Commission scolaire Eastern Townships School Board

Moving ahead. Together. | Aller de l'avant. Ensemble.

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| **By-Law Name** | MEETINGS OF THE COUNCIL OF COMMISSIONERS |
| **Reference Number** | B001 |
| **Adoption** | 1998-08-25 |
| **Historical Amendments** | Amended 2022-04-26 by Resolution ETSB 22-04-56<br>Amended 2026-09-22 by Resolution ETSB 26-09-02 |
| **Next Review Date** | Every five (5) years, or sooner if legislative or ministerial changes impact it |
| **Related Documents** | N/A |
| **Authority** | Council of Commissioners<br>Secretariat General |

1. According to the established schedule, regular Council of Commissioners (the "Council") meetings will normally be held on the Fourth Tuesday of the month at 7:00 pm at the Eastern Townships School Board (ETSB) Administrative Building situated at 340, Saint-Jean-Bosco Street, Magog (EA, s. 162);

2. The ETSB's Secretary General shall draft the schedule of the meetings for the following year to be adopted by resolution before June 30th and to be published in accordance with requirements for public notice;

3. Extraordinary Council meetings may be convened by the Council's Chairperson or two (2) commissioners by a forty-eight-hour (48h) notice sent by the Secretary General to each member of the Council. The Secretary General gives a forty-eight hour (48h) public notice as well. However, no publication in a newspaper is required (EA, s. 163);

3.1. Notice of extraordinary meetings must indicate the time, the date, the location and the purpose or topic of the meeting. At a special meeting, only the matters mentioned in the notice calling the meeting may be dealt with and decided, unless all the commissioners are present at the special meeting and decide otherwise (EA, ss. 163-164);

4. The meetings of the Council are public; however, the Council may order that some items be held in camera for the purpose of examining any matter liable to be prejudicial to a person (EA, s. 167);

4.1. A question period must be provided at each public meeting during which the persons present may put oral questions to the Commissioners. The Council shall establish the rules relating to the time for question period, its duration and the procedure to be followed for putting questions (EA, s. 168);

5. A majority of the members in office entitled to vote constitutes a quorum of the Council (EA, s. 160);

6. Commissioners and the public may attend a Council meeting by any means that allows those participating in or attending the meeting to communicate directly with each other. A Commissioner who participates in a meeting through such means is deemed to be present at the meeting and forms part of the quorum. At least one Commissioner or the Director General must be physically present at the meeting's published location (EA, s. 169).