To the Trustees of \_\_\_\_\_

In the Township of

# JOURNAL OF

THE ARRIVAL SCHOOL MEETINGS 13TH JANUARS

Province of



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#### THE ANNUAL SCHOOL MEETINGS, 13TH JANUARY.

As the time for the Annual Meetings in the various School Sections and Municipalities is near at hand, we append a summary of the law on the subject, with a few general remarks.

### I. IN RURAL SCHOOL SECTIONS.

- 1. Day.—The day fixed by Statute for the Annual School Meetings throughout the Province is the Second Wednesday of January, and the hour at ten o'clock in the forenoon. The proceedings cannot close before eleven o'clock, nor be kept open after four o'clock, p.m.
- 2. Notice of Meeting.—Three public notices, to be posted in as many conspicuous places in the School Section, should be issued by the Trustees at least six clear days before the day of meeting. These notices should state the place of meeting, and the business to be brought forward. The corporate seal need not be affixed to these notices.
- 3. Electors.—Every School ratepayer of the Section, whether resident or non-resident, who has paid a County, Township, or Section, School Tax, during the year has a right to be present and vote. In case any one objects to an elector's right to vote, the Chairman should require the elector to make a declaration of that right in the form prescribed by the Statute.
- 4. Chairman and Secretary.—The first thing to be done before proceeding to other business is the appointment of a Chairman and Secretary. The Chairman must be one of the electors present at the meeting. The Secretary may be the teacher of the Section, or any other competent person. The binding upon all parties concerned.

duties of the Chairman are (1) to keep order; (2) to decide all questions of order, subject to an appeal to the meeting; (3) to give a casting vote (but no other); (4) to take the votes in any manner desired by two electors present; (5) to receive the declaration of office by the Trustee elect; and (6) to transmit to the Local Superintendent a copy of the proceedings of the meeting, signed by himself and the Secretary, under a penalty of five dollars for neglecting to do so. The duties of the Secretary are (1) to make a minute of the proceedings; (2) to sign them for transmission to the Local Superintendent; and (3) to receive the declaration of office of the Chairman, in case he should be elected Trustee.

- 5. Business. Before electing a new Trustee, the School Auditors' Report for the past year should be read for the information of the meeting. Unless the auditors refer the question of the legality of an item, on which they cannot agree, to the meeting, the audit must be considered as final and not open to discussion. In case the meeting cannot agree upon the legality of the disputed item, the law requires the matter to be referred to the Chief Superintendent for final decision.
- 6. Trustee Election.—In electing a Trustee, one of the three modes authorized by law may be adopted, viz. (1) by acclamation; (2) by a show of hands; and (3) by polling the votes. The law requires the Chairman to adopt the latter mode at the request of any two electors present. No person can be lawfully elected Trustee who is not a resident assessed freeholder or householder of the Section; nor can any Local Superintendent or teacher be elected. Should a person elected as Trustee refuse to serve, he subjects himself to a penalty of five dollars; but a retiring Trustee need not serve for four years after his term of service expires.
- 7. Appeal to Superintendent. Any person having a legal objection, either to the proceedings of the annual meeting, or to the election of the Trustee, has a right of appeal, within twenty days, to the Local Superintendent. The Superintendent is authorized to investigate the complaint, and either confirm the proceedings and election, or set them aside. In the latter case he is required to call another meeting for a new election. If no complaint be made to the Superintendent in writing within twenty days after the meeting, the proceedings (however irregular they may have been) must be held to be valid and