

*“Leading and Learning with Faith”*



# **BYLAWS**

**September 28, 2010**

**ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD**

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## MISSION OF THE BOARD

### **Our Mission**

We are a Catholic School system, called to work in partnership with home, parish and community, on our journey to understand and live the way of Jesus Christ. We are committed to excellence in Catholic education and to lifelong learning, so that those with whom we journey may become caring and contributing citizens in a world of constant challenge.

### **Living the Mission**

- Catholic:** We shall participate fully in the Church's mission of Catholic education through our philosophy, policy and practice.
- Called:** We shall acknowledge that our primary mission rests in living the call of Christ each day.
- To Work in Partnership:** We shall welcome the active participation of home, parish and community by promoting communication, cooperation and teamwork.
- On Our Journey:** We shall make this journey with profound respect for the innate dignity and unique capabilities of each person.
- Excellence:** We shall ensure quality instruction and diversified learning in a safe environment, so that the potential of each learner may be realized.
- Catholic Education:** We shall provide a distinctive education through the integration of Catholic beliefs and values in all learning experiences.
- Life Long Learning:** We shall initiate and encourage educational experiences that foster an enduring love of learning.
- Caring and Contributing Citizens:** We shall value and promote responsible participation in our local and global communities.

### **PHILOSOPHY OF CATHOLIC EDUCATION**

The words of Pope Benedict XVI succinctly express the essence of Catholic education:

Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. *Spe Salvi*, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.

Teachers and administrators, whether in universities or schools, have the duty and privilege to ensure that students receive instruction in Catholic doctrine and practice. This requires that public witness to the way of Christ, as found in the Gospel and upheld by the Church's Magisterium, shapes all aspects of an institution's life, both inside and outside the classroom. Divergence from this vision weakens Catholic identity and, far from advancing freedom, inevitably leads to confusion, whether moral, intellectual or spiritual.

Pope Benedict XVI, Address to Catholic Educators,  
Catholic University of America, April 2008

Catholic schools are established as a privileged means of forming the whole person, educating them in the faith, celebrating and proclaiming that faith through the Church's liturgical, especially, sacramental, life and, through the affirmation of the inherent dignity and worth of all people, especially the weakest among us, reinforcing the call and capacity of all to contribute to the common good and the transformation of the world.

But Catholic education does not occur in a vacuum, as noted by the Ontario Conference of Catholic Bishops:

Thus, although Catholic education must prepare students to live in this culture and to embrace all that is good in it, this effort should not be reduced simply to learning how to adapt to the world. While we are called to be constructive and creative in our contribution to society, we must also be critical of those aspects of our culture which are contrary to the values of our faith tradition.

*This Moment of Promise*, OCCB, 1989

Catholic schools, in the words of Sr. Claire Fitzgerald, SSND,

... must proclaim and provide, and as Catholic schools we must also promote. We promote social justice. We promote a better world. ... We both educate the child and transform the child. But Catholic educators also educate the child to transform the world. ... That child is being educated morally and ethically with

the concept of social justice and peace to go out into that world and make a difference.

Address to Renfrew CDSB, November 1999

For this to occur, it is the critical task of the Catholic school to integrate all aspects of human knowledge, through all areas of the curricula, in the light of our faith and Catholic Tradition, and to promote the growth of Christian virtue (cf. *Ontario Catholic School Graduate Expectations*, Institute for Catholic Education, 1999). And while religion must not be confined to religion classes, it is essential that it be imparted in a systematic manner, providing for the gradual formation of conscience in fundamental virtues, particularly faith, hope and charity. To be authentically formational, the school “must develop persons who are responsible and inner-directed, capable of choosing freely in conformity with their conscience” (*The Catholic School*, n. 13).

A Catholic school can never be simply a place where students accumulate skills and information, a place where they learn how to get ahead and sell their gifts on the open market. If this were so, our schools would prepare students for nothing more than a shallow life far removed from the profound vision of life revealed by the Gospel.

A Catholic school must be a place where all knowledge and relationships are transformed by questions of meaning, by the quest for meaning. We must have a profound respect for what is all too often repressed in this culture -- that quiet voice which expresses the infinite desire of each person for God. We must “*grasp firmly the challenge of providing a kind of education whose curriculum will be inspired more by reflection than by technique, more by a search for wisdom than by the accumulation of information.*” (Pope John Paul II, 1984, Newfoundland).

*This Moment of Promise*, OCCB, 1989

The Catholic school also must be a community where faith is assimilated through contact with people whose daily lives bear witness to the Gospel of Jesus Christ. The quality of its teachers is vital to the effectiveness of the Catholic school. Teachers should be committed persons of prayer whose lives are dedicated to revealing the Christian message by word and example.

Prime responsibility for creating this unique Christian school climate rests with the teachers, as individuals and as a community. The religious dimension of the school climate is expressed through the celebration of Christian values in Word and Sacrament, in individual behaviour, in friendly and harmonious interpersonal relationships, and in a ready availability. Through this daily witness, the students will come to appreciate the uniqueness of the environment to which their youth has been entrusted. If it is not present, then there is little left which can make the school Catholic.

*The Religious Dimension of Education in a Catholic School*,  
Sacred Congregation for Catholic Education, 1988, 26

Being aware of the influences of our pluralistic society, we realize the complexity of conveying the Christian message. Catholic schools must maintain their fundamental faith, while taking into account new pedagogical insights and collaborating with people of other religious traditions and people of good will, to work honestly for the authentic development of all peoples. Ongoing professional development is essential to this task.

Educating the young generations in communion and for communion in the Catholic school is a serious commitment that must not be taken lightly. It must be duly prepared and sustained through an initial and permanent project of formation that is able to grasp the educational challenges of the present time and to provide the most effective tools for dealing with them within the sphere of a shared mission. This implies that educators must be willing to learn and develop knowledge and be open to the renewal and updating of methodologies, but open also to spiritual and religious formation and sharing. In the context of the present day, this is essential for responding to the expectations that come from a constantly and rapidly changing world in which it is increasingly difficult to educate.

*Educating Together in Catholic Schools –  
A Shared Mission Between Consecrated Persons and the Lay Faithful,*  
Congregation for Catholic Education, 2007, n. 20

It is essential for those involved with Catholic education to consistently strive to sustain and nurture vital partnerships. The Christian community which embraces the church, school and family, should seek to work together in all undertakings and organization whether catechetical, missionary, social, political, familial, or educational.

Students, parents, teachers, principals, supervisory officers, support personnel, trustees, priests and bishops – we each face our own challenges which are finally shared by all. These challenges will become blessings rather than burdens if we bear them with the hope and love which Jesus Christ has taught us. It should not surprise us when tension and difficulty beset us in this common task. Cooperation does not exclude disagreements and even honest conflicts of opinion. However, it does imply that we engage each other as Christians, as partners and not as adversaries.

*This Moment of Promise, OCCB, 1989*

Perhaps above all these things, Catholic schools are called to cultivate hope. In the words of the Second Vatican Council, “We can justly consider that the future of humanity lies in the hands of those who are strong enough to provide coming generations with reasons for living and hoping. (*Gaudium et Spes*, 31, Vatican II)

This is not a benign hope, but one that is dynamic and wedded to a commitment to transform. Nor is it a naïve hope, but one that embraces a saving God who works through our weaknesses.

What makes Catholic Education holy and divine is the living memory that God welcomes our weakness. The baby of Bethlehem, who is the all-powerful and ever-living Lord of all creation and history, is himself weak and helpless. Jesus is utterly vulnerable to the whims of nature and human frailty. He has come to met

us in the place we are most likely to be found. He meets us in our weakness. And in doing this for us, the smile of the infant Christ is the way in which God whispers to us every year on the winds of the most fabled winter night, “I understand, and still you are most warmly welcome!” It is a whisper echoed in every corridor of our schools.

*Build Bethlehem Everywhere, CCSTA, 2002*

The schools of the Algonquin and Lakeshore Catholic District School Board exist for children whose parents have chosen to educate them in a Christian philosophy within the Catholic tradition. The parents who send their children to a Catholic school are expected to co-operate actively with the school, giving support and becoming involved to make certain that the school remains faithful to Christian principles of education. The Board acknowledges that in matters of faith, the role of the family is primary and it is the duty of the Catholic school to support the efforts of parents in this regard.

The common framework for education established by the Ministry of Education in its policy statements further reflects the values held by parents. Within these policies, the child is the focus of all efforts and endeavours. All educational systems are an extension of the home, and also an integral part of the community and should therefore reflect their needs. The school must also do more than teach children to acquire skills and knowledge; it must guide the learner’s total development – spiritual, intellectual, physical, social, emotional, and cultural; in all of these areas the child is considered to be unique. The school system must ensure that every child has the opportunity to develop to the limit of his/her potential.

In order that these opportunities are provided, the school system has established the following as its objectives within the three pillars of discipleship, scholarship and stewardship:

1. To provide the learners with a living example of life according to Catholic principles and therefore be a catalyst of Christian formation in the pupils.
2. To provide an environment for the child that is innovative, highly academic, and openly Christian and Catholic, so that the child can be encouraged toward a commitment to Christ.
3. To promote a Christian community that will involve children, parents, priests and the school as a vibrant living community that integrates the teaching of Christ.
4. To implement an educational philosophy and methodology consistent with the dual mandate arising from the Ministry of Education and the Roman Catholic Church.
5. To sustain the integrity of the school system as a whole while recognizing the particular needs of local school communities, consistent with the principle of subsidiarity.
6. To develop the following characteristics and capacities in the students:
  - a. a deep personal relationship with Jesus, which is manifested in their lives;
  - b. the spirituality of all pupils in accordance with Catholic teaching;
  - c. the self-esteem and stability of each person;

- d. the physical potential of each person;
  - e. the basic skills necessary to assist each person to contribute in his/her own way to the common good and just and peaceful relations among all people;
  - f. a social awareness and responsibility to serve others with a respect rooted in an awareness of the inherent dignity of all persons and in solidarity with the poor and marginalized;
  - g. a commitment to caring for all of God's creation.
7. To ensure that the qualifications and professional development of teachers will be consistent with and complement the curriculum objectives and practices of the Board and that opportunities for the ongoing faith development of staff are provided.
8. To promote managerial practices in support of all of the above objectives and in a manner that is both consistent with and promotes witness to Church teaching.

The Board recognizes that this brief statement of a Philosophy of Catholic Education finds more complete expression in a variety of other sources, including:

*Educating Together in Catholic Schools – A Shared Mission Between Consecrated Persons and the Lay Faithful*, Congregation for Catholic Education, 2007.

*The Catholic School on the Threshold of the Third Millennium*, Congregation for Catholic Education, 1997.

*The Religious Dimension of Education in a Catholic School*, Congregation for Catholic Education, 1988.

*Lay Catholics in Schools: Witnesses to Faith*, Congregation for Catholic Education, 1982.

*Declaration on Christian Education, Gravissimum Educationis*, Documents of Vatican II, 1965.

*The Catholic School*, Congregation for Catholic Education, 1977.

*This Moment of Promise*, Ontario Conference of Catholic Bishops, 1989.

*Fulfilling the Promise*, Ontario Conference of Catholic Bishops, 1993.

*Ontario Catholic School Graduate Expectations*, Institute for Catholic Education, 1999.

*Build Bethlehem Everywhere*, Canadian Catholic Trustees Association, 2002.

## **PRAYER**

As required by procedural bylaws, all Board and Standing Committee Meetings will open with a prayer. The Lord's Prayer is suggested as the most universally accepted prayer for public meetings but Chairs or designates may substitute other prayers of their personal preference. The following formal prayer with specific reference to the particular work of this Board is offered also for those who prefer its use.

### **Prayer to the Holy Spirit**

O Holy Spirit, Source of truth and grace for those entrusted with the Christian development of children, enlighten our minds, strengthen our wills and fill our hearts with generosity so that our homes, our parishes and our schools may co-operate effectively with You and with one another in the exalted mission of Catholic Education.

We make our prayer through Christ, Our Lord.  
Jesus, Mary and Joseph, pray for us.

*(With Ecclesiastical Approval, April 25, 1972)*

### **Prayer for Christian Unity**

Let us Pray:

Father in heaven, you have called us as Christians to make your presence known and recognized in this our world. As Canadians you have blessed us with a country rich in its people, its beauty and its material wealth.

So we pray, Father, that our country will ever be a truly human community and a country of peace; that we will respect each other's differences and become greater for having shared life with people different than ourselves.

Make us as Canadians not hard and unrelenting to one another but help us to be peaceful and accepting. And from our differences make of us a people reflecting to the world not discord and division but the gracefulness and goodness of a people who know their God. This prayer we make through Christ who is our Lord and brother.

## **BYLAWS**

These bylaws are designed to provide structure and direction to the Board in the conduct of its business. Nothing in these bylaws is intended to compromise or conflict with any provincial statute.

### **BYLAW 1.0 REGULAR AND SPECIAL MEETINGS OF THE BOARD AND STANDING COMMITTEES**

#### **1.1 Regular Monthly Meeting of the Board**

The regular monthly meeting of the Board will be held on the fourth Tuesday of each month at 5:30 pm in the Board Room of the Board Office, 151 Dairy Avenue, Napanee, during the school year or such other location as the Board determines. The business of the Board may require meetings during the months of July and August. This schedule may be modified with the approval of the Chair and majority of trustees.

The schedule for the regular Board meeting will be as follows:

5:30 pm - 6:30 pm – Committee of the Whole Board (Private Session)\

6:30 pm - 8:30 pm – Public Session

Trustees and staff, as appropriate will be generally available to the media following the meeting, subject to the Chair of the Board or his/her designate or the Director of Education or his/her designate being the official spokesperson.

#### **1.2 Special Meetings of the Board**

Special Meetings of the Board may be called at the discretion of the Chair of the Board and/or the Director of Education or shall be called upon receipt of a written request for such a meeting signed by at least five trustees. A Special Meeting of the Board called at the request of trustees will be scheduled as soon as possible but no longer than ten (10) working days after receipt of said request.

#### **1.3 Standing Committee Meeting Schedule**

Second Tuesday of each month (except for July and August, but meetings are called as required).

5:30 pm – Finance and Operations Committee followed by Issues and Directions Committee

#### **1.4 Special Meetings of Standing Committees**

Special Meetings of Standing Committees will be at the call of the Committee's Chair in consultation, as appropriate, with the Chair of the Board and the Secretary of the Board, except as provided for elsewhere in these bylaws.

The scheduling of special meetings must allow time for receipt by trustees of notice of meeting.

Where the agenda of business of a Standing Committee is considered by the appropriate Chair as insufficient to warrant the meeting taking place, it may be rescheduled. No Standing Committee however, shall, through rescheduling, defer more than one regularly scheduled meeting at a time in any two month period.

### **1.5 Annual Inaugural Meeting of the Board**

The Inaugural Meeting of the Board will be held on the first Tuesday of December at the Board Office.

The Director of Education, in his/her capacity as Secretary of the Board, shall preside at the Inaugural Meeting (which will allow for the selection of the Chair, Vice-Chair and Chair of a Standing Committee) until the Chair of the Board is formally elected to office. In the absence of the Chair, upon election to office, the Vice-Chair shall preside.

The Election of the Chair, Vice-Chair and Chair of a Standing Committee is undertaken annually, with possible re-election for a second year. The re-election for another term of office in these respective positions may only be consecutive to any previous two-year term if no other Trustee is duly nominated and has accepted such a nomination for these positions.

Selection of the officers of the Board noted above shall be by private ballot cast by trustees in attendance at the Inaugural Meeting. The meeting itself will be conducted fully as a public meeting. After the selection of each officer of the Board, pursuant to a motion, the ballots will be destroyed.

When an Inaugural Meeting immediately follows a municipal election, the Director of Education, in his/her capacity as Secretary of the Board, shall administer the Declaration of Office and Oath of Allegiance to each trustee and declare the Board legally constituted. Thereafter the procedure noted above will apply.

At the Inaugural Meeting, the Board will appoint the Solicitor(s) for the Board for the up-coming year, will make selections of Committee participation for the Board year and may pass a borrowing bylaw for that year.

### **BYLAW 2.0 DEFINITION OF TRUSTEE / STUDENT TRUSTEE**

For the purpose of conducting the business of the Board, trustees shall be defined as individuals elected pursuant to the appropriate provisions of the Education Act and the pertinent section of the Municipal Elections Act, or, in the case of a Student Trustee, appointed pursuant to the Education Act, the attendant Regulation and Board policy.

**BYLAW 3.0 RESIGNATION OF TRUSTEE / STUDENT TRUSTEE**

- 3.1** A trustee, with the consent of a majority of trustees present at a meeting, entered upon the Minutes of it, may resign as trustee but he/she shall not vote on a motion as to his/her own resignation and may not resign as trustee if his/her resignation will reduce the number of trustees of the Board to less than a quorum.
- 3.2** Notwithstanding Section 3.1, where it is necessary for a trustee of a Board to resign to become a candidate for some other office, he/she may resign by filing his/her resignation, including a statement that he/she is resigning for the purpose of becoming a candidate for some other office, with the Secretary of the Board and the resignation becomes effective as determined by the provisions of the appropriate statute.
- 3.3** A Student Trustee may resign by forwarding correspondence to the Secretary of the Board to that effect. The process to select a new Student Trustee will be followed as per Board policy.

**BYLAW 4.0 FILLING OF TRUSTEE / STUDENT TRUSTEE VACANCIES**

- 4.1** Any vacancy that occurs after the election, but before the new Board is organized, shall be filled immediately after the new Board is organized according to the provisions of the Act or, in the case of the Student Trustee on the Board, such procedures as the Board of Trustees may determine on the occasion of that vacancy as per Board policy.
- 4.2** Subject to 4.1 and 4.3, where a vacancy occurs from any cause, the municipally elected trustees of the Board shall, as soon as possible after the vacancy occurs, determine to cause a by-election, appoint a qualified person to fill the vacancy for the remainder of the term for which his/her predecessor was elected or determine that the position shall remain vacant. Where a vacancy is filled by appointment, the procedures to accomplish said appointment shall be determined by the Board of Trustees, consistent with the appropriate statutory provisions, but will generally anticipate the appointment of a replacement from the geographic area served by the departing trustee with said appointment following a process of public advertising and presentations by candidates to the Board of Trustees.
- 4.3** Any vacancy that occurs within one month before the next ensuing election shall not be filled but the office shall remain vacant until the election.

**BYLAW 5.0 DUTIES OF THE BOARD OF TRUSTEES**

The Board of Trustees, in addition to those duties assigned under provincial legislation and Board Policy shall:

1. Establish and monitor Board policy based on provincial standards and in keeping with a locally established vision of education.
2. Promote student achievement and well-being and through the Director of Education and other supervisory officers, hold schools accountable for student achievement.

3. Ensure effective stewardship of the Board's resources including using the resources entrusted to it for the purposes of delivering effective and appropriate education and managing such resources in a manner that upholds public confidence.
4. Deliver effective and appropriate education programs to its pupils.
5. Develop a multi-year plan aimed at achieving the goals referred to in clauses (2) to (4) above and annually review that plan with the Director of Education or the supervisory officer acting as the Director of Education. [The plan shall include measures respecting the allocation of resources to improve student outcomes that fall below outcomes specified in regulations to the Education Act.] The Board shall take steps to bring the plan to the attention of supporters and employees of the Board and to report to supporters and employees on progress in implementing the plan.
6. Implement provincial education policy.
7. Develop and maintain policies and organizational structures that,
  - (a) promote the goals referred to in clauses (2) to (4) above, and
  - (b) encourage pupils to pursue their educational goals.
8. Monitor and evaluate the effectiveness of policies developed by the Board under clause (4) in achieving the Board's goals and the efficiency of the implementation of those policies.
9. Monitor and evaluate the performance of the Director of Education, or the supervisory officer acting as the Director of Education, in meeting his or her duties under the Education Act or any policy, guideline or regulation made under the Act and any other duties assigned by the Board.
10. Establish a budget and monitor its implementation.
11. Provide, equip and maintain schools.
12. Employ and compensate staff appropriately and provide a just and fair work environment.

**BYLAW 6.0 ROLE OF THE STUDENT TRUSTEE**

1. A student trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.
2. A student trustee is entitled to require that a matter before the Board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case, there shall be,
  - (a) A recorded non-binding vote that includes the student trustee's vote; and
  - (b) A recorded binding vote that does not include the student trustee's vote.

3. A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student trustee sits, and if no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
4. A student trustee is not entitled to be present at a meeting that is closed to the public when the subject matter under consideration involves:
  - (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board, or a pupil or his or her parent guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board. R.S.O. 1990, c. E.2, s.207 (2).
5. Subject to subsections 1 to 4 above, a student trustee shall have the same opportunities for participation at meetings of the Board and of its committees as a member has.
6. A student trustee has the same status as a Board member with respect to access to Board resources and opportunities for training.
7. A student trustee is entitled to receive an honorarium from the Board in accordance with the regulations, if the specified conditions are satisfied.

**BYLAW 7.0 DUTIES OF THE CHAIR OF THE BOARD**

The Chair, in addition to those duties assigned under provincial legislation and Board Policy shall:

1. Preside at all Board Meetings and conduct them according to these bylaws.
2. Be a signing officer of the Board as prescribed in these bylaws.
3. Establish agendas for Board meetings, in consultation with the Director of Education or the supervisory officer acting as the Director of Education.
4. Ensure that members of the Board have the information needed for informed discussion of the agenda items.
5. Together with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
6. Convey the decisions of the Board to the Director of Education or the supervisory officer acting as the Board's Director of Education.

7. Provide leadership to the Board in maintaining the Board's focus on the multi-year plan established by the Board.
8. Provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision.
9. Perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the Chair by the Board.

**BYLAW 8.0 DUTIES OF THE VICE-CHAIR OF THE BOARD**

The Vice-Chair, in addition to any duties assigned under provincial legislation and Board Policy shall:

1. In the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, bylaw or regulation; and whenever the Vice-Chair assumes any duty of the Chair, the absence or inability to act of the Chair shall be presumed.
2. Preside as Chair of the Issues and Directions Committee Meetings.
3. Perform all other functions customarily performed by a Vice-Chair of a School Board, and those expressly delegated to the Vice-Chair by the Board.

**BYLAW 9.0 DUTIES OF THE TRUSTEE EXECUTIVE COMMITTEE**

The Trustee Executive Committee of the Board shall be composed of the following:

- (i) Chair of the Board
- (ii) Vice-Chair of the Board
- (iii) Chair of the Finance and Operations Committee

Duties of the Trustee Executive Committee include:

1. Responsibility for establishing and organizing procedures for the selection of the Director of Education.
2. Responsible for establishing and organizing procedures for selection of Supervisory Officers, together with the Director of Education.
3. Acting on the Negotiating Committee for negotiating the contract for the Director of Education and other Supervisory Officers.
4. Undertaking the performance appraisal of the Director of Education based on the approved procedures process of the Board.

**BYLAW 10.0 DUTIES OF THE DIRECTOR OF EDUCATION**

The Director of Education shall:

1. Be Secretary of the Board.
2. Have responsibility directly to the Board for the efficient management of the schools and the co-ordination of all their activities and advise the Board and its Standing Committees in the formation of its educational policies.
3. Submit all reports required by the Board or its Standing Committees and requisition of such reports from other personnel.
4. Implement and monitor the implementation of a multi-year plan. Report periodically to the Board on the implementation of the multi-year plan. Annually review the multi-year plan with the Board, ensuring the plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out the Board's duties.
5. Attend all official meetings of the Board in person or by delegate.
6. Attend in person or by delegate at all official Standing Committee meetings of the Board.
7. Bring to the attention of the Board any act or omission by the Board that, in the opinion of the Director, may result in or has resulted in a contravention of the Education Act or any policy, guideline or regulation made under the Act.
8. Have responsibility for all official correspondence directed to the Board's Offices and for channelling it to the various departments to Standing Committees or to the whole Board with appropriate recommendations.
9. Make recommendations to the Board of all appointments, dismissals, suspensions, retirements, leaves of absence, transfers and promotions of all personnel in the employ of the Board.
10. Make recommendations to the Board on all matters relating to the conditions of school buildings, facilities, and supplies, and all matters that affect the progress, health and safety of the pupils.
11. Supervise the organization of each school, the promotion of pupils, and the courses of study.
12. Supervise and co-ordinate the work of the supervisory officers, principals, teachers, resource staff and teachers of special subjects.
13. In co-operation with the principals, provide assistance to teachers in methods of instruction and advice on courses of study.
14. Appoint and supervise qualified occasional teachers as needed.

15. Make recommendations on the transfer of groups of pupils from one school to another in order to adjust the enrolment of schools when such is necessary.
16. Delegate to other personnel such duties as are consistent with the general efficient operation of the system.
17. Have responsibility for recording of the minutes of the proceedings of all official Board meetings.
18. Having signing authority together with either the Chair or Vice-Chair of the Board and delegating this authority to one other administrative official in the event of his absence.
19. Have responsibility to the Board for all financial transactions, including the keeping of records of all such proceedings. All accounts are to be paid under authority of the Director of Education and submitted to the Board for Board approval.
20. Notify each member of the Board of each meeting at least forty-eight hours previous to the time at which such meeting is to take place.
21. Advise the Board on all matters relating to its operation.
22. Act as custodian of all legal documents or instruments relating to transactions of the Board.
23. Be the recipient directly or by delegation of all requests for approval of extra-curricular activities beyond the regular program and advise the Board as necessary.
24. Together with the Chair act as spokesperson for the Board, as appropriate.
25. Exercise such other duties relating to the administration of education as may be assigned by the Board, consistent with the Acts and Regulations of the Ministry of Education of the Province of Ontario.

**BYLAW 11.0 DUTIES OF SUPERVISORY OFFICERS**

The duties of the Supervisory Officers of the Board shall be those set out in the Education Act and related regulations.

The Superintendent of Finance and Business Services shall be the Treasurer of the Board.

Annually, a responsibilities chart will be prepared for Board and system use by the Director of Education. That document will outline specific program and function responsibilities for each Supervisory Officer for the up-coming school year.

**BYLAW 12.0 GENERAL REGULATIONS FOR MEETINGS OF THE BOARD**

**12.1 Order of Business at Regular Meetings**

**A. 1. Opening Prayer**

*Each meeting of the Board and each Standing Committee meeting will open with a prayer.*

**2. Roll Call**

*The Chair of the Board shall have the roll called at the hour appointed. In the absence of the Chair, the Vice-Chair shall have the roll called.*

*In the absence of both the Chair and the Vice-Chair, the Director of Education shall act as Chair for the election of a Chair pro tempore.*

**3. Approval of the Agenda**

*This will include a clarification of additional items to become part of the agenda.*

**4. Declaration of Conflicts of Interest**

**B. 1. Motion to move to Committee of the Whole Board in Private Session.**

**2. Motion to reconvene the Regular Board Meeting and approval of the resolutions of the Committee of the Whole Board in Private Session to be followed by a brief recess.**

**C. Action Items**

**1. Prayer**

**2. Reflection on system Mission Statement**

**3. Welcome to Visitors and Press**

**4. Presentations**

a) Non-Staff

b) Staff

**5. a) Approval of Board Meeting Minutes and Associated Recommendations**

**b) Approval of Committee Meeting Minutes and Associated Recommendations**

**6. Business Arising Out of the Minutes**

**7. New Business**

- a) Educational Programs / Services
- b) Human Resources
- c) Other
- d) OCSTA Update

8. Items of Information
9. Pending Items
10. Correspondence
11. Chair's Report
12. Director's Report
13. Trustee Community Linkages/Comments

*As part of the Board Meeting, trustees will be provided an opportunity to share linkages with the community of the past month and encouraged to provide comments.*

14. Adjournment

*The priority of business shall be decided by the Chair except where a significant alteration of the distributed agenda is required. Under that circumstance, the Chair shall pursue consensus for such an agenda alteration.*

## **12.2 Maintenance of Order**

The Chair of the Board shall preside, preserve order and decorum and decide all questions of order, of which all rulings are based on the most current version of Robert's Rules of Order. The decision of the Chair cannot be challenged unless such challenge is based on question of interpretation of Robert's Rules of Order. The Chair may appoint a parliamentarian at the beginning of any particular meeting.

## **12.3 Voting**

The Chair of the Board can (but is not obliged to) vote whenever his/her vote will affect the result – that is, he/she can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, he/she can vote either to cause or to block the attainment of the necessary two-thirds. In particular:

- on a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority – if there is a tie without the Chair's vote, by voting in the affirmative, the motion will be adopted; if there is one more in the affirmative than in the negative without the Chair's vote (for example, if there are 72 votes in favour and 71 opposed), the Chair can vote in the negative to create a tie, thus causing the motion to be rejected.

- similarly, in the case of a motion requiring a two-thirds vote, if, without the Chair's vote, the number in the affirmative is one less than twice the number in the negative (for example, if there are 59 in the affirmative and 30 in the negative), the Chair can vote in the affirmative and cause the motion to be adopted; or, if there are exactly two thirds in the affirmative without the Chair's vote (for example, if there are 60 in the affirmative and 30 in the negative), the Chair votes in the negative with the result that the motion is rejected.

### **12.3.1 Putting the Question**

The Chair shall put questions in the reverse of the order in which they are proposed; the amendment shall be put before the motion, and the amendment to the amendment before the amendment. No motion beyond an amendment to an amendment can be received.

### **12.3.2 Declaration of Votes**

The Chair shall declare all votes but if a member requests a recorded vote the yeas and nays shall be called for and those numbers recorded in the Minutes before the motion is declared lost or carried. However, any trustee may, at the time of or immediately after a vote is taken, ask that he or she be recorded as in favour or opposed.

The request by a member for a roll call vote shall always be in order during the public portion of a board meeting if it is requested with explanation, prior to the calling of the question. The names of trustees voting yea or nay shall then appear in the approved minutes of the meeting. A rotation system will be implemented for the recording of roll call votes starting alphabetically with the person requesting the vote.

Except at the will of the Chair, recorded votes in the Committee of the Whole Board will not be permitted.

### **12.4 Participation in Debate**

The Chair may express his/her opinion on any subject under debate, but in that case and prior to the expression of an opinion, he/she shall leave the chair until the question is decided, and appoint a member to take the chair, and references to the Chair shall be to that person.

### **12.5 Speaker's Priority**

When two or more members request to speak at the same time, the Chair shall name the member who is to speak first.

## **BYLAW 13.0 RULES AND RESPONSIBILITIES OF CONDUCT FOR THE MEETINGS OF THE BOARD OF TRUSTEES**

Each trustee shall comply with the Code of Conduct adopted for trustees. In addition, each trustee will comply with the following rules and responsibilities regarding conduct for meetings of the Board.

- 13.1** When a trustee desires to speak, he/she shall address the Chair and confine himself/herself to the question under debate.
- 13.2** No trustee shall interrupt another while speaking except to raise a point of order or to correct a mistake. The member so interrupting shall confine himself/herself to the point of order or explanation.
- 13.3** When a trustee transgresses the rules, the Chair shall call him/her to order, in which case the trustee so called to order shall come to order, unless permitted to explain by the Chair.
- 13.4** Every motion must be put in writing by the recording secretary and seconded before it is presented to trustees for debate by the Chair. It shall then be in the possession of the Board, and can be disposed of only by a vote, unless the Board unanimously allows the mover to withdraw it. A single voice can prevent such withdrawal.
- 13.5** No trustee shall, without permission of the Board, speak more than once or longer than ten minutes on the same question except the proposer of a motion, who shall be permitted a reply. A trustee who desires to explain a material part of his/her speech, may speak a second time but must not introduce new matter.
- 13.6** Any trustee may require the motion under discussion to be read at any period of the debate, but not so as to interrupt the speaker.
- 13.7** A motion to adjourn shall always be in order but when a motion is under consideration, no other motion shall be received except a motion:
- i) to adjourn the debate
  - ii) to put the previous question
  - iii) to defer
  - iv) to refer
  - v) to table the motion
  - vi) to amend
- 13.8** After the motion has been put by the Chair, no debate shall be allowed, nor shall any other motion be made until the question under discussion has been decided.
- 13.9** Except as specifically provided for in these bylaws, no trustee shall leave the room until the vote has been taken and every trustee shall vote unless the Chair shall excuse him/her, and the decision of the Chair as to whether the question has been put shall be conclusive.
- 13.10** Abstentions, including those occasioned by a declaration of a conflict of interest under the provisions of the Municipal Conflict of Interest Act, shall be recorded in the minutes.
- 13.11** In regard to conflict of interest, where a trustee believes such a conflict exists for him/her relative to a specific item of Board business, he/she at Committee level, shall indicate the conflict as soon as practicable after the commencement of the meeting and withdraw

from any active involvement in the consideration of that issue. The indication of the conflict shall include its general nature.

Where the item under consideration is dealt with in private session, the trustee shall withdraw from the meeting until consideration of the item has been concluded.

When the Committee report is considered by the whole Board, the trustee concerned can ask that that item be withdrawn from the Committee minutes and voted upon separately. Under generally accepted rules of parliamentary procedure such a request does not require a vote. That way the trustee concerned can express opinions on other matters contained within the Committee package recommended and not be in any conflict.

Again when the motion on the item for which a trustee has a conflict is concerned, the trustee would absent himself/herself from the meeting.

A specific instance of the general case referred to above occurs when a trustee identifies a conflict in the cheque lists. He/she may ask, as if each cheque were a separate resolution, to have a particular cheque or financial transaction withdrawn to be voted upon separately. That, as well, will not require any Board motion and not require the trustee to be absent from the room.

In this way trustees can vote on the conduct of the Board's financial affairs and avoid any occasion of conflict.

Where a trustee is not present at a meeting where an item is considered which that trustee believes is the occasion of a conflict of interest for him/her, he/she must disclose the interest at the first meeting of the Board thereafter.

- 13.12** A resolution having been carried, it shall be in order for any trustee to move reconsideration and if this motion is seconded and carried by a two-thirds majority of the trustees present, the resolution shall be reconsidered.
- 13.13** When any motion contains two or more distinct propositions, the vote may, at the request of any trustee, be taken separately on each proposition.
- 13.14** All communication to the Board must be addressed to the Board through the Secretary.
- 13.15** Ad Hoc Committees shall be formed only with Board approval to review particular matters that do not fall within the purview of a particular Standing Committee or requires further review and discussion than could be provided at a Standing Committee. Normally, the Chair of the Board appoints the members and the Chair of the Committee but trustees may request consideration for membership to any Ad Hoc Committee.

The spokesperson for any Ad Hoc Committee shall be the Chair of that Committee or the Director of Education or his/her designate as appropriate.

- 13.16** All Regular Meetings of the Board or Standing Committees are open to the public and except for improper conduct, no person shall be excluded. A meeting of the Board or a Standing Committee may be closed to the public for debate only when the matter under consideration involves:

- i) the security of the property of the Board;
- ii) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or his parent or guardian;
- iii) the acquisition or disposal of a school site or other Board property;
- iv) decisions in respect of negotiations with employees of the Board;
- v) litigation actually or potentially affecting the Board.

**13.17** Adjournment of Regular Board Meetings is to take place no later than 8:30 pm unless an extension of one-half hour is approved by a two-thirds majority of the trustees. A maximum of two extensions is permitted for any regular meeting.

**13.18** Debate of the Committee of the Whole Board shall be in private. Resolutions will be made public by motion of approval of the resolutions being recorded in the minutes of the appropriate public Board Meeting.

**13.19** In all cases of dispute of the rules or for an interpretation of procedure to be followed in situations not addressed by the Board's bylaws regarding debate, reference shall be made by the Chair to Robert's Rules of Order.

**13.20** The official spokesperson for the Board shall be the Chair of the Board or his/her designate or the Director of Education or his/her designate, as appropriate.

#### **BYLAW 14.0 DELEGATIONS AND SUBMISSIONS**

**14.1** A person or delegation wishing to appear before the Board of Trustees or to make a written submission or both shall be required to submit to the Secretary of the Board, a written application which shall state the matter on which the submission is to be made, the organization or interested parties to be represented, the name of and the authority of the spokesperson, as per Board policy.

**14.2** In addition to obtaining the approval of the Chair of the Board or Standing Committee, a person or delegation shall also be required to submit a written brief to the Secretary of the Board before 1:00 pm on Wednesday prior to the meeting for inclusion in the agenda.

**14.3** A delegation shall designate not more than two persons as spokesperson, and no other member of the delegation shall address the Board or Standing Committee, except by request of a trustee and with permission of the Chair.

**14.4** Delegations shall be heard only at the time appointed in the order of business on the agenda.

**14.5** The decision of the Board with respect to the matter under discussion will be communicated to the spokesperson for the delegation in writing subsequent to the decision being made. It is understood that a decision related to the issue raised by any delegation may not be made at the meeting receiving that delegation's presentation.

14.6 The Chair retains the privilege of limiting the time allotted for presentation by a delegation.

**BYLAW 15.0 THE OPERATION OF STANDING COMMITTEES**

15.1 All Standing Committee reports are to be submitted to the Board as recommendations of the Standing Committee.

15.2 A quorum for a Standing Committee Meeting is a simple majority of the official membership which shall include the Chair of the Board.

15.3 All Standing Committee Meetings are to be of no longer than two hours in duration except with the unanimous approval of the members which will extend debate for some further period of time, avoiding unnecessary conflict with other scheduled meetings.

15.4 A recording secretary is to be present for all Standing Committee Meetings.

15.5 The Chair of a Standing Committee or Ad Hoc Committee which has been formed to consider questions, may invite persons to attend, request papers or records to be produced by resource personnel – as considered appropriate for the matters under consideration and may present progress reports to the Board from time to time on his/her own initiative or as required in the normal conduct of business.

**BYLAW 16.0 ROLE OF STANDING COMMITTEE CHAIR**

16.1 The Chair of a Standing Committee is the trustee determined in accordance with the appropriate bylaw to chair a Standing Committee.

16.2 The Chair is encouraged to communicate regularly about the agenda format and issues related to the Standing Committee by working closely with the Director of Education and other members of the senior administration involved in the provision of support to the Standing Committee. It is the responsibility of the Chair to be as versed on issues of concern to his or her Standing Committee as possible. It is the associated responsibility of administration to provide all reasonable assistance and support so that the Standing Committee Chair is fully prepared for meetings.

16.3 It is also the responsibility of the Chair to see to the efficient conduct of business by the Standing Committee consistent with the bylaws of the Board and, where necessary, Robert's Rules of Order.

**BYLAW 17.0 DUTIES OF THE STANDING COMMITTEES**

**17.1 Audit Committee**

- The audit committee will be constituted in accordance with the Education Act.
- The audit committee will report to the Finance and Operations Standing Committee.

**17.2 Finance and Operations Standing Committee**

- The Chair will be elected from the members of the Committee at the Annual Inaugural Meeting of the Board.
- All Trustees will be Committee members.
- Matters of property acquisition, collective bargaining, and litigation affecting the Board, etc., will be sent to this Standing Committee for review and recommendation.
- This Committee will receive presentations relating to Finance and Operations matters of the Board.
- This Committee will serve as the Budget Committee of the Board.
- The Committee may conduct business in both public and private session.
- The Committee will deal with such other matters as may be referred to it by the Board from time to time.

**17.3 Issues and Directions Committee**

- The Chair of the Committee will be the Vice-Chair of the Board.
- All trustees will be Committee members.
- Matters having broad implications for the system such as communication issues and liaison considerations with the Ministry of Education, the Government of Ontario and provincial organizations, will be sent to this Standing Committee for review and recommendation.
- This Committee will receive presentations relating to Issues and Directions matters of the Board.
- The Committee may conduct business in both public and private session.
- The Committee will deal with such other matters as may be referred to it by the Board from time to time.

**17.4 Referral of Committee Matters**

Nothing in these bylaws precludes a Standing Committee from referring a matter to another Standing Committee or, where such exists, to an Ad Hoc Committee, for assistance or recommendation.

**BYLAW 18.0 NOTICES OF MEETINGS**

The Secretary of the Board shall, except under extraordinary circumstances and then in consultation with the Chair, ensure that written notice of both regular and special

meetings of the Board and the Standing Committees is sent to each trustee at least forty-eight hours in advance of the meeting.

Each trustee, in addition to notice of meeting, shall receive all materials prepared relative to the agenda of business for said meeting.

**BYLAW 19.0 CANCELLATION OF MEETINGS**

The Director of Education, in consultation with the Chair of the Board, may cancel a Standing Committee or Board Meeting due to expected lack of quorum; or in instances of inclement weather where it is determined that the safety of trustees and staff would be in question for travelling purposes. Trustees will be contacted as soon as the decision has been made to cancel a meeting.

**BYLAW 20.0 ELECTRONIC MEETINGS**

With the consent of the Chair of the Committee, any meeting may be conducted electronically consistent with Board approved procedures and the provision of Ontario Regulation 463/97 (Electronic Meetings).

**BYLAW 21.0 EXECUTION OF DOCUMENTS**

**21.1 Board Seal**

The Seal of the Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

**21.2 Seal Register**

The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

**21.3 Signing Authorities**

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents and contracts approved by the Board shall be sealed with the seal of the Board and signed by one of:

a) the Director of Education

together with one of:

a) the Superintendent of Finance and Business Services

b) Chair

c) Vice-Chair except where alternative signing requirements are specified by statute.

**21.4 Minutes**

The Chair or other presiding member and the Secretary shall sign the approved minutes of all Board meetings. Failure to sign does not invalidate the resolutions or actions of the Board.

**21.5** Where approved by the Board, signing authority for specific instruments may be extended to other appropriate staff.

**BYLAW 22.0 BANKING**

**22.1 Bank Signing Officers**

Except as expressly modified by Board resolution regarding borrowing or banking practices, the signatures of one of: the Chair, together with one of the Superintendent of Finance and Business Services, the Vice-Chair or the Director of Education are required when making, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and forward exchange, issuing cheques, drafts or orders for payment drawn on the bank accounts of the Board.

**22.2 Endorsement for Deposit**

The Treasurer or designate, by signature or by rubber stamp endorsement may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

**22.3 Signatures by Reproduction**

Signatures of persons authorized to sign may be printed or otherwise mechanically or electronically reproduced as provided by this bylaw.

**22.4** Where approved by the Board, signing authority for specific banking instruments may be extended to other appropriate staff (eg. issuance of cheques by the Manager of Financial Services).

**BYLAW 23.0 AMENDMENTS TO BYLAWS**

**23.1 Amendment After Notice**

Bylaws of the Board may be amended from time to time at a meeting of the Board by a majority vote of all members of the Board provided:

- a) written notice of motion proposing the amendment shall have been given at a regular meeting held prior to the meeting considering the amendment;
- b) the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion;

- c) the text of the amendment eventually approved is substantially the same as the text set out in the notice of motion.

**23.2 Amendment Without Notice**

At any time, the bylaws may be amended without notice upon the unanimous vote of all the members of the Board.

**BYLAW 24.0 REVIEW OF THE BYLAWS**

The bylaws will undergo review in the month of January in the year of a municipal election, notwithstanding any amendments to the bylaws.