

*“Leading and Learning with Faith”*



**BOARD HANDBOOK**

**AND**

**PROCEDURAL BYLAWS**

(Revised and Approved)  
JUNE 2008

**ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD**

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## 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 meet 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.

## THE ROLE OF THE TRUSTEE

Catholic trustees, acting as members of Catholic school boards, exercise the distinctive nature of their Catholic trusteeship in the following ways:

### WITNESSING to the faith

Catholic school trustees:

- Centre their lives in the person of Jesus Christ, the teaching and mission of the Catholic faith and the Gospel call to serve one another
- Express their faith in full communion with and participation in the faith life of the Catholic Church
- Recognize their vocational call to trusteeship as a ministry of service within the Church
- Reflect in their ministry a commitment to honouring the principles of Catholic social justice teaching
- Remain committed to spiritual growth as Catholic leaders through participation in faith formation activities and ongoing attention to and application of current Church teachings, especially those that may be related to educational issues
- Serve as role models by the way they conduct themselves individually and collectively in their educational vocation and ministry

### UNDERSTANDING the purpose, history and distinctive contribution of Catholic education in Ontario

Catholic school trustees:

- Understand the religious purpose of Catholic education – the evangelization of youth – as part of the Church's mission to proclaim, teach and witness the Gospel
- Know and celebrate the long and distinguished history of Catholic education in Ontario
- Value the significant contribution that Catholic education makes to the lives of the students, to the Catholic community and to the life and welfare of the larger community
- Exercise, in their collective function as a Catholic school board, a clearly defined role as advocates, guardians and stewards of Catholic education

### PROMOTING, protecting and advocating for Catholic education

Catholic school trustees:

- Understand and defend the constitutional right of the Catholic community to govern, control and manage Catholic schools
- Understand the rights, obligations and authority vested in Catholic school trustees acting as members of a Catholic school board
- Advocate for government policies that are in accordance with Catholic social teaching
- Advocate for government policy, legislation and funding that protects the distinctive nature of Catholic education and supports Ontario's fully funded Catholic school system
- Take leadership in promoting public understanding of and support for Catholic education
- Promote the value of Catholic education and the significant contribution it has made to Ontario society

**ARTICULATING the system's Catholic mission and vision**

Catholic school trustees:

- Establish, in consultation with staff and community, the board's educational mission that reflects the values, beliefs and teachings of the Catholic faith and the Catholic faith community
- Develop a shared vision for the system that reflects and promotes the board's distinctive mission and that articulates in specific terms what Catholic education will look like when it is operating according to its faith-filled purpose and mission

**PROVIDING governance and policies inspired by the values and traditions of the Catholic faith and the principles of democratic and accountable governance**

Catholic school trustees:

- Operate according to a model of democratic and accountable governance that integrates and embodies Catholic values and traditions
- Develop policies critical to achieving the board's mission and vision as informed by Church teaching and Gospel values
- Establish the parameters for administrative operations and accountability
- Ensure that all administrative operations and procedures are based on this vision of Catholic education and designed to achieve its realization

**APPOINTING, holding accountable and supporting a Director of Education who is an authentic and effective Catholic leader**

Catholic school trustees:

- Appoint, work together with and provide resources for a Director of Education who supports and is held accountable for the board's mission and vision and who is able and willing to work with the board, the staff and the community in the realization of the board's mission and vision

**ENSURING that administrative structures, operational procedures and employment practices reflect the board mission and vision**

Catholic school trustees:

- Establish employment and promotion policies related to the hiring, retention and appraisal of qualified administrators and staff committed to the board's Catholic education mission
- Ensure that the Director of Education embodies Gospel values in appropriately and effectively implementing government and board policy and curricular programs, exercising sound stewardship, and developing effective management and labour relations practices

**PROVIDING Christian stewardship of human and financial resources**

Catholic school trustees:

- Establish budgets that reflect the spirit of Christian stewardship and assign resources honestly, appropriately and equitably
- Allocate human and financial resources to align with and support the board's mission, vision, policies, strategic goals, system priorities and implementation plans
- Monitor board management, fiscal and employment practices to ensure that they are in

keeping with Catholic social justice principles and the board's mission and vision

**ESTABLISHING authentic religious education programming and faith formation activities for students**

Catholic school trustees:

- Ensure that Catholicity and faith formation are addressed across all subjects and disciplines so that students may realize that all learning speaks to the integration of faith and life and the integration of faith and culture
- Ensure that students have the opportunity to engage in the formal study of religion through the delivery of a comprehensive Religion and Family Life program across all grades
- Ensure that school programs are in place that nurture students in the sacramental and liturgical life of the Church

**ESTABLISHING a climate supportive of faith community**

Catholic school trustees:

- Promote the welfare, well-being and dignity of all in the educational community
- Foster in the board and in schools and encourage in the local diocese and parishes a faith environment that nurtures faith development, spiritual growth and communal faith expression
- Support religious education and faith formation programs as well as opportunities for liturgical celebration and prayerful reflection

**MONITORING student realization of the Ontario Catholic School Graduate Expectations**

Catholic school trustees:

- Ensure that Catholic schools deliberately aim to form students to be well-developed persons, good citizens and faith-filled believers as outlined in the Ontario Catholic School Graduate Expectations
- Expect that student formation will be grounded in faith formation, that curriculum is aligned with gospel values, that instruction is based on sound pedagogy, and that system and provincial assessment is just, equitable and respectful of persons in promoting student achievement and personal growth

**MONITORING the implementation and realization of the Board's mission and vision**

Catholic school trustees:

- Understand, individually and as an elected board, their accountability for service to their local constituency, staff and students in the system, the Catholic community, the provincial government and the general public in the light of the gospel call to stewardship
- Advocate on behalf of local ratepayers to ensure that legitimate concerns are being addressed by the board and system
- Strive to satisfy the high expectations and standards of performance set for them by the Catholic community
- Monitor system progress toward the realization of the board's mission and vision
- Provide accountable reporting to the Catholic community, the government and the people of Ontario demonstrating how the Catholic school system is fulfilling its distinctive mandate
- Provide for ongoing renewal of the board's mission and vision and ongoing improvement of the system's implementation and performance

BUILDING significant partnerships within and beyond the Catholic community in support of Catholic education

Catholic school trustees:

- Work and communicate effectively with Catholic education partners, provincial and federal governments, community agencies and all who are involved in supporting and working with Catholic education
- Work and communicate effectively with the Catholic community, other Catholic trustees, especially the Ontario Catholic School Trustees' Association (OCSTA) and member boards, the Ontario Conference of Catholic Bishops (OCCB) and the Canadian Catholic School Trustees' Association (CCSTA)

### DUTIES OF THE BOARD OF TRUSTEES

Subject to the provisions of the relevant sections of the Education Act and the regulations of the Ministry of Education, the duties of the Board of Trustees will include:

1. Establish and monitor board policy based on provincial standards and in keeping with a locally established vision of education.
2. Implement provincial education policy.
3. Establish a budget and monitor its implementation.
4. Provide, equip and maintain schools.
5. Through the Director of Education and other supervisory officers, hold schools accountable for student achievement.
6. Employ and compensate staff appropriately and provide a just and fair work environment.

### DUTIES OF THE CHAIR OF THE BOARD

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

1. Preside at all Board Meetings and conduct them according to the Bylaws.
2. Be a signing officer of the Board as prescribed in the Bylaws.
3. Perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the Chair by the Board.

### DUTIES OF THE VICE-CHAIR OF THE BOARD

The Vice-Chair, in addition to **any** duties assigned under provincial legislation, Board Policy and Bylaws 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.

### **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 involve:

1. Will be responsible to organize and establish the procedures for the selection of the Director of Education.
2. Will act as the selection committee, together with the Director of Education of all Supervisory Officers.
3. Acting on the Negotiating Committee for negotiating the contract for the Director of Education and other Supervisory Officers.
4. Undertake the performance appraisal of the Director of Education based on the approved procedures process of the Board.

### **DUTIES OF THE DIRECTOR OF EDUCATION**

The Director of Education shall also be Secretary of the Board.

Subject to the provisions of the relevant sections of the Education Act and the regulations of the Ministry of Education, the duties of the Director of Education will include:

1. 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.
2. Submission of all reports required by the Board or its Standing Committees and requisition of such reports from other personnel.
3. Attendance at all official meetings of the Board in person or by delegate.
4. Attendance in person or by delegate at all official Standing Committee meetings of the Board.
5. 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.
6. Making of 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.

7. Making of 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.
8. Supervision of the organization of each school, the promotion of pupils, and the courses of study.
9. Supervision and co-ordination of the work of the supervisory officers, principals, teachers, resource staff and teachers of special subjects.
10. In co-operation with the principals, providing assistance to teachers in methods of instruction and advice on courses of study.
11. Appointment and supervision of qualified occasional teachers as needed.
12. Making of 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.
13. Delegation to other personnel such duties as are consistent with the general efficient operation of the system.
14. Responsibility for recording of the minutes of the proceedings of all official Board meetings.
15. 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.
16. 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.
17. Notification of 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.
18. Advising the Board on all matters relating to its operation.
19. Acting as custodian of all legal documents or instruments relating to transactions of the Board.
20. Recipient directly or by delegation of all requests for approval of extra-curricular activities beyond the regular program and advise the Board as necessary.
21. Acting as spokesperson for the Board, as appropriate.
22. Exercising of 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.

### 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.

### OFFICIAL 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.

Amen.

## PROCEDURAL BYLAWS

These procedural 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. 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 Board of Trustees expectations regarding the role of the official spokesperson for the Board.

#### **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, constituting a term of one or two years duration. 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 Section 219 of the Education Act and the pertinent section of the Municipal Elections Act, or, in the case of a Student Trustee, appointed pursuant to Section 55 of 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 GENERAL REGULATIONS FOR MEETINGS OF THE BOARD

5.1 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 Conflict

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. Welcome to Visitors and Press

2. a) Approval of Board Meeting Minutes  
b) Approval of Committee Minutes and Associated Recommendations

3. Business Arising Out of the Minutes

4. Presentations

- a) Non-Staff  
b) Staff

5. New Business
  - a) Educational Programs / Services
  - b) Human Resources
  - c) Other
6. Items of Information
7. Pending Items
8. Correspondence
9. Chair's Report
10. Director's Report
11. 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.*

12. 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.*

## 5.2 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 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.

## 5.3 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.

#### 5.3.1 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.

#### 5.3.2 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.

#### 5.4 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.

#### 5.5 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 6.0     RULES AND RESPONSIBILITIES OF CONDUCT  
FOR THE MEETINGS OF THE BOARD OF TRUSTEES**

- 6.1 When a member desires to speak, he/she shall address the Chair and confine himself/herself to the question under debate.
- 6.2 No member 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.
- 6.3 When a member transgresses the rules, the Chair shall call him/her to order, in which case the member so called to order shall come to order, unless permitted to explain by the Chair.
- 6.4 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.
- 6.5 No member 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 member who desires to explain a material part of his/her speech, may speak a second time but must not introduce new matter.
- 6.6 Any member may require the motion under discussion to be read at any period of the debate, but not so as to interrupt the speaker.
- 6.7 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
- 6.8 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.
- 6.9 Except as specifically provided for in these bylaws, no member shall leave the room until the vote has been taken and every member 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.
- 6.10 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.

- 6.11 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.

- 6.12 A resolution having been carried, it shall be in order for any member to move reconsideration and if this motion is seconded and carried by a two-thirds majority of the members present, the resolution shall be reconsidered.
- 6.13 When any motion contains two or more distinct propositions, the vote may, at the request of any member, be taken separately on each proposition.
- 6.14 All communication to the Board must be addressed to the Board through the Secretary.
- 6.15 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.

- 6.16 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.
- 6.17 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 members. A maximum of two extensions is permitted for any regular meeting.
- 6.18 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.
- 6.19 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.
- 6.20 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 7.0 DELEGATIONS AND SUBMISSIONS**

- 7.1 A person or delegation wishing to appear before the Board of Trustees or to make a 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.

- 7.2 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.
- 7.3 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.
- 7.4 Delegations shall be heard only at the time appointed in the order of business on the agenda.
- 7.5 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.
- 7.6 The Chair retains the privilege of limiting the time allotted for presentation by a delegation.

**BYLAW 8.0 THE OPERATION OF STANDING COMMITTEES:**

- 8.1 All Standing Committee reports are to be submitted to the Board as recommendations of the Standing Committee.
- 8.2 A quorum for a Standing Committee Meeting is a simple majority of the official membership which shall include the Chair of the Board.
- 8.3 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.
- 8.4 A recording secretary is to be present for all Standing Committee Meetings.
- 8.5 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 9.0 ROLE OF STANDING COMMITTEE CHAIR**

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

9.2 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.

9.3 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 10.0 DUTIES OF THE STANDING COMMITTEES**

### **10.1 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.

### **10.2 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.

### 10.3 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 11.0 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 12.0 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 perceived 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 13.0 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 14.0 EXECUTION OF DOCUMENTS

### 14.1 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.

**14.2 Seal Register**

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

**14.3 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.

**14.4 Minutes**

The Chair or other presiding member and the Secretary shall sign the approved minutes of all Board meetings.

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

**BYLAW 15.0 BANKING**

**15.1 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.

15.2 **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.

15.3 **Signatures by Reproduction**

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

15.4 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 16.0 AMENDMENTS TO BYLAWS**

16.1 **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.

16.2 **Amendment Without Notice**

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

16.3 **Suspension of a Bylaw**

Any Bylaw may be suspended for a defined period of time, under compelling circumstances upon the unanimous vote of all members of the Board.

BYLAW 17.0 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.