

**Battle River School Division Board Meeting Etiquette Statement**

The purpose of this Board Etiquette Policy is to specify the type of behaviour appropriate for board and committee meetings of *Battle River School Division*.

As per policy 3, *Role of the Trustee*, and policy 4, *Trustee Code of Conduct*, Board members should act with independence, rigour, integrity, honesty, and mutual trust and display high standards of conduct.

**Before the meeting**

- Be clear as to the purpose of the meeting and the role you play at that meeting.
- Having received the board agenda package 5 working days before the meeting, read the agenda and any supporting documents ahead of the meeting and prepare questions to be raised at the appropriate time, or think of suggestions to resolve problems.
- Be clear on the decision that is being asked for.
- Request further information ahead of the meeting through the Superintendent or Chair
- Submit apologies, and, on committees, arrange for an alternate to attend (ensuring the alternate is well-briefed) where the use of alternates is permitted
- Arrive for the meeting on time, stay for its duration, and ensure regular attendance at all meetings.

**During the meeting**

- Dedicate your attention to the purpose of the meeting and refrain from performing other duties at the same time.
- Declare any pecuniary conflicts of interest with regard to any matter on the agenda.
- If people are attending the meeting via video conferencing, be aware of time delays when listening/responding.
- Listen attentively and respectfully to others; make notes of any points you would like to raise when an opportunity to respond has been accorded; do not interrupt when others are speaking.
- If appropriate, attract the Chair’s attention when wishing to contribute to the discussion, and wait until the Chair indicates that you may speak. Each member may speak 2 times on each item.
- When invited to speak by the Chair, do so clearly, concisely and at a volume that all attendees can hear, without shouting. Avoid the use of jargon and acronyms.
- Throughout the meeting, be respectful of the role of the Chair in encouraging debate, summarising discussion and clarifying decisions made.
- Be constructive and professional in the way you impart an opinion or information.

- Ensure you maintain body language that demonstrates your participation and engagement in the meeting.
- Treat attendees fairly and consistently, even when you disagree with their point of view.
- Challenge/criticise constructively, and ensure that any challenges are proportional and well-founded in facts or seek to attain clarity in a matter. Challenge the issue being discussed, not the personality.
- Do not act territorially/personally; remember the need to contribute to the corporate nature of the board. Regard and welcome challenge as a test of the point on the table and the arguments presented.
- Do not cause offence or take offence; accept the diversity of opinions and views presented.
- Stay focused on agenda items.
- Refrain from private conversations with others at the meeting (whether spoken or written), the passing of notes, or moving discussions into the hall.
- Know and understand the role you play at the meeting and the need for the board to act as a corporate body (i.e. not to pursue self-interest or that of another body).
- Allow time for guests to leave and use proper decorum for the situation.

Cell phone use:

When an electronic device must be kept on, turn to silent/vibrate and excuse yourself from the meeting, should you need to answer an urgent call; forewarn attendees that you are expecting an urgent call.

Recording of meetings:

If using an electronic device to make notes during the meeting of discussions and decisions made, it is advisable to inform fellow board members of your intention and gain the permission of the Chair. The recording secretary has permission to use electronic devices to take minutes of the meeting.

Unless there are specific reasons for doing so, no part of the meeting should be visually or audio recorded. If such recording is required, the Chair must inform meeting attendees beforehand.

**After the meeting**

- Fill in your meeting evaluation.
- Keep confidential matters confidential.
- Respect the Chair's role as official spokesperson for the Board.
- You may relay the pros and cons discussed on an issue but respect and relay the corporate decision of the board in a positive manner.
- On contentious issues, seek out and come to consensus on the key messages.

*Adopted by the Battle River School Division Board of Trustees for the remainder of their term, 2017-2021.*