



Board Operations and Meeting Procedures Round Table Discussion

BCASBO 2025 Fall Conference
November 27, 2025



Discussion Topics

- 1) Role of the Board and Board Operations
- 2) Board Meeting Procedure

Topic 1 – Role of the Board and Board Operations



Role of the Board:

- Improvement of Student Achievement (School Act)
- Policy Development
- Budget and Strategic Plan
- Community Engagement
- Political Advocacy/Influence
- Capital Plan and Land
- Other roles as determined by the Board

Topic 1 – Role of the Board and Board Operations



Discussion Topic:

Strategies for focusing the work of the Board on the important work of governance and differentiating the work of the Board (governance) from operations.

Topic 2 - Board Meeting Procedure



Fundamental Principles

- **Order** (one person speaks at a time; Chair or designated person keeps the speakers' lineup)
- **Focus** (focusing on the group's core mandate; staying on topic; establishing outcomes)
- **Efficiency** (on a per topic basis and on a per person basis)
- **Equality** (ensuring equal opportunities to speak and share insights)
- **Decorum** (remaining civilized and respectful; focusing on issues, not personalities)
- **Safe environment** (making it possible to share unpopular but necessary points without fear)

Topic 2 - Board Meeting Procedure



Other considerations:

- **Notice** - proper notice for an item being considered or notice of motion, when required.
- **Using Robert's Rules** - Important to consider that many of the complexities in Robert's rules are intended for large assemblies.
- **Points of Order** – in ordinary meetings it is undesirable to raise points of order on minor irregularities of a purely technical character, if it is clear that no one's rights are being infringed upon and no real harm is being done to the proper transaction of business (Roberts 12th addition. 23:4).

Topic 2 - Board Meeting Procedure



Discussion Topics:

- Finding the right procedural balance – efficient decision making versus inadequate procedure or excessive procedural formality; and
- supporting the Chair in facilitating productive meetings.