

## Board Operations

The Board ability to discharge its obligations in an efficient and effective manner is dependent on the development and implementation of a sound organization design.

1. The Board will operate under the *Carver Policy Governance* model which stresses:
  - a. Outward vision rather than an internal preoccupation;
  - b. Strategic leadership more than administrative detail;
  - c. Collective rather than individual decisions;
  - d. Future rather than past or present; *and*
  - e. Pro-activity rather than reactivity.
2. Throughout the year, the Board will attend to consent agenda items as expeditiously as possible.
  - a. The Board will meet monthly with additional meetings scheduled as required.
  - b. Board meetings will follow Robert's Rule of Order.
  - c. A quorum, which is a simple majority of the number of Board members, must be present for every duly constituted meeting.
3. In-Camera Sessions
  - a. There are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position when dealing with, but not limited to, individual students, families, employees, and contracts.
  - b. The Board shall only discuss matter(s) that gave rise to the in-camera meeting. Board members shall maintain confidentiality and shall not disclose the details of the discussion during such sessions.
  - c. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open meeting.
  - d. Minutes recorded for "in-camera" sessions will be kept on file with the Board Secretary and will not be put on file with the monthly minutes.
4. Special Meetings  
Meetings by electronic means may be necessary. Decisions/discussions needing to be voted/discussed outside of official Board meetings can be voted/discussed via e-mail between Board members. The following procedures should be followed:
  - a. Quorum is considered 50% of email recipients/board members;
  - b. At least a 'one business day response time' should be given if item is non-urgent;
  - c. Items should only be discussed/decided via email if necessary (urgent/time sensitive);
  - d. Items should go forward if there are no objections noted;
  - e. Discretion and due diligence should be exercised;
  - f. Only Board members and Palliser staff representatives should be included in the email thread.
5. Minutes for Regular or Special Meetings  
The Board shall maintain and -reserve by means of minutes a record of its proceedings and resolutions.  
The minutes shall be considered an unofficial record of proceedings until adopted by a resolution of the Board. A copy will be kept with the Board Secretary and another copy will be kept on file for public access at Brant Christian School.
6. The size of the Board, the work of the Nominating Committee the election and appointment of Board members, and the term limits are set forth in the Constitution and Bylaws of the Brant Christian School Society. The Bylaws have legal priority over Policies.