

The Art of Chairing a Board Meeting



Turner Valley Room
10:30 am – 12 noon
1:-00 pm – 2:30 pm

The Duties of the Chair

- *Robert's Rules of Order*, 11th edition, newly revised, 2011, pp. 448-452
- Bourinot's Rules of Order, 4th Revised Edition, 1995, pp. 42 & 43



Documents for Governing a Meeting

- The *School Act* / The *Education Act*
- Organizational Bylaw or Procedural Bylaw
- Board Policies and Administrative Policies
- Robert's Rules of Order / Bourinot's Rules of Order / Code Morin



The Chair of the Meeting

- Neutrality
- Fairness
- Firmness
- Humor



Questions?

Kevin P. Feehan, Q.C.

Dentons Canada LLP

T: 780.423.7330

F: 780.423.7276

E: kevin.feehan@dentons.com

