



Committee Operating Procedures And Meeting Norms



Defining Consensus

- Suggested Method:

Consensus will be achieved if there is no stated dissent by any committee member when the Chair asks if there is consensus.

****If consensus is not achieved the Chair will call for a vote by the voting members.**

Voting Procedures

Voting can be conducted by:

1. A show of hands
2. Ballot

The committee must determine a voting method.

****A vote can be called only when there is a quorum of voting members**

Meeting Dates and Times

- The meeting dates and times are set out in the Terms of Reference
- Meeting dates and times (6 to 9 pm) can be changed with the approval of the committee.

Committee Agendas and Minutes

- The recording secretary will take minutes of every meeting.
- The agenda and minutes will be circulated to committee members at least 24 hours in advance of the meeting.
- The agenda may be amended by the committee at the start of the meeting.
- Minutes will be approved by the ARC prior to being made available to the public.



Alternate Representatives

The Pupil Accommodation Review Policy (No 12) section 4.5 (f) states:

- Should a member miss two consecutive meetings, the Chair of the ARC may invite an alternate member. The alternate member must meet the same criteria as outlined in parts (a), (b) or (c) above of the member being replaced (i.e. an alternate parent representative must be from the same school and be designated by the School Council of the member that they are replacing).



Meeting Norms

- **Committee Norms**
- A member shall promote a positive environment in which individual contributions are encouraged and valued.
- A member shall treat all other members and guests with respect and allow for diverse opinions to be shared without interruption.
- A member shall recognize and respect the personal integrity of each member of the committee, and of all persons in attendance at the meetings.
- A member shall acknowledge democratic principles and accept the consensus and votes of the committee.
- A member shall use established communication channels when questions or concerns arise.
- A member speaks for him/herself not for the committee.
- A member shall promote high standards of ethical practice at all times.



Inclement Weather

- In the event the Hamilton Wentworth District School Board is closed due to inclement weather on a meeting date, the meeting will be cancelled and rescheduled to the next listed meeting date.
- Other weather related cancellations will be made by the Chair in consultation with the Associate Director of Education.