

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p>	<p><b>Code: BDDA</b></p>
---	--------------------------

## **NOTIFICATION OF BOARD MEETINGS**

1. Notice of all meetings, regular and special, shall be given by the Secretary Treasurer to all trustees so that:
  - a) the notice will be received in each school trustee's designated mailbox at least 24 hours before the meeting,
  - b) each of them is notified personally or in writing, stating the place, date and hour of the meeting.

In addition, email notification will be given that the agenda materials are available in the trustees' mailboxes or electronic file and the documents (except for in camera items) are appended to the electronic notification.

2. That special board meetings will require direct communication with each trustee at least 24 hours before the board meeting.
3. An emergency meeting doesn't require a 24 hour notification, but will require a direct communication with each trustee.