

## By-Law No. 1

### Excerpt

## SECTION X

### STANDING COMMITTEES

#### 1. General Procedures

- a) Standing committees of the Board shall be established by Board policy or regulations to Board policy. Standing committees will have a permanent life until the committee is discontinued through a change in Board policy or regulations. Standing committees shall consist of three Trustees including the Chair of the standing committee, but not including ex-officio members per (d) below.
- b) The Chair of any standing committee shall be chosen annually at the inaugural meeting of the Board, in accordance with Section I, 3.(a).
- c) The Board shall fix the terms of reference and scope of each standing committee.
- d) The Chair of the Board and the Superintendent shall be ex-officio members of all standing committees in addition to assigned Trustees.
- e) Only Trustees appointed to any standing committee and the Chair of the Board shall have the right to vote at standing committee meetings.
- f) No standing committee has the authority to bind the Board to any decision or commitment. All committee recommendations require Board approval before such recommendations take effect unless authority to effect some action, decision or commitment has been previously conveyed from the Board to the committee.

#### 2. Duties of Chairs of Standing Committees

The Chair of any standing committee shall call all meetings of the committee and a proposed agenda for the meeting shall be prepared and distributed to each committee member. The Chair of the committee shall preside at all such meetings and, without in any way restricting the generality of the foregoing, shall:

- a) approve the agenda in advance of each standing committee meeting.
- b) call the meetings to order at the prescribed time.

- c) preserve order and decorum at all such meetings, acting with impartiality and tact.
- d) without departing from the agenda, suggest items of business and guide the discussion.
- e) rule on who shall have the floor to speak.
- f) see that all recommendations to the Board are duly moved, seconded and voted upon.
- g) submit a written report, as prepared by the assigned administrator, to the next possible Board meeting.
- h) act as a representative of the Board at all public functions attended in the capacity as a Committee Chair.
- i) make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless authorized by the Board.

3. Committee Agenda Preparation

Committee meeting agendas and supporting material shall be prepared by the assigned administrator in consultation with the Committee Chair and shall be distributed to all committee members prior to the meeting date.

Agenda items for a committee meeting may be initiated by Administration, the Committee Chair, or committee members, or may be referred to the committee by the Board as a whole.

4. Committee Minutes & Reports

Committee meeting minutes shall be prepared by the assigned administrator and included in the agenda material for the next regular meeting of the Board. The minutes shall include the names of committee members in attendance, the date of the meeting, the times at which the meeting was convened and adjourned, the substance of the discussion and recommended motions to the Board in proper form.

**SECTION XI**      **COMMITTEE OF THE WHOLE**

- 1. The meetings of the committee of the whole will be held as required.
- 2. The committee of the whole shall not remain in session later than 10:30 p.m.

unless this paragraph is suspended pursuant to the suspension of the rules of procedure.

3. Notice of all committee of the whole or standing committee of the whole meetings shall be given to all Trustees at least twenty-four hours before the meeting, unless called at a regularly scheduled meeting of the Board. Where possible, the notice shall include an agenda of the items to be discussed, statement of purpose for such items, and supporting documentation concerning each item.
4. Emergency committee meetings of the whole may be held without prior notice and at a time other than at a regular meeting of the Board provided that a majority of the Board agrees and attends the meeting. Emergency committee meetings of the whole are to be called by the Chair of the Board, or, in the absence of the Chair, the Vice-Chair of the Board. In the event that neither the Chair nor Vice-Chair is available, such emergency committee meetings of the whole may be called by another trustee. Every reasonable attempt must be made to contact all Trustees to notify them as to the emergency committee meeting of the whole.
5. Items will not be added to an agenda of a Committee Meeting of the Whole after the agenda has been set and circulated unless an item **proposed to be added after circulation requires consideration by the Board** prior to the next Committee Meeting of the Whole.
6. Each item on the agenda of a Committee Meeting of the Whole shall have an estimated time of duration associated with it.
7. If a request from a Delegation is non-controversial and the position of the Board is readily determinable and unanimous, the matter can be discussed at a Committee Meeting of the Whole following the Board Meeting with the Board reconvening on the same night to pass any motions.
8. No decision taken at any committee meeting of the whole or emergency committee meeting of the whole has the authority to bind the Board to any decision or commitment. All recommendations require approval at a duly constituted Board meeting in order to have force and effect.
9. Without limiting the discretion of the Board to discuss any matter in the committee of the whole, the following will comprise a list of items which may routinely be discussed in the committee of the whole:
  - legal opinions respecting the liability of the Board,
  - personnel matters of a confidential nature,
  - medical reports,
  - confidential matters relating to students,

- senior staff changes,
- purchase of property,
- confidential reports of outside organizations,
- lease or sale of property prior to actual acceptance of offer,
- negotiation reports
- budget deliberation.

## **SECTION XII            SPECIAL AND ADVISORY COMMITTEES**

1. Special committees formed by the Board shall:
  - a) be appointed by the Board to deal with a specific matter or related group of matters.
  - b) if possible, have a time limit within which to operate.
  - c) be appointed at any time deemed advisable by the Board.
  - d) consist of no less than two Trustees, one of whom shall be appointed as Chair.
  - e) meet as soon as possible after appointment and as often as required to expeditiously and efficiently complete its work as stated in the terms of reference.
  - f) have no authority to bind the Board to any decision or commitment.
  - g) assign to each committee at least one administrator who shall be responsible for agenda preparation in consultation with the Chair and recording of committee meeting minutes.
  - h) routinely submit minutes of committee meetings to the Board.
  - i) at completion of its appointed task, prepare a report on all matters dealt with in committee for presentation by the Committee Chair or delegate at the earliest possible Board meeting.
  - j) cause no action to be taken on any matter but shall submit recommendations to the Board for approval.
  - k) make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions, or plans unless prepared in writing and approved by the Board.
  - l) be automatically dissolved as a committee upon Board acceptance of the committee report unless asked to continue by the Board.

2. Advisory committees formed by the Board shall:
  - a) be established as required by a resolution of the Board.
  - b) have a permanent life until terminated or modified by resolution of the Board.
  - c) provide opportunity to include other individuals in addition to Trustees and administrators in a committee for the purpose of discussing and reviewing aspects of education or operations in the Division.
  - d) be associated with a particular standing committee of the Board and designated by the Board.
  - e) consist of at least one trustee from the standing committee to be a member to the advisory committee.
  - f) appoint the administrator assigned to the standing committee to be responsible for agenda preparation in consultation with the Chair and recording of committee meeting minutes.
  - g) be comprised of individuals as recommended by the standing committee and approved by the Board. Following Board approval, the standing committee shall arrange to solicit membership for the advisory committee.
  - h) routinely submit minutes of committee meetings to the Board.

The original By-Law No. 1 received:

First Reading - 25<sup>th</sup> day of July, 2002

Second and Third Reading and Passed - 29<sup>th</sup> day of August, 2002

Signed by: Co-Chair of the Board - K. Velthuys  
Secretary-Treasurer - Craig M. Stahlke

By-Law No. 21 received Second and Third Reading and Passed - April 14, 2005

By-Law No. 34 received Second and Third Reading and Passed - October 19, 2006

By-Law No. 48 received Second and Third Reading and Passed – April 14, 2009