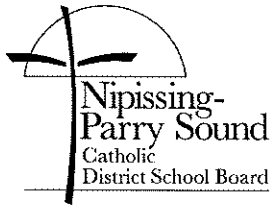


## BOARD POLICY



**POLICY:** GP 5  
**SUBJECT:** AGENDA PLANNING

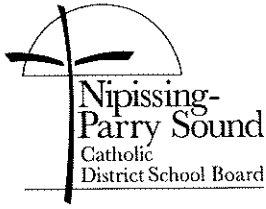
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### POLICY STATEMENT

To accomplish its job contributions with a governance style consistent with Board policies, the Board will follow an agenda which (a) completes a re-exploration of Ends policies annually, (b) within a two-year cycle, a review of all Board policies and c) continually improves Board performance through Board education and enriched input and deliberation.

1. The Board shall maintain control of its own agenda by developing each year, and updating as required throughout the year, an annual schedule which includes, but is not limited to:
  - 1.1 Considered review of the Ends in a timely fashion, which allows the Director of Education to build a budget.
  - 1.2 Consultations with selected groups in the ownership, or other methods of gaining ownership input, prior to the above review.
  - 1.3 Scheduled time for education related to ends determination (for example, presentations related to the external environment, demographic information, exploration of future perspectives which may have implications, presentations by advocacy groups, and staff).
  - 1.4 Scheduled time for monitoring of the Board's own compliance with its Governance Process policies, and for review of the policies themselves.
  - 1.5 Scheduled time for monitoring compliance by the Director of Education with Executive Limitations and Ends policies, and for review of the policies themselves. Monitoring reports will be provided and read in advance of the Board meeting, and discussion will occur only if reports show policy violations, if reports do not provide sufficient information for the Board to make a determination regarding compliance, or if policy criteria are to be debated.
  - 1.6 Scheduled time for education about the process of governance.
2. Based on the outline of the annual schedule, the Board delegates to the Chair the authority to fill in the details of the meeting content. This includes examination of all correspondence addressed to the Board or to individual Trustees as members of the Board, and determination of whether the matter raised in the correspondence is to be placed on the Board agenda. The detailed agenda shall be prepared jointly by the Board Chair, Vice-Chair and Director of Education. Potential agenda items shall be carefully screened to ensure that they related to governance, rather than administration. Screening questions shall include:
  - 2.1 Clarification as to whether the issue clearly belongs to the Board or the Director of Education.
  - 2.2 Identification of what category an issue relates to - Ends, Executive Limitations, Governance Process, Governance-Management Connection.
  - 2.3 Review of what the Board has already said in this category, and how the current issue is related.
3. Throughout the year, the Board will attend to Required Approval Agenda items as expeditiously as possible, approving the entire Required Approval Agenda with a single motion. When an item is brought to the Board via the Required Approval Agenda, provided acceptable monitoring assurance pertaining to the item has been supplied, the Board will not discuss the item prior to approval.
  - 3.1 Prior to the calling of the vote on the Required Approval Agenda, a Trustee may make a motion that an item be removed from the Required Approval Agenda to the Decision Agenda. Such a motion shall include a brief rationale for the proposed removal. The item will be removed only if a majority of the Board supports the motion, which is not debatable.

**BOARD POLICY**



**POLICY:** GP 5  
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- 4. Items may be added to the Board agenda in the following ways:
  - 4.1 Addition of items between Agenda Planning Meetings, using the process outlined in item 5 below.
  - 4.2 With unanimous consent, emergency items that require immediate attention may be added to the agenda of the Board meeting of the same night before the agenda is approved.
- 5. A trustee wishing to add an item to a board agenda between Agenda Planning Meetings shall follow the process below. Such additions may include, but are not limited to, the potential need for policy revision following the monitoring of policy compliance.
  - 5.1 The trustee shall submit a written request to the Chair, including identification of the policy to which the item relates, and rationale for addressing the item prior to the next Agenda Planning Meeting.
  - 5.2 The Chair shall screen the item to ensure it is related to governance, rather than an issue that has been delegated to the Director of Education.
    - 5.2.1 If the Chair is satisfied it is a governance issue, it shall be scheduled on the Board agenda as soon as practical.
    - 5.2.2 If the Chair determines it is not a governance issue, such a decision shall be provided to the trustee, including rationale, in writing. The trustee may choose to drop the matter, or to request the chair to add a request to consider the item to the next regularly scheduled meeting of the Board.
  - 5.3 If so requested, the Chair shall add the request to consider the item to the next regularly scheduled meeting of the Board. The Board as a whole shall then hear the rationale for including the item, determine whether the item should be discussed, and if so, schedule it on an appropriate agenda.

<b>Monitoring:</b> November	<b>Method:</b> Internal	<b>Frequency:</b> Biennial
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<b>Approval Date:</b> 2005 11 29 (NPS 220-05)	<b>Effective Date:</b> 2014 04 30
<b>Revision Date(s):</b> 2008 06 24 (NPS 63-08) 2012 10 30 (NPS 111-12) 2014 04 29 (NPS 71-14)	<b>Review Date(s):</b> 2015 11 24 2017 11 28

Chair of the Board

Secretary of the Board

Distribution: