



**ASD-W**  
Anglophone School District West

## **GOVERNANCE POLICIES**

**Policy Type**

**Governance Process**

**Policy Name**

**DEC Public Meeting Procedure**

**Policy Number**

**ASD-W-GP5**

**Effective Date: September 25, 2025**

**Revised: 11 December, 2025**

### **Policy:**

In order to fulfill its mandate under the Education Act and pertinent Regulations, the Council will conduct a minimum of ten regular meetings during each school year. These meetings will follow an annual schedule which will allow for continuing review, monitoring and refinement of Ends Results Policies; link meetings with various community and staff groups; monitoring of policies and activities to improve Council performance through education, enriched input, and deliberation; and support DEC priorities as determined each school year.

### **Accordingly:**

The Council will use the following guidelines to conduct its meetings:

#### **1. Regular meetings:**

The public meeting schedule will be presented to the Council for review by 30 June each year and confirmed at the first public meeting of the school year. It will subsequently be posted on the ASD-West web site.

#### **2. Agenda:**

The Chairperson and Superintendent will prepare the agenda for all public and working meetings, in accordance with DEC Governance Process Policy – Agenda (ASD-W-GP6). Items for inclusion on the agenda must follow the procedures outlined in ASD-W-GP6. The public meeting agenda will be posted on the DEC portal for Councillors and on the ASD-West web site for public viewing.

#### **3. Meeting Procedure:**

The DEC meetings will be conducted by the Chairperson. In their absence, the Vice Chairperson will oversee the meetings.

The Chair will determine whether there is a quorum and if so, they will commence with a Call-to-Order. The agenda for the meeting will be reviewed and after any adjustments (inclusions, deletions, changes in order of precedence) will be made. Once approved, the meeting will proceed with the business of the meeting as per the approved agenda.

#### **4. General Order of Business:**

The following will be the normal order of business for each DEC public meeting:

- Call to Order
- Land Acknowledgement
- Welcome, Comments by the Chairperson
- Review of the Agenda
- Review of the Previous Public Meeting Minutes
- Business Arising from Minutes
- Superintendent Monitoring Reports
- Presentations
- New Business
- Correspondence
- Public Comments
- Closing Comments
- Date of Next DEC Public Meeting
- Adjournment

DEC meetings will normally be held in the conference room at the ASD-West District Office, 20 Knowledge Park Drive, Fredericton, N.B. E3C-2P5. Meetings may be held at other locations should the Council decide that such a location would provide a better understanding of certain local school issues. If the DEC is proceeding with a sustainability study, the prescribed meetings (IAW EECD Policy 409 – Multi-year School Infrastructure Planning) will be held in the applicable community.

All DEC meetings will normally be held in person. Electronic meetings will be the exception; however, Councillors may join a regular Council meeting virtually if necessitated due to health issues or work commitments outside of the District. Councillors must advise the Chairperson and Executive Assistant to the Council well in advance should virtual attendance be required noting that virtual attendance is subject to technical support availability. Members of the public may not attend a meeting virtually.

All meetings of the Council shall be open to the public and no member of the public shall be excluded except for in-camera discussions or improper conduct (See Appendix A). The Chairperson or presiding officer may order the expulsion from any meeting of any person acting improperly at such meeting. The Chairperson shall preserve order and decorum through out the meetings.

## **5. Public Participation:**

Procedures for public participation at District Education Council (DEC) meetings are established to encourage the public to participate in an open and respectful manner at a regular DEC meeting.

The Chairperson will allocate 15 minutes at the end of the meeting for questions/comments by members of the public present. Members of the public will be asked to sign the attendance sheet at the beginning of the meeting and indicate if they wish to address the Council. The Chairperson will ask each member of the public who has signed the registry to pose their question/comment from the podium and wait for a response. The person will then be asked to return to their seat in the public gallery.

Members of the public will normally be allowed a question/comment and one follow-up question /comment of limited duration (3 minutes). There shall be no question of a confidential nature concerning specific students or schools, school personnel or district personnel. All questions/comments will be addressed to the Chairperson and all responses or decisions will be from the Chairperson or Superintendent depending upon the content of the question/comment.

Questions and comments should normally be regarding topics on the meeting agenda and responses, if possible, will be given during the meeting. For more complex items which may require research, responses will be provided in writing at a later date or subsequent meeting. Questions or comments regarding matters not on the agenda may be made, however, responses should not be expected at the meeting. The Council will respond, in writing, to non-agenda questions/comments after proper research and review.

Members of the public who wish to make a formal presentation to the Council should review the procedure for this in ASD-W-GP6. All DEC, District and EECD policies can be found on the district web site under the 'About ASD-W, Policies' tab.

### **References:**

1. ASD-W-GP6 – Agenda
2. Education Act and Regulation 2001-48
3. Robert's Rules of Order

### **Monitoring:**

<b><u>Method(s)</u></b>	<b><u>Frequency</u></b>	<b><u>Month</u></b>
• Council Self-evaluation	• 1 time per year	• December

## Appendix A:

### **Improper Conduct at Public Meetings**

#### **Definition**

Improper conduct is any behavior during a public meeting that disrupts proceedings, disrespects participants, or undermines the integrity and effectiveness of the meeting. Such conduct may violate social norms, professional standards, or personal boundaries, and can interfere with the ability of the Council to carry out its work.

#### **Examples of Improper Conduct**

Improper conduct may include, but is not limited to:

- **Coercion, intimidation, or threats** toward individuals involved in the meeting, whether expressed through language, tone of voice, or body language.
- **Unauthorized recording** of meetings without the knowledge and consent of all participants.
- **Unreasonable demands** on the time and resources of Council members or staff, such as excessive or repetitive requests for attention.
- **Persistent pursuit of a matter** without providing new information or changing the basis of a complaint or concern, even as the investigation or discussion progresses.

#### **Impact**

These behaviors can significantly disrupt the work of the Council, reduce the capacity to address other matters, and diminish the respectful and productive environment expected in public meetings. Addressing inappropriate conduct ensures that meetings remain professional, fair, and inclusive.