

Medicine Hat Public School Division

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**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 200 – Board Governance

POLICY 206.1 206.2: MEETINGS OF THE COMMITTEE OF THE WHOLEPOLICY

The Board of Trustees believes that, from time to time, occasions may arise when the public interest is best served by discussing certain items of business in closed session. The *Education Act* uses the term "*held in private*" for non-public meetings. Robert's Rules of Order uses the term "*executive session*" for the same distinction. The term "*in-camera*" is most commonly used and is synonymous with the other two terms. Committee of the Whole meetings are held in-camera.

NOTE

No decisions are made in-camera. Decisions of the Board are made in Public Board Meetings and are recorded in the minutes of the meeting.

GUIDELINES

1. The Board may convene a meeting of the Committee of the Whole only to discuss matters including, but not necessarily restricted to,
 - 1.1. Personnel.
 - 1.2. Individual students.
 - 1.3. Individual Board employees.
 - 1.4. Collective bargaining with employees.
 - 1.5. Acquisition/disposal of real property.
 - 1.6. Litigation brought by or against the Board.
 - 1.7. Other topics that a majority of the trustees present decide that is in the public interest to hold the matter in private.
2. The Board may convene a meeting of the Committee of the Whole only by proper resolution of the Board. Such resolution shall be recorded in the Minutes of the Board.
3. A resolution of the Board to convene a meeting of the Committee of the Whole shall normally result in the exclusion of all persons except:
 - 3.1. Members of the Board of Trustees.

- 3.2. The Superintendent of Schools.
- 3.3. Deputy Superintendent, ~~and~~ Associate Superintendents **and Assistant Superintendents.**
- 3.4. The Secretary Treasurer.
- 3.5. The Recording Secretary.**
- 3.6. Other individuals ~~specified in the resolution~~ **allowed to attend by the Board.**
- 4. The resolution to convene a meeting of the Committee of the Whole may, on occasion, specify the exclusion of any or all of the persons referred to in the above section with the exception of the members of the Board of Trustees.
- 5. Under normal circumstances, the Board will not convene a meeting of the Committee of the Whole without the presence of the Superintendent of Schools unless the meeting is for the purpose of discussing the **Superintendent's** contract of employment or the performance appraisal of the Superintendent of Schools.
- 6. The Board shall, during a meeting of the Committee of the Whole, adopt only such resolution as is required to reconvene the Board in an open, public meeting.
- 7. All discussions at meetings of the Committee of the Whole are strictly confidential.
- 8. All decisions of the Board shall be made in open meeting of the Board.

REFERENCES

~~Alberta Education – School Education Act~~
Education Act - Board Procedures Regulation

Approved: January 20, 2004
Revised: **December 10, 2019**

