

INAUGURAL MEETING AGENDA

BOARD OF EDUCATION

WEDNESDAY, NOVEMBER 9, 2022 – 7:00 pm

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The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́nq̓amiṇəm language group on whose traditional and unceded territories we teach, learn and live.

1. Welcome

Elder Shane Pointe from x̣ʷməθkʷəỵəm (Musqueam) will provide a welcome to the Traditional Territory.

2. Call to Order

The Superintendent of Schools to assume the chair.

The Richmond School District welcomes Trustees-Elect, Belleza, Hamaguchi, Larson, Sargent, Tablotney, Wong, and Yang to the Board of Education (Richmond).

The Superintendent will introduce Teacher, Iris Chan, and under her direction, the Choir from Palmer Secondary School will lead the meeting in the singing of In Flanders' Fields and Ghost.

Excerpt from Board Policy 201 Bylaw: Board Operations related to Inaugural Post Election Meeting attached.

3. Election Returns

In accordance with Board Policy 201, the Secretary Treasurer shall announce the results of the election held October 15, 2022.

4. Oath of Office

Trustees-Elect to make the Oath of Office or Oath of Solemn Affirmation. As per section 50(4) of the *School Act* (excerpt attached), the Oath of Allegiance is optional.

5. Appointment of Returning Officer and Scrutineer

RECOMMENDATION: THAT the Secretary Treasurer be appointed Returning Officer, and the Deputy Superintendent be appointed as Scrutineer, for the election of the Board Chairperson and Board Vice Chairperson.

6. Election of Chairperson of the Board

Ballots will be distributed to Trustees only. The Chairperson will be declared and will assume their duties for one year. The newly elected Chairperson now assumes the Chair for the election of the Vice Chairperson of the Board.

7. Election of Vice Chairperson of the Board

Ballots will be distributed to Trustees only. The Vice Chairperson will be declared and will assume their duties for one year.

8. Election of BC School Trustees Association (BCSTA) Provincial Council Representative

The election of a BCSTA Provincial Council Representative and an Alternate is required. If an election by ballot is required, ballots will be distributed to Trustees only. The Representative and Alternate will assume their duties for one year.

9. Election of BC Public Schools Employers' Association (BCPSEA) Representative

The election of a BCPSEA Representative and an Alternate is required. If an election by ballot is required, ballots will be distributed to Trustees only. The Representative and Alternate will assume their duties for one year.

10. Destruction of Ballots

RECOMMENDATION: THAT the ballots for the offices of Chairperson of the Board, Vice-Chairperson of the Board, BCSTA Representative and BCPSEA Representative be destroyed.

11. Committee Appointments

Each Trustee to notify the Chairperson by November 16, 2022 to indicate which committees they would be willing to serve on. The appointments will be announced in December 2022 and the committee members will assume their duties for one year.

12. Authorized Signatories

RECOMMENDATION: THAT the Board of Education of School District No. 38 (Richmond) approve the following signing authorities effective immediately and until they are so changed, shall be the Board Chairperson, _____, and the Secretary Treasurer, Cindy Wang, except for the issuance of cheques when the required signatures shall be:

Any one of:

Board Chairperson: _____

Board Vice-Chairperson: _____

Superintendent: Scott Robinson

And any one of:

Secretary Treasurer: Cindy Wang

Assistant Secretary Treasurer: Maria Fu

Manager Financial Services: Pramod Chauhan

Such signatures may be affixed by hand, or by cheque-writing facsimile machine in accordance with established Board policy.

13. Honouring Ceremony

Elder Shane Pointe will perform an Honouring Ceremony for the trustees.

14. Adjournment

GOVERNANCE

Policy 201 BYLAW

Bylaw: Board Operations

1. Inaugural Post Election Meeting

1.1 The Secretary-Treasurer shall convene an inaugural meeting of the Board on the second Wednesday in November of a school election year. The purpose of this meeting is for elected trustees to swear an oath, and to elect a board chairperson and vice-chairperson, and representatives and alternates to the BCSTA Provincial Council and to the BCPSEA for the ensuing year, as well as to invite trustee interest in membership on committees.

1.2 The Secretary-Treasurer shall announce the results of trustee elections and administer the prescribed oath of office, or oath of solemn affirmation for each trustee present, as specified in the *Manual of School Law*. Alternate arrangements for swearing the oath/affirmation will be made for a trustee who does not attend the inaugural meeting or who is elected in a by-election, and the secretary treasurer must confirm the oath has been taken before that trustee may act in the position.

1.3 The Superintendent shall appoint a returning officer and scrutineers, then call for nominations for a board chairperson by ballot, confirm acceptance of each person nominated and conduct a vote by ballot. The person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority, further ballots shall be taken until a majority is achieved. The Secretary Treasurer or any trustee may then call for destruction of ballots.

1.4 The Chairperson so elected shall assume the chair.

1.5 The Board shall proceed to elect a vice-chairperson for the ensuing year in the same manner as the election of the Chairperson.

1.6 The Chairperson shall call for a show of interest for the positions of BCSTA representative to Provincial Council as well as an alternate representative. If there is more than one trustee interested in being the representative and no concession as to who will be the representative and who will be the alternate, then the Chairperson will conduct an election by ballot and the person receiving a majority of votes will be declared the representative. The runner up will be appointed alternate.

1.7 The positions of BCPSEA representative and alternate will be chosen in the same manner as in 1.6.

1.8 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December.

1.9 The Board will authorize its signing authorities, as set out in Policy 603.5.1 and 603.5.1-R: *Authorized Signatures* for the ensuing year, at its Inaugural or Organizational Meeting.

1.10 The meeting will adjourn.

EXCERPT

School Act [RSBC 1996] CHAPTER 412 Part 4 – School Trustees

Oath of Office

50 (1) A person elected or appointed as a trustee must make a prescribed oath of office, by oath or solemn affirmation, within the following applicable time limit:

- (a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required;
- (b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election;
- (c) in the case of a person appointed to office, within 45 days after the effective date of the appointment.

(2) The oath must be made before a judge of the Court of Appeal, Supreme Court or Provincial Court, a justice of the peace, a local government corporate officer or the secretary treasurer of a board, and the person making the oath must obtain the completed oath or a certificate of it from the person administering it.

(3) A person takes office as trustee

- (a) at the time the term of office begins if, at this time, the person produces or has produced the completed oath or certificate to the secretary treasurer, or
- (b) at any later time that the person produces the completed oath or certificate to the secretary treasurer.

(4) A person taking office as a trustee may also make an oath of allegiance.