITLE OF REPORT:</b>	Bylaw Review
<b>PRESENTERS:</b> <i>(list ONLY those attending the meeting)</i>	Arlene Morell
<b>REPORT AUTHORS:</b>	Arlene Morell
<b>PRESENTED FOR:</b>	Information
<b>Recommendations:</b> <i>(only required when presented for approval)</i>	None
<b>Purpose:</b> <i>(include context)</i>	To highlight and review key elements of the TVDSB Bylaws.
<b>Content:</b>	<p><b>TVDSB Governance Bylaws</b></p> <p><b><u>Suspension of Rules, Including Bylaws</u></b></p> <p><b>Robert's Rules of Order</b> does allow for the suspension of certain rules, including bylaws, but there are important guidelines for doing so:</p> <ol style="list-style-type: none"> <li>1. <b>Temporary Suspension:</b> According to <b>Robert's Rules of Order</b>, bylaws can be temporarily suspended for a specific meeting or action. However, this suspension applies only to the procedural rules in the bylaws, not the substantive ones. An example could be to suspend a bylaw that sets a specific time frame for something like submitting motions, but not one that defines the purpose.</li> <li>2. <b>Motion to Suspend:</b> A <b>motion to suspend the rules</b> is required to temporarily set aside a bylaw. This motion must typically be <b>seconded</b> and usually requires a <b>two-thirds vote</b> of approval from the Board, unless a different threshold is specified in the governing documents.</li> <li>3. <b>Limitations:</b> Some <b>fundamental bylaws</b>—such as those that govern the Board's purpose, membership qualifications, or financial matters—may not be suspended under Robert's Rules, as these are often considered "permanent" or "core" provisions.</li> <li>4. <b>Not Permanent Changes:</b> It's important to note that suspending a bylaw under Robert's Rules is a <b>temporary measure</b> and does not amend or change the bylaw permanently. If the Board wants to make a permanent change, an amendment to the bylaws must be made, direction to do this is found in the TVDSB Governing Bylaws, Roberts Rules typically requires more formal procedures like notice</li> </ol>

and a supermajority vote. (generally two-thirds unless the bylaws provide otherwise)

In summary, provisions of the suspension of bylaws for specific purposes and where a bylaw provides for this action, but only under certain conditions and typically requiring a two-thirds vote. However, this suspension is generally temporary and does not amend the bylaws themselves.

**Unanimous consent** (also known as **general consent**) in **Robert's Rules of Order** is a way to expedite proceedings by allowing a decision to be made without a formal vote, assuming that no one objects. It's a method used to quickly pass routine or non-controversial motions when no member of the assembly objects.

#### **Key Aspects of Unanimous Consent:**

1. **No Objection:** Unanimous consent occurs when no one objects to the proposal. If even one person objects, the motion cannot pass by unanimous consent and must be handled by a formal vote.
2. **Common Uses:**
  - **Routine Business:** Unanimous consent is often used for routine or procedural motions that are unlikely to provoke disagreement, such as approving minutes, adjourning the meeting, or setting the agenda.
  - **Changing the Order of Business:** It can be used to make small adjustments to the order of business or to move an item to a different point in the agenda without a formal vote.
  - **Minor Amendments:** Sometimes used to approve minor amendments to a motion.
3. **How It Works:**
  - A member of the assembly will propose a motion and say, "I move to [action]. Is there any objection?"
  - If no one objects, the chair will announce that the motion is adopted by **unanimous consent**.
  - If anyone objects, the matter will be taken up for a formal vote.

#### **Special Meetings (Board and Committee)**

In **Robert's Rules of Order**, a **special meeting** is a meeting that is called outside of the organization's regular meeting schedule to address specific business or urgent matters. Special meetings are typically used when important decisions need to be made before the next regularly scheduled meeting. Here's an overview of how special meetings are governed under Robert's Rules:

#### **Key Points to Remember:**

- Special meetings are typically used for urgent matters that can't wait for the next regular meeting.
- The notice must specify the **purpose** of the meeting, and only that business can be discussed.
- Quorum must be met for the meeting to be valid.

- The rules for calling a special meeting should be outlined in the organization's bylaws.

### **Calling a Special Meeting**

A special meeting can be called by the following individuals or bodies:

- **The Chair:** The presiding officer may call a special meeting if allowed by the bylaws or the standing rules.
- **A Committee:** If the bylaws allow, the committee Chair may call a special meeting.
- **A Specific Number of Members:** In some cases, the bylaws may provide that a certain percentage or number of members (e.g., one-third or a majority) can request or call a special meeting.

### **Notice Requirements**

A special meeting typically requires **notice** to all members, informing them of the time, place, and purpose of the meeting. The required notice period can vary based on the organization's bylaws, but it's often at least a few days. If the organization's bylaws are silent on the notice period, **Robert's Rules** recommends giving reasonable notice—usually at least **two days**.

- **Contents of the Notice:** The notice must specify the purpose of the meeting. This is important because special meetings can only address the business for which they are called. New items of business not listed in the notice generally cannot be discussed or decided upon.

### **Business at a Special Meeting**

- **Specific Business Only:** A special meeting can only conduct the business that was stated in the notice. If the notice specified a particular topic, that is the only matter that can be discussed or voted on. However, if the meeting is called to consider several matters, all of them can be discussed and voted upon.
- **No New Business:** No new items or business not included in the meeting notice can be introduced, unless the bylaws stipulate.

In summary, **special meetings** under **Robert's Rules of Order** are called for specific purposes and must be properly noticed. They can only address the business listed in the notice, and the procedure for calling such a meeting depends on the bylaws and the rules of order.

### **Adjourn to meet at a later time**

In **Robert's Rules of Order**, the phrase "**adjourn to meet at a later time**" refers to a motion to end the current meeting but set a specific time for the next meeting to resume or continue the business at hand. This is typically used when a meeting is running out of time, and the group wants to postpone further discussion or action to a later, pre-scheduled session.

### **Not the Same as a Simple Adjournment:**

- A regular **motion to adjourn** simply ends the meeting without setting a date or time for reconvening. This is different from adjourning to a later time, which involves a clear plan for the next meeting.
- A **motion to adjourn to a later time** is often used for special meetings or when the business cannot be completed in one session.

### **Example:**

A committee is meeting to discuss a lengthy report, but they realize they do not have enough time to finish it. A member might make the following motion:

- *"I move to adjourn to meet at 4:00 PM next Friday to continue discussing the report."*

If the motion is seconded and approved by a majority vote, the meeting ends, and the committee reconvenes at the specified time.

**Conclusion:** Adjourning to meet at a later time allows for continuity in meetings, especially when important discussions or decisions remain unfinished. It ensures that the work of the committee, board, or assembly can be resumed in an organized and structured way.

### **Notice for Meetings**

According to **Robert's Rules of Order**, changes to the notice for a meeting, including changes to the time, must follow certain procedures to ensure proper notice is given to all members and that the meeting remains valid.

### **Key Points on Changing the Notice for Meeting Times:**

#### **1. Amending the Notice:**

- If a meeting's time needs to be changed after the original notice was given, the meeting cannot be held until all members have been informed of the new time.
- For a regular meeting, if the notice has already been sent, a change in the time can be made with a motion at a prior meeting, or with a proper notice (depending on the organization's bylaws or rules).

#### **2. Adequate Notice:**

- A proper notice must be given for any meeting, whether regular or special. The standard period for notice, as defined by Robert's Rules, is at least **two weeks** prior to the meeting unless the organization's bylaws specify otherwise.
- If a meeting time is changed, it is important that new notice is provided within the appropriate timeframe to ensure all members are aware of the change.

	<p><b>3. Changing the Time at the Meeting:</b></p> <ul style="list-style-type: none"> <li>○ If a meeting has already been called and the time needs to be changed, members can <b>move to amend</b> the agenda or make a motion to change the time. This requires a majority vote.</li> </ul> <p><b>4. Special Meeting:</b></p> <ul style="list-style-type: none"> <li>○ If a special meeting is called and the time must be changed after the notice has been issued, new notice with the revised time should be provided in compliance with the notice requirements for special meetings, which may be shorter than for regular meetings.</li> </ul> <p><b>5. Bylaws and Standing Rules:</b></p> <ul style="list-style-type: none"> <li>○ It is important to check the bylaws or standing rules, as these might specify a different process or time frame for changing meeting notices or times.</li> </ul> <p>Any change to the notice for a meeting, including the time, should be made in accordance with the notice requirements specified in the organization’s bylaws or Robert’s Rules, ensuring that members have adequate time to adjust to the change.</p>
<b>Financial Implications:</b>	
<b>Timeline:</b>	
<b>Communications:</b>	
<b>Appendices:</b>	

**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: Choose an item.

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.