

**THE YORK REGION DISTRICT SCHOOL BOARD
(YRDSB) BYLAWS
AND SPECIAL RULES OF ORDER**

ADOPTED BY THE BOARD OCTOBER 6, 2026

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ARTICLE I MEMBERS OF THE BOARD

Section 1. Elected Trustees. The number of Board members shall be determined by a Regulation under the *Education Act*. Board members are elected in accordance with the *Municipal Elections Act*. In addition, further to the education services agreement between the Chippewas of Georgina Island First Nation and the York Region District School Board (YRDSB), there shall be a person named by the First Nation who is deemed to be an elected member of the Board pursuant to O. Reg. 462/97.

Section 1.1. Term of Office. In accordance with the *Municipal Elections Act*, the term of office is four years, beginning on November 15 in the year of a regular election. The holders of office continue to hold office until their successors are elected and the newly elected Board is organized.

Section 1.2. Vacancies. Subject to the *Education Act*, the Board shall fill a vacancy in the position of an elected Trustee in accordance with policy adopted for the aforementioned purpose.

Section 2. Student Trustees. There shall be three Student Trustees on the Board, including at least one Indigenous Student Trustee. Student Trustees are not considered members, as per the *Education Act*. The election process, filling of vacancies, the rights, duties, and responsibilities, and other pertinent information specific to Student Trustees and their role shall be governed by applicable regulation and Board policy adopted for the aforementioned purpose.

Section 3. Chief Executive Officer (CEO). In accordance with section 283.0.2 of the *Education Act*, the CEO is an ex officio member of the Board but is not entitled to exercise a binding vote on any matter before the Board or any of its committees, unless otherwise permitted by statutes or regulation. The CEO's powers and duties are set out in the *Education Act* and its regulations.

ARTICLE II OFFICERS

Section 1. Officers. There shall be a Chair, Vice-Chair, and Secretary-Treasurer.

Section 2. Secretary-Treasurer. The CEO shall be the Secretary-Treasurer.

Section 3. Duties of the Chair. The Chair shall lead the Board's governance on behalf of the entire Board and shall be accountable to the entire Board. The Chair shall chair all Board meetings. The Chair shall chair the Governance Committee. The Chair shall be an ex officio member of the Finance, Policy, and CEO Performance Review Committees and of the Joint Board Consortium. The Chair shall have all duties and powers as provided for in the bylaws, special rules of order, parliamentary authority, policies, and law.

Section 4. Duties of the Vice-Chair. The Vice-Chair shall assist the Chair in their duties. The Vice-Chair shall chair all Board meetings in the absence of the Chair. The Vice-Chair shall be an ex officio member of the Finance, Governance, Policy, and CEO Performance Review Committee. The Vice-Chair shall have all duties and powers as provided for in the bylaws, special rules of order, parliamentary authority, policies, and law.

Section 5. Duties of the Secretary-Treasurer. The CEO is the Secretary-Treasurer of the Board; the Secretary-Treasurer shall be an ex officio member of all committees, without the right to vote, except where membership or participation of the Secretary-Treasurer is prohibited or restricted by statutes, regulation, or other applicable law, or where the composition of a committee is prescribed by statutes, regulation, or other applicable law, and does not provide for the Secretary-Treasurer's membership. The Secretary-Treasurer shall have all duties and powers as provided for in the bylaws, special rules of order, parliamentary authority, policies, and the *Education Act* and its regulations.

Section 6. Election of Chair and Vice-Chair. The Chair and Vice-Chair shall be elected at the Inaugural Board meeting by ballot. A majority shall elect. If the number of candidates is equal to or fewer than the number of positions to be elected, the chair shall declare the candidates elected by acclamation. No ballot vote shall be held for any acclaimed candidates. In the case of an equality of votes to elect, the candidates shall draw lots to fill the position.

Section 7. Term of Office of Chair and Vice-Chair. The term of office for the Chair and Vice-Chair shall be one year or until their successors are elected.

Section 8. Chair and Vice-Chair Vacancies. If there is a vacancy in the office of the Chair or Vice-Chair, the Board shall fill the vacancy by appointment for the balance of the term.

ARTICLE III BOARD MEETINGS

Section 1. Regular Board Meetings. Regular Board meetings shall be held at the YRDSB's head office on the last Tuesday in September, October, December, February, April, and June. Notice of a regular meeting shall be provided to all members at least six days prior to the meeting. The Board may change the date, time, and place of a regular meeting; the Board shall provide notice to all members and the public if it changes the date, time, or place of a regular meeting.

Section 2. Inaugural Board Meeting. The Inaugural Board meeting shall be held annually. The Inaugural Board meeting shall be held on the first Monday on or after November 15, unless the Board orders otherwise. The Inaugural Board meeting shall consider at least the following business: the election of the Chair, Vice-Chair, Finance Committee Chair, and Policy Committee Chair; and consideration of a report on election of committee memberships; the meeting shall consider other business as provided for in the special rules of order or ordered by the Board.

Section 3. Special Board Meetings. The Chair may call special Board meetings, and the CEO shall call them upon the request of a majority of the members of the Board. At least 48 hours' notice shall be provided.

Section 4. Quorum. A majority of the members of the Board shall constitute a quorum.

ARTICLE IV BOARD

Section 1. Composition. The Board shall be composed of the elected trustees and the CEO.

Section 2. Duties and Powers. The Board of Trustees shall exercise its lawful authority and make decisions collectively. No individual Trustee shall have authority to direct staff, manage schools or departments, bind the Board, or otherwise exercise authority on behalf of the Board, except as expressly authorized by these bylaws, special rules of order, the parliamentary authority, policy, board motion, or by legislation.

ARTICLE V COMMITTEES

Section 1. Standing Committees. There shall be 11 standing committees of the Board: Audit Committee, CEO Performance Review Committee (CPRC), Equity and Inclusivity Advisory Committee (EIAC), Finance Committee, Governance Committee, Joint Board Consortium, Parent, Family and Community Engagement Advisory Committee (PEAC), Policy Committee, Special Education Advisory Committee (SEAC), Student Discipline Committee, and Supervised Alternative Learning Committee. The Board may create other standing committees, as needed, or as required by legislation.

Section 2. Membership of Standing Committees. The total membership composition of committees not composed solely of Board members shall be as provided for in the *Education Act*, Ontario regulations, and other rules and agreements, as applicable. The total number of Board members on each of the standing committees shall be as follows:

- the Audit Committee: three Board members;
- the CPRC: at least three and no more than seven Board members;
- the EIAC: at least two Board members;
- the Finance Committee: no more than five Board members;
- the Governance Committee: no more than five Board members, two of whom shall be the Chair and Vice-Chair;
- the Joint Board Consortium: three Board members, one of whom shall be the Chair;
- PEAC: one Board member;
- the Policy Committee: no more than five Board members;
- SEAC: three Board members;
- the Student Discipline Committee: at least three Board members; and
- the Supervised Alternative Learning Committee: at least one Board member.

Section 3. Duties of Standing Committees.

Section 3.1. Audit Committee. The Committee shall review the financial reporting process, internal controls, internal auditing, external auditing, compliance matters, and risk management related to the Board's operations, and consider other matters required by law. (O. Reg. 361/10 governs the Committee).

Section 3.2. CPRC. The Committee shall conduct the CEO's performance appraisal in accordance with the *Education Act* and its regulations, report its findings and recommendations to the Board, and consider other matters required by law. (O. Reg. 83/24 governs the CPRC).

Section 3.3. EIAC. The Committee shall review and make recommendations to the Board on matters of equity and inclusion.

Section 3.4. Finance Committee. The Committee shall review and make recommendations to the Board concerning the Board's financial affairs.

Section 3.5. Governance Committee. The Committee shall consider and make recommendations concerning board governance, trustee roles and responsibilities, board effectiveness, and matters relating to the Board's governance framework. The Committee shall receive all permitted delegations.

Section 3.6. Joint Board Consortium. The Joint Board Consortium shall provide strategic oversight and set the Consortium's local service priorities, in accordance with

Provincial service standards, by recommending its long-term vision and direction, monitoring overall performance, and ensuring accountability to the Boards.

Section 3.7. PEAC. The Committee shall fulfill the duties and responsibilities of the Parent Involvement Committee prescribed by the *Education Act* and its regulations, advise the Board on matters relating to parent and community involvement in the Board and its schools, and consider other matters required by law. (O. Reg. 612/00 governs the PEAC).

Section 3.8. Policy Committee. The Committee shall review, develop, and recommend Board policies and related governance documents; consider proposed amendments or rescission of policies, in accordance with Board policy; and review proposed amendments and revisions to these bylaws.

Section 3.9. SEAC. The Committee shall fulfill the duties assigned to the Special Education Advisory Committee under the *Education Act* and its regulations, advise the Board on matters relating to special education programs and services, and consider other matters required by law. (O. Reg. 464/97 governs the SEAC).

Section 3.10. The Student Discipline Committee. The Committee shall hear and determine matters of student discipline referred to the Committee in accordance with the *Education Act* and Board policy, exercise the powers and perform the duties assigned to the Committee by law, and consider other matters required by law.

Section 3.11. The Supervised Alternative Learning Committee. The Committee shall exercise the duties and powers assigned to the Committee under the *Education Act* and its regulations in respect of supervised alternative learning, consider and determine matters referred to it in accordance with applicable law and Board policy, and consider other matters required by law. (O. Reg. 374/10 governs the Committee).

Section 4. Election of Standing Committee Chairs and Members.

Section 4.1. Chairs. The election of Standing Committee Chairs shall be by committee, except for the Finance and Policy Committee Chairs, who shall be elected at the Inaugural Board meeting, and the Governance Committee Chair, who shall be the Board Chair.

Section 4.2. Members. The Board shall elect trustee committee members at the Inaugural Board meeting through the consideration of the report on election of committee and organization memberships presented at the meeting; this report shall be compiled by the CEO or their designee prior to the Inaugural Board meeting based on trustees volunteering on a first-come, first-served basis for available positions; the report shall contain a recommendation to adopt trustee membership on committees and organizations to which trustees have seats.

Section 5. Special Committees. The Board may create special committees as needed, in accordance with legislation.

Section 6. Term of Office. The term of office for Board members on committees shall be one year or until their successors are elected, or as otherwise provided for in statutes. The term for Audit Committee trustee members shall be four years or until their successors are elected.

Section 7. Vacancies. Committee vacancies shall be filled by the Board by appointment for the balance of the committee's term.

ARTICLE VI PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the YRDSB in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that the YRDSB may adopt, and any law, governmental policy, or governmental directive that applies to the YRDSB.

Section 2. Suspension of Rules. Any rule in these Bylaws, including those in the nature of a rule of order, cannot be suspended unless the particular rule specifically provides for its own suspension.

ARTICLE VII ELECTRONIC MEETING AND COMMUNICATION

Section 1. Meetings Held Electronically. The Board, committees, and subcommittees shall be authorized to meet through electronic means through the use of internet meeting services that support anonymous voting, so long as all members are able to participate synchronously during the meeting. An anonymous vote conducted through the designated internet service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot. All electronic meeting rules shall comply with the *Education Act* and its regulations with respect to electronic participation in meetings.

Section 2. Communication. All communication required in these bylaws, including meeting notices, may be sent electronically. YRDSB meeting dates, times, and places shall be posted to the YRDSB website.

ARTICLE VIII TRUSTEE CODE OF CONDUCT AND INTEGRITY COMMISSIONER

Section 1. Code of Conduct and Complaint Protocol. The Board shall adopt a Trustee Code of Conduct. The Trustee Code of Conduct that applies to trustees also applies to non-elected committee members, in relation to their functions, powers, and duties as committee members. The Board shall adopt a Complaint Protocol regarding code of conduct complaints.

Section 1.1. Signing of the Trustee Code of Conduct Acknowledgement and Undertaking. Trustees shall annually sign the Trustee Code of Conduct Acknowledgement and Undertaking at the Inaugural Board meeting or at another appropriate time.

Section 2. Integrity Commissioner. The Board shall appoint an Integrity Commissioner to provide accountability services and advice pursuant to the Trustee Code of Conduct and the Complaint Protocol. The Integrity Commissioner is administratively accountable to the Board but shall exercise all investigative, adjudicative, and reporting functions independently and in accordance with the *Education Act*, applicable regulations, the Code of Conduct and Complaint Protocol.

Section 2.1. Appointment and Term. The Board shall appoint the Integrity Commissioner for a fixed term of office.

Section 2.2. Duties of the Integrity Commissioner. The Integrity Commissioner shall have the duties and powers as provided for in these bylaws, special rules of order, policies, Code of Conduct, Complaint Protocol, regulations, and statutes.

ARTICLE IX AMENDMENT OF BYLAWS

Section 1. Amendment of Bylaws by Board. The process for amending these bylaws shall be as follows: these bylaws may be amended at any Board meeting by a two-thirds vote, provided that the amendment has been reviewed by the Policy Committee and the amendment has been sent to all trustees at least 14 days prior to the Board meeting at which it is to be considered.

Section 2. Revision of Bylaws by Board. The process for revising these bylaws shall be as follows: these bylaws may be revised only upon authorization of the Board.

Section 2.1. Presentation of Revision. Presenting an authorized revision shall be the duty of the Policy Committee.

Section 2.2. Notice of Proposed Revision. The proposed revision shall be sent to all trustees at least 30 days prior to the Board meeting at which it is to be considered.

Section 2.3. No Amendment to Existing Bylaws. If a revision is authorized, no amendments to the existing bylaws shall be proposed during the revision process.

Section 3. Corrections. The CEO or their designee shall be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Board in connection with bylaws amendments adopted by the Board and changes in Ontario regulations and statutes. The CEO or their designee shall be authorized to correct titles as may be necessary, provided they do not alter the intent of the Board. The CEO or their designee shall inform the Board of any amendments made as per the aforementioned.

SPECIAL RULES OF ORDER

- I. **Limits of Debate Board and Committees:** At board, committee, and subcommittee meetings, each member and Student Trustee may speak no more than twice, for no more than five minutes each time, on any debatable motion unless otherwise ordered by a two-thirds vote without debate.
 - I.I. **Questions on Presentations and Reports.** Questions on presentations, including the presentation of reports, at board, committee, and subcommittee meetings shall be subject to the same limit as prescribed in Special Rule I, unless otherwise ordered by a two-thirds vote without debate; the time limit shall include both the question and the answer.
- II. **Special and Additional Announcements.** Special announcements shall be made at Regular Board meetings from time to time; special announcements shall be those as adopted by the Board. Members and Student Trustees may make additional announcements at Regular Board meetings; each member and Student Trustee shall speak for no more than five minutes per regular Board meeting, unless otherwise ordered by the Board by a two-thirds vote without debate.
- III. **Agenda/Materials Notice.** The proposed draft agenda and all relevant and available materials shall be sent to all members at least six days prior to each Regular Board and Committee meeting.
- IV. **New Business Notice.** To introduce any new business at a Regular Board or Regular Committee meeting, previous notice shall be required; previous notice shall be made at the immediately preceding Regular Board or Committee meeting; the previous notice of a motion shall be in writing and shall contain the full text of the motion; this rule only applies to new business as per the parliamentary authority; it does not apply to motions that originate from reports.
 - IV.I. The Board or a committee may suspend this rule by a two-thirds vote without debate.
- V. **Roll-Call Vote.** The Chair may order a roll-call vote, and it shall be ordered upon the request of at least four members.
- VI. **Committee Reports and Minutes.** All committees shall maintain a single meeting record in the form of a committee report.
 - VI.I. **Audit Committee, PEAC, and SEAC.** The Audit Committee, the PEAC, and the SEAC shall maintain a single meeting record in the form of a committee report; for the purposes of applicable Ontario regulations, such reports constitute the meeting minutes and shall contain the information necessary to satisfy the Ontario regulations' requirements respecting minutes; no separate minutes shall be required.
- VII. **Attendance of Non-Committee Members at Committee Meetings.** Trustees who are not members of a committee shall be permitted to attend said committee, except the Student Discipline Committee; they shall have no rights concomitant with membership, except that they shall be permitted to ask questions, as permitted by the committee.
- VIII. **Order of Business.** The order of business shall be the established sequence in which business shall be taken up at Board meetings; the Chair shall establish a proposed agenda for Board meetings in consultation with the CEO; the Board shall consider the adoption of the proposed agenda at each Board meeting.

VIII.I.Regular Board Meetings. The order of business for Regular Board meetings shall be as follows:

- Call to Order;
- Land Acknowledgment;
- Canadian National Anthem;
- Approval of Agenda;
- Declaration of Conflict of Interest;
- Program:
 - Applause!;
 - Special Announcements;
 - Additional Announcements;
 - Presentations and Recognitions;
- Reading and Approval of Board Minutes;
- Consent Calendar;
- Reports:
 - Student Trustees;
 - CEO;
 - Rise and Report;
 - Standing Committees;
 - Special Committees;
- Special Orders;
- Unfinished Business and General Orders;
- New Business;
- Forthcoming Meetings and Events; and
- Adjournment.

VIII.II.Special Board Meetings. The order of business for Special Board meetings shall be as follows:

- Call to Order;
- Approval of Agenda;
- Business Specified in the Call of Meeting; and
- Adjournment.

VIII.III.Inaugural Board Meeting. The order of business for the Inaugural Board meeting shall be as follows:

- Call to Order;
- Land Acknowledgment;
- Canadian National Anthem;
- Approval of Agenda;
- Declaration of Conflict of Interest;
- Invocation;
- Introduction of Trustees¹;
- Declaration and Oath or Affirmation²;
- Signing of Trustee Code of Conduct Acknowledgement and Undertaking;

¹ Shall only apply at the first Inaugural Board meeting of the term of office.

² Ibidem.

- Declaration of the York Region District School Board Officially Constituted³;
- Elections of Chair, Vice-Chair, Finance Committee Chair, and Policy Committee Chair;
- Consideration of Report on Election of Committee and Organization Memberships;
- Presentation of Gavel;
- Remarks of Board Chair; and
- Adjournment.

IX. Consent Calendar. A consent calendar shall be used at Regular Board meetings and may be used at Regular Committee meetings to expedite routine and non-controversial business.

IX.I. Removal of Items. Immediately prior to the adoption of the consent calendar, any member may demand that an item on the consent calendar be taken off the consent calendar; upon such a demand, the respective item shall be taken up under the appropriate section of the order of business.

IX.II. Adoption. The consent calendar shall be considered as a single motion; the motion is undebatable and unamendable. The adoption of the consent calendar shall adopt all motions recommended in reports placed on the consent calendar, but shall not adopt reports themselves; instead, reports shall be received and filed. If applicable, the meeting minutes shall state the individual main motions adopted by the adoption of the consent calendar.

X. Private Committee of the Whole/Private Board Meeting. The Committee of the Whole is a mechanism that allows the Board to consider a matter under conditions typically reserved for a committee; it enables the Board to consider items in private, in accordance with applicable statutes. Whenever the term Private Board meeting is used, it refers to a private meeting of the Committee of the Whole, unless otherwise stated. Private Board meetings may be closed to the public, in accordance with applicable statutes. All rules applicable to the Committee of the Whole shall apply.

X.I. Presiding Officer. The Vice-Chair of the Board shall preside at Private Board meetings.

X.II. Commencement. A Board meeting may, upon the call to order, immediately commence in a Private Board meeting, without having to adopt a motion to do so, as long as notice of a meeting of the Private Board meeting was given; this rule shall not limit the Board in being able to enter into a Private Board meeting at any other time.

X.III. Limits of Debate. Limits of debate shall apply to Private Board meetings, in accordance with Special Rule of Order I.

X.IV. Consideration of Rise and Report. The report of the Private Board shall be reported at a public board meeting by the Vice-Chair, or another member, if the Vice-Chair is not present. The report of a Private Board meeting shall be reported at a Board meeting open to the public; the adoption of any recommendations contained in the report shall not be subject to debate.

XI. Delegations. Community members may apply to present to the Governance Committee on items within the Board's scope.

³ Ibidem.

XI.I. Eligibility. Delegations shall be restricted to residents of York Region. Delegations shall not be made by individuals or organizations who wish to promote a product, service, or other commercial endeavour. Delegations shall not be made regarding personnel, collective agreements, or labour matters; matters specific to an individual student; matters specific to an individual employee; matters subject to legal proceedings or investigation; or other matters that could not be heard in a public meeting. A delegate shall not make more than one delegation on the same subject matter within 12 months, unless the subject matter has materially changed.

XI.I.1. Routine Channels. Delegations shall not be the first resort for members of the public to address concerns; members of the public shall pursue routine channels before making a delegation.

XI.II. Delegation Request Form. Any prospective delegate shall complete a delegation request form created by the CEO or their designee; all materials and matters to be presented during the delegation shall be submitted when the delegation request form is submitted. If the form is incomplete, the CEO or their designee shall return the request to the prospective delegate. Prior to forwarding the delegation request form to the Governance Committee for action, the CEO or their designee shall ensure that the prospective delegate is eligible in accordance with Special Rule XI.I. and XI.I.1.; if the prospective delegate is ineligible, the form shall be returned to the prospective delegate.

XI.III. Governance Committee Approval. The Governance Committee shall review the complete request form and either schedule the delegation for the next Governance Committee meeting or refer the delegation to the CEO for follow-up.

XI.IV. Timeliness. Complete delegation requests shall be received at least two weeks prior to a Governance Committee meeting to be considered at that meeting.

XI.V. Delegation Procedures at Governance Committee. Each delegation, irrespective of the number of individuals, shall have no more than 10 minutes to speak, unless otherwise ordered by a two-thirds vote of the Committee, without debate. Delegations shall remain decorous; if a delegation is not decorous, the Chair may order the delegation to conclude. Following the conclusion of the delegation, members and student trustees may ask questions of clarification, not to exceed three minutes; the time limit shall include both the question and the answer.

XI.VI. Receipt of Delegations. All delegations shall be received for information. The Board may consider action at a later time on topics related to a delegation.

XII. RULES PERTAINING ONLY TO ELECTRONIC PARTICIPATION IN MEETINGS.

XII.I. Scope. The following rules shall apply only to electronic participation in board and committee meetings.

XII.II. Display of Names. Members shall display their first and last names on the electronic meeting platform at all times.

XII.III. Connectivity and Equipment. Members participating in the meeting electronically shall be responsible for the functionality of their own equipment. If a member's equipment causes a hindrance to the meeting, the presiding officer, or an individual acting under the direction of the presiding officer, shall disable or disconnect the distracting component. A member's inability to participate in the meeting, in any function whatsoever, if caused by the member's equipment or connection, shall not invalidate the meeting or any of its proceedings.

- XII.IV. Motions in Writing.** All motions originating from a member participating electronically shall be submitted in writing using the chat feature.
- XII.V. Display of Motions.** Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible and as ordered by the presiding officer.
- XII.VI. Audiovisual.** Members physically present during the meeting shall use the boardroom microphones and cameras. Members participating electronically shall use the electronic meeting platform for their microphone and camera.
- XII.VII. Recognition.** To seek recognition, all members present electronically shall use the raise hand feature in the meeting platform. Members may only seek the floor when it is in order and prompted by the presiding officer. The presiding officer, after recognizing the mover of a motion, shall rotate recognition between those present in-person and those present electronically.
- XII.VIII. Voting.** When applicable, those present electronically shall vote using the raise hand feature.
- XII.IX. Chat Box.** Chat boxes shall be for official and technical meeting use. Commentary or debate shall not be allowed in the chat. Continued efforts to do so are a violation of decorum.
- XII.X. Verification of Quorum.** If a *Point of Order* is raised that a quorum is not present, the presence of a quorum shall be determined by the presiding officer through the use of a roll call, which shall identify whether those participating in-person and electronically are present.
- XII.XI. Ballot Votes.** Votes that are required to be cast by ballot shall be conducted using a system that anonymizes the votes cast. All members shall use a single ballot system.
- XIII. Amendment of Special Rules of Order by Board.** These special rules of order may be amended at any Board meeting by a two-thirds vote, provided that the amendment has been reviewed by the Policy Committee and the amendment has been sent to all members at least 14 days prior to the Board meeting at which it is to be considered. This rule cannot be suspended.