



**Algonquin & Lakeshore**  
Catholic District School Board

# **BY-LAWS**

**January 2024**

**ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD**

151 Dairy Avenue, Napanee, Ontario K7R 4B2

Tel: 613-354-2255 or 1-800-581-1116

Automated Attendant: 613-354-6257

<http://www.alcdsb.on.ca>

[info@alcdsb.on.ca](mailto:info@alcdsb.on.ca)

## TABLE OF CONTENTS

	<u>Page</u>
Vision, Mission, and Values Statements of the Board.....	1
Philosophy of Catholic Education .....	3
Prayer .....	5
Bylaws .....	6
BYLAW 1.0 Regular and Special Meetings of the Board and Standing Committees.....	6
BYLAW 2.0 Definition of Trustee / Student Trustee.....	10
BYLAW 3.0 Resignation of Trustee / Student Trustee.....	8
BYLAW 4.0 Filling of Trustee / Student Trustee Vacancies .....	8
BYLAW 5.0 Duties of the Board of Trustees.....	9
BYLAW 6.0 Role of the Student Trustee.....	12
BYLAW 7.0 Duties of the Chair of The Board .....	13
BYLAW 8.0 Duties of the Vice-Chair of the Board .....	13
BYLAW 9.0 Duties of the Trustee Executive Committee.....	14
BYLAW 10.0 Duties of the Director of Education .....	14
BYLAW 11.0 Duties of Supervisory Officers .....	16
BYLAW 12.0 General Regulations for Meetings of the Board .....	14
BYLAW 13.0 Rules and Responsibilities of Conduct for the Meetings of the Board of Trustees.....	17
BYLAW 14.0 Delegations and Submissions .....	21
BYLAW 15.0 The Operation of Standing Committees .....	21
BYLAW 16.0 Role of Standing Committee Chair.....	21
BYLAW 17.0 Duties of the Standing Committees.....	23
BYLAW 18.0 Notices of Meetings.....	23
BYLAW 19.0 Cancellation of Meetings .....	23
BYLAW 20.0 Electronic Meetings .....	23
BYLAW 21.0 Execution of Documents.....	23
BYLAW 22.0 Banking.....	24
BYLAW 23.0 Amendments to Bylaws .....	25
BYLAW 24.0 Review of the Bylaws.....	25

## **VISION, MISSION, AND VALUES STATEMENTS OF THE BOARD**

### **Our Vision | The world as we want it to be**

We imagine a world where all are empowered to reach their full potential through faith and service.

### **Our Mission | Our role in that world**

The ALCDSB builds faith-filled learning communities where each member is loved, inspired, and successful.

### **Our Values | How we make decisions**

- Our Catholic faith and the joy that comes from living Christ-centered lives
  - Our faith grounds and guides us. Our partnership with families and parishes invites us to act on God's love in and out of the classroom.
- Responsibility and stewardship
  - We have a responsibility to look after one another, our community and our planet through human, spiritual, ecological and financial stewardship. Dignity, love and hope for future generations will guide our decision-making.
- Equity and well-being
  - We are in service of all students, families, employees and our communities. We strive to build authentic, faith-filled connections grounded in compassion, respect and dignity.
- Individual success and accomplishment
  - We celebrate our God-given abilities. We support continuous learning of all community members so that all may reach their God-given potential.

"The [*Renewing the Promise*] pastoral letter [from the Ontario Bishops] uses the scriptural account of the Road to Emmaus as the basis for their reflection on the mission and vision of Catholic education, celebrating that a true encounter with Jesus can and does take place, each and every day within our Catholic schools. The Bishops encourage all who share responsibility for Catholic education to continue to nurture and strengthen Catholic schools as communities that exemplify, in word and in deed, the Good News of Jesus Christ" (The Institute for Catholic Education).

The subthemes of the Assembly of Catholic Bishops of Ontario's [Renewing the Promise Pastoral Letter](#) support the mission and vision of Catholic education:

#### A Community that Accompanies

- Catholic schools are communities of accompaniment where the story of our salvation is known and shared, offering the encouragement that comes from knowing that Jesus walks with us.
- It is important to recognize that people are at different stages on [their] journey. Jesus provides the model for how our schools and parish communities need to accompany students and families with great respect, patience and love, inviting all to deepen their understanding of Christ and his Church.

#### A Community That Forms Joyful Disciples

- As faithful disciples of Jesus, we celebrate God's joy which longs to break into the world.
- The joy of the Gospel fills the hearts and lives of all who encounter Jesus. Those who accept his offer of salvation are set free from sin, sorrow, inner emptiness and loneliness. With Christ, joy is constantly born anew.

#### A Community That Encourages Engagement and Instils Hope

- Catholic education forms communities of faith that helps students experience the love of God. The more our students see and understand themselves as the beloved children of God, the more they will want to love God with all their hearts, minds and souls. This in turn moves them to love of neighbor which bears witness to justice and charity.
- The story of Emmaus recounts a very human experience. The disappointment and despair experienced by the two disciples on the road is not unlike the challenges faced by young people today. The message is clear: hope, courage and resolve can be found through a loving encounter with Jesus.

#### A Community That Builds Relationships

- Catholic schools are places where the "New Evangelization" can take root by inviting students and their families into a deeper relationship with Christ. The experience of community within the school can gently fan the embers until they burst into a flame of faith.
- People often comment that when they enter a Catholic school they feel a special presence. The presence comes from Christ who is proclaimed by word and example, and is evidenced in the way people care for one another – "see how they love one another." Catholic schools witness to Christ and by doing so help to reveal him to others.

#### The Breaking of the Bread

- The Catholic education community is encouraged to support opportunities for faith formation for all members of the community in ways that are inviting, engaging, and purposeful.
- In a rapidly changing world our Catholic schools provide students with firm ground upon which to stand because they are founded on Christ who is the sure foundation. It is in Christ that we will find the wisdom, the courage, the creativity and the integrity to work together in realizing the great promise of Catholic education.

### **PHILOSOPHY OF CATHOLIC EDUCATION**

Pope Francis expresses the vocation of Catholic education: *“Catholic schools remain essential places for the evangelization of the young. Account should be taken of a number of guiding principles set forth in Veritatis Gaudium for the renewal and revival of missionary outreach on the part of schools and universities. These include a fresh experience of the kerygma, wide-ranging dialogue, interdisciplinary and cross-disciplinary approaches, the promotion of a culture of encounter, the urgency of creating networks and an option in favour of those who are least, those whom society discards. Similarly important is the ability to integrate the knowledge of head, heart and hands”* (Christus Vivit 222).

The Ontario Catholic School Graduate Expectations are gifted to all Catholic education community members in living out their vocation in Catholic education and in living out the mission and mandate of the Roman Catholic Church:

- A discerning believer formed in the Catholic Faith community who celebrates the signs and sacred mystery of God’s presence through word, sacrament, prayer, forgiveness, reflection and moral living;
- An effective communicator who speaks, writes, and listens honestly and sensitively, responding critically in light of gospel values;
- A reflective, creative, and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good;
- A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential;
- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good;
- A caring family member who attends to family, school, parish and the wider community;
- A responsible citizen who gives witness to Catholic Social Teaching by promoting peace, justice and the sacredness of human life.

Pope Francis reminds us of the responsibilities of a faith-based education, including living a moral, spiritual, and social life through a Christ-centred lens. *“I would like especially to mention solidarity, which, as a moral virtue and social attitude born of personal conversion, calls for commitment on the part of those responsible for education and formation. I think first of families, called to a primary and vital mission of education. Families are the first place where the values of love and fraternity, togetherness and sharing, concern and care for others are lived out and handed on. They are also the privileged milieu for transmitting the faith, beginning with those first simple gestures of devotion which mothers teach their children. Teachers, who have the challenging task of training children and youth in schools or other settings, should be conscious that their responsibility extends also to the moral, spiritual and social aspects of life. The values of freedom, mutual respect and solidarity can be handed on from a tender age... Communicators also have a responsibility for education and formation, especially nowadays, when the means of information and communication are so widespread”* (Fratelli Tutti 114).

Catholic values are transmitted through the Seven Themes of Catholic Social Teaching, inspiring Catholic education members to build a just society and live lives of holiness:

- Life and Dignity of the Human Person
- Call to Family, Community, and Participation
- Rights and Responsibilities
- Option for the Poor and Vulnerable
- The Dignity of Work and the Rights of Workers
- Solidarity
- Care for God's Creation

The schools of the Algonquin and Lakeshore Catholic District School Board serve children whose families have chosen to educate them in a student-centred and faith-filled environments. Consistent with the messaging of Pope Francis, the Board recognizes that in matters of faith, the role of the family is primary and that it is the duty of home, school, and parish to support one another in their commitment to forming students morally, spiritually, socially, emotionally, and intellectually. Through this partnership, all children will have the opportunity to develop to their full potential.

In order that these opportunities are provided, the Algonquin and Lakeshore Catholic District School Board has established the following priorities and directions within its Multi-Year Strategic Plan:

1. Faith
  - a. Build intentional Catholic environments that express the richness of our faith.
  - b. Support the seamless integration of the Catholic faith into all system priorities.
2. Equity and Well-Being
  - a. Promote a culture of equity in ALCDSB.
  - b. Create conditions that support the spiritual, intellectual, emotional, and physical well-being of all members of the ALCDSB community.
3. Achievement and Innovation
  - a. Ensure optimal academic achievement for all where students are at the centre of faith-filled teaching and learning.
  - b. Ensure optimal academic achievement for all where students are at the centre of faith-filled teaching and learning.
  - c. Empower students' capacity to lead their own learning, in order to embrace their God-given talents.
4. Resource Management
  - a. Efficiently and effectively allocate the resources of the ALCDSB.

In conclusion, Pope Francis reminds us that *“schools are unquestionably a platform for drawing close to children and young people. Precisely because they are such privileged places of personal development, the Christian community has always been concerned to train teachers and administrators, and to found its own schools of various kinds and levels. In this field of educating the young, the Spirit has raised up countless charisms and examples of holiness. [...] For one of the greatest joys that any educator can have is to see a student turn into a strong, well-integrated person, a leader, someone prepared to give”* (Christus Vivit 221).

A greater appreciation of the philosophy of education of the Algonquin and Lakeshore Catholic District School Board can be explored in the following foundational documents:

The Multi-Year Strategic Plan: 2020-2025, The Algonquin and Lakeshore Catholic District School Board, 2020.

The ALCDSB Annual Pastoral Themes: 2020-2025, The Algonquin and Lakeshore Catholic District School Board, 2020.

Christus Vivit, Post-Synodal Apostolic Exhortation of the Holy Father to Young People and to the Entire People of God, Pope Francis, 2019.

*Compendium of the Social Doctrine of the Church, Pontifical Council for Justice and Peace, 2004.*

Fratelli Tutti, Encyclical Letter of the Holy Father on Fraternity and Social Friendship, Pope Francis, 2020.

The Ontario Catholic School Graduate Expectations, The Institute for Catholic Education, 2019.

Renewing The Promise: A Pastoral Letter for Catholic Education, The Assembly of Catholic Bishops of Ontario, 2018.

### **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 [annual Board pastoral theme prayers](#) are also suggested for meeting use. Chairs or designates may begin prayer by asking for any intentions and by concluding with one of the suggested prayers.

## **BYLAWS**

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

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

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

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

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

5:30 pm - 6:00 pm	–	Committee of the Whole Board (Private Session)
6:00 pm - 8:30 pm	–	Public Session

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

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

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

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

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

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

Private Session Committee Meetings (when applicable) to follow Public Session Committee Meetings.



#### **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 last Tuesday of November at the Board Office.

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Establish and monitor Board policy based on provincial standards and in keeping with a locally established vision of education.
2. Promote student achievement and well-being and through the Director of Education and other supervisory officers, hold schools accountable for student achievement and promote a positive school climate that is inclusive and accepting of all pupils.
3. Ensure effective stewardship of the Board's resources including using the resources entrusted to it for the purposes of delivering effective and appropriate education and managing such resources in a manner that upholds public confidence.
4. Deliver effective and appropriate education programs to its pupils.
5. Develop a multi-year plan aimed at achieving the goals referred to in clauses (2) to (4) above and annually review that plan with the Director of Education or the supervisory officer acting as the Director of Education. [The plan shall include measures respecting the allocation of resources to improve student outcomes that fall below outcomes specified in regulations to the Education Act.] The Board shall take steps to bring the plan to the attention of supporters and employees of the Board and to report to supporters and employees on progress in implementing the plan.
6. Implement provincial education policy.
7. Develop and maintain policies and organizational structures that,
  - (a) promote the goals referred to in clauses (2) to (4) above, and
  - (b) encourage pupils to pursue their educational goals.
8. Monitor and evaluate the effectiveness of policies developed by the Board under clause (4) in achieving the Board's goals and the efficiency of the implementation of those policies. The Board shall use school climate surveys to collect information from its pupils and staff, and parents and guardians of its pupils at least once every two years in accordance with any policies and guidelines in the Education Act. In collecting information, a board shall not collect any name or any identifying number, symbol or other particular assigned to a person.
9. Monitor and evaluate the performance of the Director of Education, or the supervisory officer acting as the Director of Education, in meeting his or her duties under the Education Act or any policy, guideline or regulation made under the Act and any other duties assigned by the Board.
10. Establish a budget and monitor its implementation.

11. Provide, equip and maintain schools.
12. Employ and compensate staff appropriately and provide a just and fair work environment.

**BYLAW 6.0 ROLE OF THE STUDENT TRUSTEES**

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

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

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

1.      Preside at all Board Meetings and conduct them according to these bylaws.
2.      Be a signing officer of the Board as prescribed in these bylaws.
3.      Establish agendas for Board meetings, in consultation with the Director of Education or the supervisory officer acting as the Director of Education.
4.      Ensure that members of the Board have the information needed for informed discussion of the agenda items.
5.      Together with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
6.      Convey the decisions of the Board to the Director of Education or the supervisory officer acting as the Board's Director of Education.
7.      Provide leadership to the Board in maintaining the Board's focus on the multi-year plan established by the Board.
8.      Provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision.
9.      Perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the Chair by the Board.

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

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

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

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

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

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

Duties of the Trustee Executive Committee include:

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

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

The Director of Education shall:

1. Be Secretary of the Board.
2. Have responsibility directly to the Board for the efficient management of the schools and the co-ordination of all their activities and advise the Board and its Standing Committees in the formation of its educational policies.
3. At the Inaugural Meeting of the Board, submit a report in a format approved by the Minister on the actions taken during the preceding twelve months.
4. Submit all reports required by the Board or its Standing Committees and requisition of such reports from other personnel.
5. Implement and monitor the implementation of a multi-year plan. Report periodically to the Board on the implementation of the multi-year plan. Annually review the multi-year plan with the Board, ensuring the plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out the Board's duties.
6. Attend all official meetings of the Board in person or by delegate.
7. Attend in person or by delegate at all official Standing Committee meetings of the Board.
8. Bring to the attention of the Board any act or omission by the Board that, in the opinion of the Director, may result in or has resulted in a contravention of the Education Act or

- any policy, guideline or regulation made under the Act; and if the board does not respond in a satisfactory manner to an act or omission brought to its attention, advise the Deputy Minister of the Ministry of the act or omission.
9. Have responsibility for all official correspondence directed to the Board's Offices and for channelling it to the various departments to Standing Committees or to the whole Board with appropriate recommendations.
  10. Report to the Board of all appointments, dismissals, suspensions, retirements, leaves of absence, transfers and promotions of all personnel in the employ of the Board.
  11. Report 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.
  12. Supervise the organization of each school, the promotion of pupils, and the courses of study.
  13. Supervise and co-ordinate the work of the supervisory officers, principals, teachers, resource staff and teachers of special subjects.
  14. In co-operation with the principals, provide assistance to teachers in methods of instruction and advice on courses of study.
  15. Appoint and supervise qualified occasional teachers as needed.
  16. Make recommendations on the transfer of groups of pupils from one school to another in order to adjust the enrolment of schools when such is necessary.
  17. Delegate to other personnel such duties as are consistent with the general efficient operation of the system.
  18. Have responsibility for recording of the minutes of the proceedings of all official Board meetings.
  19. 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/her absence.
  20. Have responsibility to the Board for all financial transactions, including the keeping of records of all such proceedings. All accounts are to be paid under authority of the Director of Education and submitted to the Board for Board approval.
  21. Notify each member of the Board of each meeting at least forty-eight hours previous to the time at which such meeting is to take place.
  22. Advise the Board on all matters relating to its operation.
  23. Act as custodian of all legal documents or instruments relating to transactions of the Board.

24. Be the recipient directly or by delegation of all requests for approval of extra-curricular activities beyond the regular program and advise the Board as necessary.
25. Together with the Chair act as spokesperson for the Board, as appropriate.
26. Exercise such other duties relating to the administration of education as may be assigned by the Board, consistent with the Acts and Regulations of the Ministry of Education of the Province of Ontario.

**BYLAW 11.0 DUTIES OF SUPERVISORY OFFICERS**

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

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

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

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

**12.1 Order of Business at Regular Meetings**

**A. 1. Opening Prayer**

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

**2. Roll Call**

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

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

**3. Approval of the Agenda**

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

**4. Declaration of Conflicts of Interest**

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

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



**C.** Action Items

1. Land Acknowledgement

*Each meeting of the Board will open with a land acknowledgement.*

2. Vision, Mission, Values and Prayer Reflection

3. Welcome to Visitors and Press

4. Presentations

a) Non-Staff

b) Staff

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

b) Approval of Committee Meeting Minutes and Associated Recommendations

6. Business Arising Out of the Minutes

7. New Business

a) Educational Programs / Services

b) Human Resources

c) Other

d) OCSTA Update

8. Items of Information

9. Pending Items

10. Correspondence

11. Chair's Report

12. Director's Report

13. Trustee Community Linkages/Comments

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

14. Adjournment

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

## **12.2 Maintenance of Order**

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

## **12.3 Voting**

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

- on a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority – if there is a tie without the Chair's vote, by voting in the affirmative, the motion will be adopted; if there is one more in the affirmative than in the negative without the Chair's vote (for example, if there are 72 votes in favour and 71 opposed), the Chair can vote in the negative to create a tie, thus causing the motion to be rejected.
- similarly, in the case of a motion requiring a two-thirds vote, if, without the Chair's vote, the number in the affirmative is one less than twice the number in the negative (for example, if there are 59 in the affirmative and 30 in the negative), the Chair can vote in the affirmative and cause the motion to be adopted; or, if there are exactly two thirds in the affirmative without the Chair's vote (for example, if there are 60 in the affirmative and 30 in the negative), the Chair votes in the negative with the result that the motion is rejected.

### **12.3.1 Putting the Question**

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

### **12.3.2 Declaration of Votes**

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

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

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

#### **12.4 Participation in Debate**

1. In the event that the Chair decides to take part in the debate of a pending matter, the Chair shall call upon the Vice-Chair to take the chair. In the event that the Vice-Chair has already spoken or desires to speak to the pending matter, the Chair shall appoint another member who has not spoken and does not desire to speak on the pending matter.
2. With the unanimous consent of the Board, the Chair may speak to the pending matter without vacating the chair.
3. The Chair of a Committee shall be allowed to speak to pending matters during the committee meetings without vacating the chair. The procedure described above shall be used if another member of the committee objects to the Chair taking an active part in any debate on a pending matter.

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

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

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

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

- 13.1** When a trustee desires to speak, he/she shall address the Chair and confine himself/herself to the question under debate.
- 13.2** No trustee shall interrupt another while speaking except to raise a point of order or to correct a mistake. The member so interrupting shall confine himself/herself to the point of order or explanation.
- 13.3** When a trustee transgresses the rules, the Chair shall call him/her to order, in which case the trustee so called to order shall come to order, unless permitted to explain by the Chair.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**13.21** Trustees may submit items they wish added to the agenda in writing to the Chair of the Board and the Recording Secretary by no later than 4:00 p.m. on the Friday before a Committee or Board meeting.

- i. The Chair, in consultation with the Director of Education, will determine if the item falls within the scope of responsibility of the Board of Trustees and cannot be addressed through other means. If it is deemed to be outside the scope of responsibility of the Board of Trustees, the item will not be placed on the agenda and the Chair will provide the decision with reasons to all Trustees in writing.
- ii. Written notices of motion shall be added to the agenda and read by the Chair under New Business, but no discussion or voting relative to the motion or agenda item shall be permitted at the same meeting.
- iii. The noticed motion shall then be presented at the next Regular meeting of the Board under New Business on the agenda. It will require a second prior to any debate or discussion and will require a majority to adopt.
- iv. Items that are time sensitive and cannot wait for a special meeting or the next regular board meeting may be placed on the agenda by unanimous consent or 2/3 vote of the Board.

**BYLAW 14.0     DELEGATIONS AND SUBMISSIONS**

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

**BYLAW 15.0     THE OPERATION OF STANDING COMMITTEES**

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

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

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

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

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

**BYLAW 16.0     ROLE OF STANDING COMMITTEE CHAIR**

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

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

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

**BYLAW 17.0 DUTIES OF THE STANDING COMMITTEES**

**17.1 Audit Committee**

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

**17.2 Finance and Operations Standing Committee**

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

**17.3 Issues and Directions Committee**

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



**17.4 Referral of Committee Matters**

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

**BYLAW 18.0 NOTICES OF MEETINGS**

The Secretary of the Board shall, except under extraordinary circumstances and then in consultation with the Chair, ensure that written notice of both regular and special meetings of the Board and the Standing Committees is sent to each trustee at least forty-eight hours in advance of the meeting.

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

**BYLAW 19.0 CANCELLATION OF MEETINGS**

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

**BYLAW 20.0 ELECTRONIC MEETINGS**

With the consent of the Chair of the Committee, any meeting may be conducted electronically consistent with Board approved Policy and Administrative Procedures and the provision of Ontario Regulation 463/97 (Electronic Meetings). Section 5 and subsection 5.1(2), which require that certain members of a board (e.g. Board Chair, Director of Education) be physically present at meetings, will not apply when schools are closed as a result of an order made under the Education Act, the Health Protection and Promotion Act (HPPA) or the Emergency Management and Civil Protection Act (EMCPA). In these circumstances, the board or any of its committees will be able to meet exclusively by electronic/virtual means.

**BYLAW 21.0 EXECUTION OF DOCUMENTS**

**21.1 Board Seal**

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

**21.2 Seal Register**

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

### **21.3 Signing Authorities**

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

a) the Director of Education

together with one of:

a) the Superintendent of Finance and Business Services

b) Chair

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

### **21.4 Minutes**

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

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

## **BYLAW 22.0 BANKING**

### **22.1 Bank Signing Officers**

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

### **22.2 Endorsement for Deposit**

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

### **22.3 Signatures by Reproduction**

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

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

**BYLAW 23.0**     **AMENDMENTS TO BYLAWS**

**23.1**     **Amendment After Notice**

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

- a)     written notice of motion proposing the amendment shall have been given at a regular meeting held prior to the meeting considering the amendment;
- b)     the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion;
- c)     the text of the amendment eventually approved is substantially the same as the text set out in the notice of motion.

**23.2**     **Amendment Without Notice**

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

**BYLAW 24.0**     **REVIEW OF THE BYLAWS**

The bylaws will undergo review in the month of January in the year of a municipal election, notwithstanding any amendments to the bylaws and/or at other times where extensive adjustment to the Education Act or Regulations warrant review.