

# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY



## STANDING ORDERS

### General:

- Meetings are held twice a term as per the annual agenda.
- The quorum shall be more than half the members of the board currently holding office.
- The Chairperson shall be elected at the first meeting of the year. Except in the general election year where it will be at the first meeting of the newly elected board.\*
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.\*
- Any trustees with pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.\*
- Only trustees have automatic speaking rights.
- The board delegates [and minutes] powers under Sections 16 & 17 of Education Act to the Disciplinary Committee
- The board delegates [and minutes] authority to the Deputy Principal in the times of absence of the Principal.

### Time of Meetings:

- Regular meetings commence at 5.15pm and conclude by 7.15pm.
- A resolution for an extension of time not exceeding half an hour may be moved.
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.

### Special meetings:

- A special meeting may be called by delivery of notice to the Chairperson signed by at least one third of trustees currently holding office

### Exclusion of the Public:

- The meeting may, by resolution, exclude the public and news media from the whole or part of the proceedings in accordance with the Meetings Act.\*

### Public Participation:

- Public participation is at the discretion of the Chairperson.
- Public attending the meeting are given a notice about their rights to participation in the meeting.

### Motions/Amendments:

- All motions and amendments moved in debate must be seconded unless moved by the Chairperson.

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Reviewed: October 2009

Next Review: June 2011

Chairperson Board of Trustees: \_\_\_\_\_

Date: \_\_\_\_\_

- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.\*
- No further amendments may be accepted until the first one is disposed of.
- The mover of a motion has right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Termination of debate:

- All decisions are to be taken by open voting by all trustees present.

Suspension of Meeting Procedures:

- Standing Orders may be suspended by resolution of the meeting.

Agenda:

- The order of the Agenda may be varied by resolution at the meeting.

Minutes:

- The minutes are distributed within 48 hours of the meeting.

**Effectiveness Review:**

*The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

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