General Board
Operational and
Procedural By-law

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ARTICLE 1 INTERPRETATION

1.1 Definitions and Meaning of Terms

For this By-law and all other By-laws of the BOARD unless the context otherwise requires:

1.1.1 the singular includes the plural;

1.1.2 “ACT” means the Education Act as amended from time to time;

1.1.3 “BOARD” means the Waterloo Catholic District School Board which, in accordance with the ACT, is a Roman Catholic School Board in union with the See of Rome and represents Waterloo Region;

1.1.4 “COMMITTEE OF THE WHOLE BOARD” is a Committee constituted of all members of the Board;

1.1.5 “CHAIR” means the Chair of the Board.

1.1.6 “COMMITTEE” means any special, advisory, task force or ad hoc COMMITTEE established by the BOARD;

1.1.7 “CONFLICT OF INTEREST” means a direct or indirect pecuniary interest as defined by the Municipal Conflict of Interest Act as amended from time to time.

1.1.8 “CEO” means the Director of Education who is Chief Executive Officer and Chief Education Officer of the school system, and Secretary of the BOARD;

1.1.9 “CFO” means the Superintendent of Business who is Chief Financial Officer of the school system, and Treasurer of the BOARD;

1.1.10 “IN CAMERA” means a meeting of a COMMITTEE from which the public is excluded pursuant to the Education Act;

1.1.11 “INAUGURAL MEETING” means the first meeting of a newly elected BOARD to be held following a municipal election and the commencement of the term of office;

1.1.12 “MEETING” includes a meeting of the BOARD and of a COMMITTEE, regular or special;

1.1.13 “Student Trustee” means a student elected by his/her peers to represent pupils on the BOARD in accordance with the ACT and Regulations;

1.1.14 “TRUSTEE” means a person elected, acclaimed or appointed to the office of trustee of the BOARD pursuant to the provisions of the Municipal Elections Act;

1.1.15 “VICE-CHAIR” means the Vice-Chair of the BOARD;
1.1.16 “YEAR” means, unless qualified by the word “calendar” or “school”, the period commencing on the first day of December, and ending on the last day of November next following.

1.2 Voting

Except as otherwise provided in these By-laws, an affirmative vote shall require a majority of the votes of the Trustees present and entitled to vote.

1.3 Calculation of Majorities

Whenever in the By-laws of the Board there is provision for a majority of Trustees, such majority shall be calculated as a simple majority of Trustees present and eligible to vote; and where there is provision for a majority of all Trustees, such majority shall be calculated as a simple majority of all Trustees regardless of absences or vacancies in office.

ARTICLE 2 INAUGURAL MEETING OF THE BOARD

2.1 Date of INAUGURAL MEETING

The Inaugural Meeting of the Board shall be held no later than seven (7) days following the commencement of the Board’s term of office as outlined in the Act.

2.2 Purpose of INAUGURAL MEETING

The purpose of the Inaugural Meeting shall be to fulfil the requirements of the Act and Regulations, including the election of the Chair and Vice-Chair.

2.2.1 Provided, however, that the Trustees may, at the Inaugural Meeting, consider any other business that, in the opinion of the CEO, requires action by the BOARD as a matter of urgency.

2.3 Presiding Officer at the INAUGURAL MEETING

The Presiding Officer at the Inaugural Meeting shall be the CEO, or in the absence of the CEO, his/her designate, until the Chair is elected.

2.4 Procedure for Election of Officers at the INAUGURAL MEETING

2.4.1 The Presiding Officer shall proceed first with the election of the Chair and then Vice-Chair.

2.4.2 Nominations for the offices of Chair and Vice-Chair shall be received verbally from those Trustees present at the Inaugural Meeting. Immediately after each nomination, the nominee shall confirm whether the nominee wishes to accept or decline the nomination. Voting shall be by show of hands. As soon as a nominee receives a majority of the votes of all Trustees, the Presiding Officer shall announce the vote and declare the Trustee elected to office.
2.4.3 Should no nominee receive the votes of a majority of all Trustees, the Presiding Officer shall call for a further vote, provided that:

2.4.3.1 the name of any nominee receiving no votes, and the name of the nominee otherwise receiving the least number of votes, shall be dropped;

2.4.3.2 if two or more nominee are tied for the least number of votes, they shall draw lots to determine which nominee shall remain.

2.4.4 If, after the further vote, a nominee has received the votes of a majority of all Trustees, the Presiding Officer shall declare the Trustee elected to Office. The process shall continue until a nominee has received the votes of a majority of all Trustees or there is a tie vote for two remaining nominees.

2.4.5 In the case of a tie vote, the remaining nominees shall draw lots in accordance with the Act.

2.5 Election of Officers – at times other than the INAUGURAL MEETING

2.5.1 At the first Meeting in December of each Year and at the first Meeting after a vacancy occurs in the office of Chair, the Trustees shall elect one of themselves to be Chair.

2.5.2 At the first Meeting in December of each Year and at the first opportunity, with the consensus of the board, but no later than the subsequent meeting after a vacancy occurs in the office of Vice-Chair, the Trustees shall elect one of themselves to be Vice-Chair.

2.5.3 For the purposes of this subsection 2.5, the process outlined in Sections 2.3 and 2.4 shall apply.

ARTICLE 3 MEETINGS

3.1 Regular BOARD MEETINGS

The Regular Meetings of the Board shall be held at the business office of the Board at 6:00 p.m. in the evening:

3.1.1 the regular Meeting of the Board for the month of December shall be held on a Monday preceding the Christmas break;

3.1.2 the regular Meeting of the Board for the months of September through June shall be held on the fourth Monday of the month;

3.1.2.1 Provided that if any such Monday falls on a statutory or civic holiday, such Meeting shall be held at the same hour on a Monday preceding or following the statutory holiday;

3.1.3 there shall be no regular Meetings scheduled from July 1st to August 31st.
3.2 Special BOARD MEETINGS

The Chair shall call a Special Meeting of the Board or of the Committee of the Whole Board, including In Camera:

3.2.1 at any time determined by resolution of the Board at the date and time so determined;

3.2.2 at the date and time fixed by the Chair within seven days of receipt of the written request of five Trustees;

and, may call a Special Meeting of the Board or of the Committee of the Whole Board, including In-camera at a date and time fixed by the Chair.

3.3 Electronic MEETINGS

To ensure access to public Meetings, and in accordance with Sections 208.1 and 229 of the Act, and “Ontario Regulation 463/97 — Electronic Meetings”, the Board shall provide for the use of electronic means for the holding of Meetings.

3.3.1 Each Trustee shall be physically present in the meeting room of the Board for at least three (3) regular Meetings of the Board during each Year.

3.3.1.1 Provided that if a Trustee has been appointed to fill a vacancy, such Trustee shall be physically present in the meeting room of the Board for at least one (1) regular Meeting of the Board during each period of four (4) full calendar months calculated from the date appointed to fill the vacancy to the end of that Year.

3.3.2 At every electronic Meeting of the Board or of the Committee of the Whole Board, the following persons shall be physically present in the boardroom at the Catholic Education Centre and so recorded in the minutes:

3.3.2.1 The Chair, or designate;

3.3.2.2 at least one (1) additional Trustee; and

3.3.2.3 the CEO, or designate.

3.3.3 At every Meeting of a Committee of the Board, except the Committee of the Whole, the following persons shall be physically present in the meeting room of the Committee and so recorded in the minutes:

3.3.3.1 the chairperson of the Committee, or designate; and

3.3.3.2 the CEO, or designate, unless not appropriate, eg., the Ad Hoc Committee for CEO Appraisal.

3.3.4 Subject to the requirements of subsections 3.3.1, 3.3.2 and 3.3.3, at the request of any Trustee, or a Student Trustee, the Board shall provide the Trustee and Student Trustee with electronic means of participating in one (1) or more Meetings of the Board or of a Committee of the Board, including the Committee of the Whole Board.

3.3.5 A Trustee and a Student Trustee who participates in a Meeting through electronic means shall be deemed to be present at the Meeting and the minutes shall record the presence through electronic means of each such Trustee and Student Trustee.
3.3.6 The electronic means shall permit the Trustee and the Student Trustee to hear and be heard by all other participants in the Meeting.

3.3.7 The electronic means shall be provided in such a way as to ensure compliance with the rules governing Conflict of Interest of Trustees.

3.3.8 A Student Trustee who participates through electronic means shall not participate in any proceedings which are closed to the public.

3.3.9 Should there be technical difficulties and the electronic portion of the Meeting is interrupted, the Meeting shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the Meeting.

3.3.10 Should there be technical difficulties and the electronic portion of the Meeting cannot be reconvened before the end of the recess provided in subsection 3.3.9:

3.3.10.1 Section 3.9.4 shall apply if there is no quorum;

3.3.10.2 the minutes of the Meeting shall indicate the time of any electronic disruption and the recess determined by the chair of the Meeting, and the name of any Trustee who thereby ceases to be present.

3.3.11 A Trustee, a Student Trustee and a member of a Committee participating electronically in a Meeting shall be governed by the rules of the Board related to Meetings of the Board or Committees (as the case requires).

3.4 COMMITTEE OF THE WHOLE BOARD

The Committee of the Whole Board, including the Committee of the Whole Board-In Camera, and all Committees of the Board meet for the purpose of discussion and debate on any subject before the Board, do not make decisions, they make recommendations to the Board.

3.5 Seating At BOARD MEETINGS

As far as practicable, at all Regular or Special Board Meetings, the Chair shall be seated at the mid-point of the boardroom table with the Director to the right of the Chair, the Recording Secretary to the left of the Chair, the Vice-Chair to the immediate right of the Director, and the remaining Trustees seated alphabetically by surname starting at the immediate right of the Vice-Chair. Student Trustees shall be seated next to their Trustee-mentors.

3.6 Seating At MEETINGS of COMMITTEES

There shall be no formal seating plan for Meetings of Committees.

3.7 Presiding Officer

3.7.1 The Chair, when present, shall preside at all Meetings of the Board and Committee of the Whole.

3.7.2 The Vice-Chair when present shall preside at all meetings of Committee of the Whole In camera.
3.7.3 In the absence of the Chair, the Vice-Chair shall preside at Meetings of the Board and Committee of the Whole.

3.7.4 In the absence of the Chair, and the Vice-Chair, another Trustee selected by the Trustees present shall preside at Meetings of the Board or Committee of the Whole subject to the provisions of section 3.9.

3.8 Notice of MEETINGS

3.8.1 No formal notice of Regular Meetings of the Board and of the Committee of the Whole Board shall be required, but a written or electronic reminder of each Meeting shall be circulated to each Trustee not less than forty-eight hours in advance of each Meeting. A notice shall also be placed on the Board web page.

3.8.2 Written notice of every Special Meeting of the Board and of the Special Committee of the Whole Board shall be given by delivery or by electronic means to each Trustee at least forty-eight hours prior to the time of the Meeting. A notice shall also be placed on the Board web page. Forty-eight hour limit may be waived provided every reasonable effort is made to contact Trustees.

3.8.3 The notice of every Special Meeting of the Board and the Special Committee of the Whole Board shall state all business to be transacted or considered, and notwithstanding any other by-law, no other business will be considered unless all Trustees who are eligible to vote on the matter are present at the Meeting and unanimously agree to consider the other business.

3.8.4 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.

3.9 Quorum for MEETINGS

3.9.1 A majority of all Trustees of the Board shall constitute a quorum for Meetings of the Board and of the Committee of the Whole Board.

3.9.2 A majority of Trustees who are members of a Committee composed of only Trustees shall constitute a quorum for Meetings of the Committee.

3.9.3 When a Trustee or Trustees declare pecuniary interests under the Municipal Conflict of Interest Act, the number of Trustees that constitutes a quorum in 3.9.1 and 3.9.2 is adjusted as directed by the Municipal Conflict of Interest Act.

3.9.4 Whenever a quorum is not present at a Meeting, the Meeting shall stand adjourned without further formality.
3.10 Length of MEETINGS

No *Meeting* shall continue in session for more than three hours.

3.10.1 Provided that notwithstanding what is otherwise set out in this Section 3.10, upon consent of a majority of *Trustees* eligible to vote who are present, a *Meeting* may be extended beyond the limits otherwise provided.

3.11 Closing of Certain MEETINGS

In accordance with the ACT, a *Meeting* of a *Committee* of the *Board*, including a *Meeting* of the *Committee of the Whole Board*, may be closed to the public when the subject matter under consideration involves:

3.11.1 the security of the property of the *Board*;
3.11.2 the disclosure of intimate, personal or financial information in respect of a *Trustee*; an employee or prospective employee of the *Board*; a pupil or his or her parent or guardian;
3.11.3 the acquisition or disposal of a school site;
3.11.4 decisions in respect of negotiations with employees of the *Board*; and,
3.11.5 litigation affecting the *Board*, and privileged legal communications.

3.12 Rules of Order

The rules of order to be observed at *Meetings* shall be in accordance with the provisions of these By-laws.

3.12.1 Provided that in all cases for which no specific provision is made in these By-laws, the rules and practice of a current edition of Robert’s Rules of Order shall govern.

3.13 Agenda for Regular MEETINGS

The order of business for regular *Meetings* of the *Board* that are open to the public shall appear as follows:

1. **Call to Order**
   1.1 Opening Prayer and Memorials
   1.2 Territorial Acknowledgement
   1.3 Approval of Agenda
   1.4 Declaration of Pecuniary Interest

2. **Consent Agenda: CEO** (Operational matters from the Ministry of Education that the Board is required to do)

3. **Consent Agenda: Board** (Approval of minutes of meetings, staff report)

4. Delegations

5. Advice from the CEO
6. Ownership Linkage (Communications with external environment)

7. Reports from Board Committees/Task Forces

8. Board Education (at the request of the Board)

9. Policy Discussion

10. Assurance of Board Performance (monitoring)

11. Assurance of Successful CEO Performance (monitoring)

12. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries

13. Announcements (Upcoming Meetings/Pending Items)

14. Items for Next Meeting Agenda

15. Confirm decisions made at this meeting

16. Closing Prayer

17. Motion to Adjourn

3.14 Alteration on Consent

The order of the agenda may be altered with the consent of a majority of the Trustees present at a Meeting and eligible to vote.

3.15 Application to Special MEETINGS

The provisions of Section 3.13 apply with necessary modifications for Special Meetings of the Board.

3.16 Application to IN CAMERA MEETINGS

The provisions of Section 3.13 apply with necessary modifications for the Committee of the Whole Board – In Camera Meetings that are not open to the public.

3.17 Placing Matters on the Agenda

No matter will be placed on the Agenda of a Meeting of the Board unless:

3.17.1 with the majority affirmative votes of the Trustees present and eligible to vote on the matter;

3.17.2 it is a matter that is part of the Board job description as outlined in Board policy and contained under the agenda headings outlined in Section 3.13 of the By-law;

3.17.3 it is a Notice of Motion as prescribed in Section 4.1 of the By-law;
3.17.4 it is a matter requested by a Trustee to be placed on the agenda after the Trustee has followed the Trustee Inquiry process outlined in Section 3.18 of the By-law, or

3.17.5 it is a matter that, in the opinion of the CEO or Chair, requires action by the Board as a matter of urgency.

3.18 TRUSTEE Inquiries

Prior to placing a matter as an agenda item,

3.18.1 issues related to a violation of Board Policy must have previously been discussed with the Chair;

3.18.2 matters pertaining to the operations of the school system must have previously been directed to the CEO; and

3.18.3 Trustees shall follow the protocol outlined in Section 3.19.

3.19 Protocol for TRUSTEE Inquiries

The following protocol for Trustee inquiries shall be followed:

3.19.1 inquiries will be made of the Chair and/or CEO as appropriate; inquiries must be in sufficient detail to enable the Chair and/or CEO to respond in a reasonable manner;

3.19.2 where appropriate, the Chair or CEO may request that a Trustee provide the inquiry in writing;

3.19.3 if, after receiving the information from the Chair and/or CEO as appropriate, the Trustee believes the item should be raised with the Board, the Trustee may request that the Chair place the item on the agenda of the next Regular Board Meeting or Committee of the Whole Board or Committee of the Whole Board – In Camera, as appropriate.

3.20 Delivery of Agenda for BOARD MEETING

The Agenda for every Meeting, together with notice or reminder of such Meeting, shall be delivered electronically, to each Trustee, and posted on the Board website a minimum of forty-eight hours in advance of such Meeting.

3.21 Delivery of Agenda for COMMITTEE MEETING

The agenda for every Committee Meeting that is not closed to the public, together with notice or reminder of such Meeting shall be delivered electronically, to each Committee member, and posted on the Board website a minimum of forty-eight hours in advance of such Meeting.

Deadline for Including Matters on the Agenda

The deadline for including matters on the agenda for the next Meeting of the Board shall be 9:00 a.m. on the Thursday preceding the next regularly scheduled Meeting of the Board.
ARTICLE 4 BOARD MEETING PROCESS

4.1 Notice of Motion for a BOARD MEETING

A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the Agenda of a Meeting of the Board; such Notice of Motion:

4.1.1 shall be wholly in writing;
4.1.2 shall be accompanied by an explanatory notice;
4.1.3 shall be delivered to the Secretary of the Board;
4.1.4 shall, after its appearance on the Agenda, be taken as read unless any Trustee requests that it be read in full;
4.1.5 shall be referred by resolution of the Board to a Meeting of the Committee of the Whole Board or an appropriate Committee;
4.1.6 shall not be the subject of any debate or comment at the Meeting at which it is introduced unless consent is provided by a majority vote of Trustees present and eligible to vote;

4.2 DIRECTOR Monitoring Reports

Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.

4.3 Speaker to Await Recognition

Any Trustee wishing to speak at a Meeting shall await recognition by the Chair.

4.4 Methods of Decision-Making

Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways with preference given to the following sequence:

4.4.1 The Board shall always attempt to reach decisions through consensus;
4.4.2 by show of hands in the affirmative and in the negative;
4.4.3 by a recorded vote where the Chair calls the name of the individual Trustees who respond indicating whether they are in favour or opposed to the matter under discussion.

4.5 Clear Statement of Direction Required

All matters before the Board whether the outcome of the decision-making process is determined by consensus or by a vote must be presented to the Trustees as a clear statement of direction. The
direction or the motion must be read by the Chair of the Meeting to the Trustees present before any decision is made.

4.6 Result of Consensus Decision-making Process

The Chair of the Meeting shall announce the result of the consensus decision-making process and ask Trustees present and eligible to decide on the matter if they agree with the direction.

4.7 Minutes When Consensus Reached

When a decision is reached by consensus, the minutes of the Meeting shall indicate a decision by consensus with the notation in the minutes that consensus means the decision was supported by all Trustees present and eligible to vote on a matter.

4.8 Minutes When Decision-Making by Vote

When a decision is reached by a vote, the minutes of the meeting shall indicate a decision by vote using Roberts Rules of Order as and when necessary.

4.9 No Reconsideration in Same YEAR

Any matter which has been decided upon by the Board shall not be placed on the Agenda of the Board during the same school Year unless:

4.9.1 a motion to reconsider the matter is made by a Trustee who voted on the prevailing side of the motion sought to be reconsidered; and

4.9.2 by an affirmative vote of the majority of all Trustees of the Board entitled to vote thereon.

4.10 Motion to Reconsider

A motion to reconsider is debatable and once adopted, places before the Trustees the original motion on which the vote is to be reconsidered, and Trustees may:

4.10.1.1 without debate, simply vote again on the original motion; or

4.10.1.2 amend the original motion and vote on the amended motion; or

4.10.1.3 make a motion to rescind the original motion.

4.11 Voting Compulsory

Whenever a vote is required, every Trustee present when a vote is taken, including the Chair but excluding any Trustee who has declared a direct or indirect pecuniary interest as required by the Municipal Conflict of Interest Act, shall vote on all questions on which the Trustee is entitled to vote.

4.12 Compliance with Municipal Conflict of Interest Act

Where a direct or indirect pecuniary interest is declared, the Trustee shall act in accordance with the Municipal Conflict of Interest Act.
4.13 Motion Lost on Equality of Votes

Any motion on which there is an equality of votes is lost.

ARTICLE 5 DELEGATIONS

5.1 Protocol for Delegations

The Board agenda will provide for Delegations, all of which shall comply with the following:

5.1.1 in order to appear as a delegation, the individual or group must contact the Secretary of the Board by 9:00 a.m. the Wednesday preceding the next Regular Meeting of the Board;

5.1.2 the individual or group must indicate to the Secretary of the Board the name of the individual(s) who will appear as a delegation.

5.1.3 the individual(s) speaking for the delegation must provide the Secretary of the Board with an electronic copy or written copy of the presentation for inclusion in the agenda package by 9:00 a.m. on the Thursday prior to the Meeting or the delegation will not be accepted for the upcoming agenda. The presentation will appear as part of the support material for the Meeting at which the presentation is made.

5.1.4 the Chair of the Meeting at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.

5.1.5 a delegation will be accorded ten minutes in order to make its presentation before the Board.

5.1.6 Board Members may ask questions of clarification of the delegation.

5.1.7 Delegates will receive a response from the appropriate party within 48 hours after their presentation.

5.1.8 where there are multiple delegations on the same topic, the Chair of the Meeting may require that presentations be combined or reduce the time of the presentations.

5.1.9 where a matter presented by a delegation deals with a topic that should properly be considered by the Committee of the Whole Board – In Camera, the Chair of the Meeting shall direct that the matter be discussed in Committee of the Whole Board – In Camera.

5.1.10 the Chair of the Meeting may terminate a presentation that deviates materially from the topic of the presentation.

5.1.11 the spokesperson(s) for a delegation shall refrain from the use of abusive or derogatory language at all times including written and oral remarks; and the Chair of the Meeting may expel or exclude from any Meeting any person(s) who engage in this or any other form of improper conduct.

5.1.12 each delegation, at the time of registration with the Secretary of the Board, shall receive a copy of this Section of the By-law.
5.1.13 since a Trustee is permitted to place a matter on the Agenda under Section 3.17, and is permitted to make inquiries under Section 3.18, a Trustee shall not be permitted to appear before the Board as a delegation.

5.1.14 with respect to delegations from Board employees, where the submission is, or relates to, a matter:

5.1.14.1 that is personal to the speaker, there shall be no special restrictions;

5.1.14.2 that is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.

5.1.15 Delegations concerning accommodation and/or boundary review will not be heard at the Board meeting at which the final decision will be made.

ARTICLE 6 COMMITTEES/TASK FORCES

6.1 BOARD May Establish COMMITTEES/TASK FORCES

The Board may choose to execute its functional responsibilities through standing and ad-hoc Committees/Task Forces that are consistent with the ACT and Regulations.

6.2 Membership and Mandate

The membership, mandate, term and reporting expectations for every Committee/Task Force established under this Article 6 shall be consistent with the Act and shall be approved by the Board, and, within this context:

6.2.1 A Committee/Task Force instituted by the Board through Board Policy shall function according to the other provisions of the Board By-laws with necessary modifications;

6.2.2 each Trustee shall be expected to serve on at least one Committee/Task Force;

6.2.3 the chair of a Committee/Task Force, if not elected annually by the committee, shall be appointed by the Board Chair;

6.2.4 no Trustee shall be a member of a Committee/Task Force where the Trustee has or is likely to have a Conflict of Interest.

ARTICLE 7 OFFICERS

7.1 Officers Named

The Officers of the Board shall be:

7.1.1 the Chair;

7.1.2 the Vice-Chair;

7.1.3 the CEO who shall also be Secretary of the Board;

7.1.4 the Chief Financial Officer shall hold the office of Treasurer of the Board and, when exercising such office, shall be known as Treasurer of the Board.
7.2 **Duties of the CHAIR**

The *Chair*, in addition to those duties assigned under provincial legislation, *Board* Policy, and these By-laws shall:

7.2.1 preside at all *Meetings of the Board* and conduct them according to the By-laws;
7.2.2 be a signing officer of the *Board* as prescribed in the By-laws;
7.2.3 approve the draft agenda of *Board Meetings*;
7.2.4 be a member *ex-officio* of all *Board Committees*;
7.2.5 perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the *Chair* by the *Board*;

and may:

7.2.6 call special *Meetings of the Board*; and
7.2.7 issue statements to the public media on behalf of the *Board*.

7.3 **Duties of the VICE-CHAIR**

The *Vice-Chair*, in addition to those duties assigned under provincial legislation, *Board* Policy, and the By-laws shall:

7.3.1 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, By-law or regulation; and whenever the *Vice-Chair* assumes any duty of the *Chair*, the absence or inability to act of the *Chair* shall be conclusively presumed;
7.3.2 be a signing officer of the *Board* as prescribed in the By-laws;
7.3.3 normally, preside at all *Meetings of the Committee of the Whole Board – In Camera* and conduct them according to the By-law; and
7.3.4 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*.

7.4 **Duties of CEO**

The *Board* will instruct the *CEO* through written policies, delegating implementation to the *CEO*. In addition to those duties assigned under provincial legislation, *Board* Policy, and the By-laws, the *CEO* is the Chief Executive Officer and Chief Education Officer of the school system. The *CEO*

7.4.1 is accountable to the *Board* acting as such.
7.4.2 may use any reasonable interpretation of the *Board’s Aims/Ends* and Executive Limitations policies;
7.4.3 is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities; and
7.4.4 shall also hold the office of Secretary of the *Board* and, when exercising such office, shall be known as Secretary of the *Board*.
7.5  **Duties of the Secretary of the BOARD**

The Secretary of the Board, in person or by delegate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

7.5.1 attend all Meeting of the Board and of Committees.
7.5.2 prepare minutes of all Meetings;
7.5.3 keep records as required by law and subject to the directions of the Board;
7.5.4 conduct the official correspondence of the Board;
7.5.5 receive and pass on to the Board, Committee of the Whole Board or the relevant Committee, all correspondence, petition and reports of other officials;
7.5.6 prepare, in consultation with the appropriate Chair, the draft agenda of all Meetings of the Board, the Committee of the Whole Board and each Committee;
7.5.7 maintain an up-to-date policy register;
7.5.8 maintain charge of all correspondence, reports and other documents;
7.5.9 promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
7.5.10 act as the “head” of the organization for the purpose of the Municipal Freedom of Information and Protection of Privacy Act; and
7.5.11 bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware.

7.6  **Duties of the Treasurer of the BOARD**

The Treasurer of the Board, in addition to those duties assigned under provincial legislation, Board Policy, and otherwise in the By-laws, shall:

7.6.1 submit to the Board annually a statement of estimated revenue and expenditures;
7.6.2 prepare annual financial statements and arrange for the audit by the auditors appointed by the Board;
7.6.3 report annually to the Board particulars of existing insurance and fidelity bonds expiring during such Year with recommendations for renewal;
7.6.4 report to the Board from time to time and as requested by the Board on all financial matters.

7.7  **Removal of Officers**

Subject to any requirements of law and employment contracts, the Board may at any time, upon a majority vote of all Trustees of the Board, remove any officer(s) of the Board.
ARTICLE 8 TRUSTEE VACANCY

8.1 Vacancy Filled by Appointment

If, more than one month before the next election, the office of a Trustee becomes vacant before the end of the Trustee’s term, the remaining Trustees shall appoint a qualified person to fill the vacancy within ninety 90 days after the office becomes vacant, provided that a majority of the total number of Trustees remains in office.

8.2 Vacancy Within One Month Before Next Election

When the vacancy occurs within one month before the next election, the vacancy shall not be filled.

8.3 Process to Fill Vacancy

Trustees have the discretion to decide the process which will be used to fill the vacancy. They may appoint a qualified individual of their choosing or request applications. Should Trustees decide to accept applications from the public, the process shall be governed as outlined below.

8.3.1 The Secretary of the Board shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.

8.3.2 A committee established by the board shall review the qualifications of applicants and report to the board.

8.3.3 Applicants will be interviewed by the Committee of the Whole Board open to the public at a date and time determined by the Chair in consultation with the Secretary.

8.4 Selection of Candidate

Selection of a candidate shall be made in the manner prescribed in subsection 4.4.3 at a regular or Special Meeting of the Board not later than ninety 90 days after the office became vacant.

8.5 Appointee To Take Office

The candidate appointed to fill the vacancy shall take office at the Meeting at which the selection is made, shall make the declaration and Oath of Office required by Section 209 of the ACT, and shall hold office for the remainder of the term of the Trustee who vacated the office.

ARTICLE 9 EXECUTION OF DOCUMENTS

9.1 BOARD Seal

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

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

9.3 Signing Authorities

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

9.3.1 the CEO, or in the absence of the CEO, the Acting CEO

9.3.2 together with: the CFO/Treasurer of the Board, or the Chair, or the Vice-Chair.

9.4 Minutes of MEETINGS

The Chair or other presiding Trustee and the Secretary shall sign the minutes of all Meetings of the Board and all Committee of the Whole Board – In Camera.

9.5 By-laws and Policies

Governance Chair will ensure that every By-Law and Policy upon adoption of revision is properly posted to the website.

9.6 Certification of Documents

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the Chair or the Secretary of the Board and the seal shall be affixed thereto.

9.7 Execution Not under Seal

Documents covering matters not required to be executed under the corporate seal of the Board, may be signed by the Secretary of the Board.

9.8 Endorsement for Deposit

The Treasurer of the Board, or delegate, by signature or by rubber stamp endorsement, shall negotiate or deposit with or transfer to the bankers for the Board, but for 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.

9.9 Signatures by Reproduction

Signatures of persons authorized to sign may be mechanically reproduced as provided by the Act.
ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY

10.1 Policy Approval or Change After Notice

Policy of the Board may be established or amended from time to time at a Meeting of the Board (such Meeting hereinafter referred to as the “later Meeting”) upon the affirmative vote of the majority of Trustees of the Board entitled to vote thereon provided:

10.1.1 written notice proposing the policy or amendment, that has not been vetted at Governance Committee, shall have been given at a Meeting held prior to the later Meeting;

10.1.2 the text and a brief statement of intended purpose of the policy or amendment shall have been included in the notice;

10.1.3 the text of the policy or amendment as so enacted is substantially the same as the text set out in the notice.

10.2 Policy Approval or Change Without Notice

A policy may be approved or changed without prior notice if:

10.2.1 a majority of all Trustees who are eligible to vote on the matter approve dealing with the matter at the Meeting at which the matter is introduced; or

10.2.2 it is a matter that, in the opinion of the CEO, requires action by the Board as a matter of urgency;

and

10.2.3 a majority of all Trustees who are eligible to vote on the matter approve the policy or policy change.

ARTICLE 11 AMENDMENTS TO BY-LAWS

11.1 Amendment After Notice

By-laws of the Board may be amended from time to time at a Meeting of the Board (such Meeting hereinafter referred to as the “later Meeting”) upon the affirmative vote of the majority of all Trustees of the Board entitled to vote thereon provided:

11.1.1 written notice proposing the amendment shall have been given at a Meeting held prior to the later Meeting;

11.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice;

11.1.3 the text of the amendment as so enacted is substantially the same as the text set out in the notice.

11.1.4 To adopt an amendment, alteration or addition to any By-law will require the support of two-thirds majority of all members present at the Board meeting.
11.2  No Amendment Without Notice

The By-laws of the Board shall not be amended except on notice as outlined in Section 11.1 of the By-law.

11.3  Reading

All amendments to the By-laws or new By-laws of the Board will be read or deemed to have been read three times before the vote is taken.