



SUPERIOR NORTH CATHOLIC
District School Board

BOARD BY-LAWS

2011



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PHILOSOPHY OF CATHOLIC EDUCATION

God the Father sent His only Son to begin the Kingdom of God on earth.

Catholic schools are established as a privileged means of forming the whole person, educating them in faith and helping to ensure a Christian philosophy in our society.

Since our place in this world can only be properly understood in relationship to the Father, Son and Holy Spirit, the task of the Catholic school is to integrate all the different aspects of human knowledge through the subjects taught, in the light of the Gospel and to promote the growth of Christian virtue.

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

The Superior North Catholic District School Board exists for children whose parents have chosen to educate them in a Christian philosophy within the Catholic tradition. The parents who send their children to a Catholic school must cooperate actively with the school, giving support and becoming involved to make certain that the school remains faithful to Christian principles of education. The child is the focus of all efforts and endeavours. All educational systems are an extension of the home, and also an integral part of the community and should therefore reflect their needs. The school must also do more than teach children to acquire skills and knowledge; it must guide the learner's total development -- spiritual, intellectual, physical, social, emotional, and cultural; in all of these areas the child is considered to be unique.

It is the intent to develop the following characteristics in the children:

- a) A deep personal relationship with Jesus, which is manifested in their lives.
- b) The spirituality of all pupils in accordance with the Catholic teaching.
- c) The self-esteem and stability of each child.
- d) The physical potential of each child.
- e) The basic skills necessary to assist each child to contribute in his/her own way.
- f) A social awareness and responsibility to serve others with respect and dignity.

OFFICIAL PRAYER

As required by procedural bylaws, all Board, Ad Hoc 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 Chairpersons or designates may substitute other prayers of their personal preference to precede an accepted prayer of the Catholic Church. The following formal prayer with specific reference to the particular work of this Board is offered also for those who prefer its use.

Prayer to the Holy Spirit

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

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

Prayer for Christian Unity

Let us pray:

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

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

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

Amen

PROCEDURAL BYLAWS

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

The bylaws of the Superior North Catholic District School Board shall be subject to the provisions of any Statute of the province of Ontario and the Dominion of Canada and in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.

Further, it is the Board's objective to invite, support and encourage public participation in the policy formulation, delivery and quality assurance of educating our children.

Definitions

In these bylaws:

- ◆ "Act" means the Education Act of Ontario, R.S.O. 1998, as amended from time-to-time;
- ◆ "Ad Hoc Committee" means a committee established by the Board to consider a specific assigned subject matter and report back thereon by a specific date fixed by the Board;
- ◆ "Board" means the Superior North Catholic District School Board or SNCDSB;
- ◆ "Chairperson" means the Chairperson of the Board;
- ◆ "Vice-Chairperson" means the Vice-Chairperson of the Board;
- ◆ "Committee Chairperson" means a Chairperson of a statutory or ad hoc committee of the Board;
- ◆ "Committee of the Whole" means the Board of Education meeting as a Committee of all its members;
- ◆ "Director" means the Director of Education, who is also Secretary and Treasurer of the Board, as well as the Chief Executive Officer.
- ◆ "Member" means a member of the Board of Trustees, or the member of a Board committee (whichever the context indicates).

Head Office

The head office of the Superior North Catholic District School Board is hereby established at the address of 21 Simcoe Plaza, Terrace Bay, Ontario, P0T 2W0. The Board's mailing address is P. O. Box 610, Terrace Bay, Ontario, P0T 2W0.

BYLAW 1.0 BOARD MEMBERSHIP

1.1 Representation

The Superior North Catholic District School Board is comprised of the number of elected members as determined by the regulations of the Education Act based on municipal data, prior to each municipal election. Section 58.1 of the Act makes provision for the number of members of a District School Board:

- (1) Subject to the regulations, the number of members of a District School Board, not including members appointed under subsection 188(5) (native representation), shall be the maximum number of members allowed by the regulations.
- (2) One native trustee is appointed by the First Nation communities to represent the native students educated in Catholic schools. The parameters of deciding which First Nation community will provide an appointed trustee will be determined by the Board Aboriginal Education Advisory Committee.

1.2 Removal From Office [Education Act, Section 228(1)]

A member of the Board shall vacate his or her seat if he or she:

- a) Is convicted of an indictable offence;
- b) Absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
- c) Ceases to hold the qualifications required to act as a member of the Board;
- d) Becomes disqualified under subsection 219(4); or
- e) Fails to meet the requirements of section 229.

Notwithstanding the foregoing, where a member of a Board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction, the seat shall be deemed not to have been vacated.

1.3 Resignation [Education Act, Section 220(3)]

A member of a Board, with the consent of a majority of the members present at a meeting, entered on the minutes of it, may resign as a member, but the member shall not vote on a motion as to the member's own resignation and may not resign as a member if the resignation will reduce the number of members of the Board to less than a quorum.

Notwithstanding the foregoing, where it is necessary for a member of a Board to resign to become a candidate for some other office, the member may resign by filing the resignation, including a statement that the purpose is to become a candidate for some other office, with the Secretary of the Board and the resignation shall become effective on the 30th day of November after it is so filed or the day preceding the day upon which the term of such office commences, whichever is the earlier.

1.4 Vacancies [Education Act, Section 224, Section 221]

Where a vacancy occurs in the Board within one month before the next ensuing election, it shall not be filled.

Where the office of a member becomes vacant from any cause before the expiration of the term for which that member was elected, other than during the one month immediately preceding an election, the vacancy shall be filled by the appointment of a qualified person at a regular meeting of the Board, within 90 days after the vacancy occurs.

The person selected to fill the vacancy shall be:

- (1) The first runner-up in the last regular school Board election, provided that individual received a number of votes greater than 75 percent of the votes achieved by the elected member gaining the final seat in the municipality where the vacancy occurs; or
- (2) The remaining elected members shall advertise the vacant position, interview and appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant, if a majority of the elected members remain in office; or
- (3) A by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office.

- 1.5 Conflict of Interest [Municipal Conflict of Interest Act, Section 5(1)(2)(3)]
Conflict of Interest is addressed in the Trustees' Code of Conduct.

BYLAW 2.0 DUTIES AND POWERS OF BOARDS:

Every Board shall,

- (a) promote student achievement and well-being;
- (b) ensure effective stewardship of the Board's resources;
- (c) deliver effective and appropriate education programs to its pupils;
- (d) develop and maintain policies and organization structures that,
 - (i) promote the goals referred to in clauses (a) to (c), and
 - (ii) encourage pupils to pursue their educational goals;
- (e) monitor and evaluate the effectiveness of policies developed by the Board under clause (d) in achieving the Board's goals and the efficiency of the implementation of those policies;
- (f) develop a multi-year plan for three or more school years aimed at achieving the goals referred to in clauses (a) to (c);
- (g) annually review the plan referred to in clause (f) with the Board's Director of Education or the supervisory officer acting as the Board's Director of Education; and
- (h) monitor and evaluate the performance of the Board's Director of Education, or the supervisory officer acting as the Board's Director of Education in meeting,
 - (i) his or her duties under the Education Act or any policy, guideline or regulation made under the Act, including duties under the multi-year plan,
 - (ii) any other duties assigned by the Board.

Every Board shall take steps to bring the multi-year strategic plan to the attention of supporters and employees of the Board, and report to supporters and employees of the Board about progress in implementing the strategic plan.

Every Board shall effectively use the resources entrusted to it for the purposes of delivering effective and appropriate education, and manage the resources entrusted to it in a manner that upholds public confidence.

- 2.1 The officers of the Superior North Catholic District School Board shall be:
- ◆ The Chairperson of the Board.
 - ◆ The Vice-Chairperson of the Board.
 - ◆ The Director of Education.

- 2.2 The Director of Education is the Secretary and Treasurer of the Board, as well as the Chief Education officer and Chief Executive Officer of the SNCDSB.

The Chief Executive Officer shall, within policies established by the Board, develop and maintain an effective organization and the programs required to implement such policies, according to the Duties of the Director of Education, as outlined in the Education Act.

2.3 Election of Chairperson & Vice-Chairperson [Education Act, Section 208(8)]

- (1) Nominations for the position of Chairperson of the Board shall be made orally by any member. No seconder is required.
- (2) A member may make only one nomination for the office of Chairperson.
- (3) When nominations have been closed by a vote with a show of hands, any vote required to elect the Chairperson will be conducted by a secret ballot, by a majority vote at the Inaugural Meeting.
- (4) The Board shall appoint two staff members to act as scrutineers for the election of Chairperson.
- (5) The candidate receiving the votes of the majority of the members present, shall be declared elected.

Steps (1) through (5) shall be carried out for the election of a Vice-Chairperson.

2.4 Term & Tenure of Office

The Board Chairperson and Vice-Chairperson are elected annually.

2.5 Chairperson

The Chairperson is an individual elected by Trustees to act as leader of the group and preside at meetings. He/she is one of the group – a first among equals – unless given other powers by the Board. A Chairperson is expected to be cool, patient, impartial and fair. He/she should at all times, uphold the dignity of the Chair.

The Chairperson and the Vice-Chairperson will work closely, with the Director of Education and his/her staff, in preparing for meetings. Preparation of the agenda and all the pertinent information necessary for good decision-making, is their responsibility.

They are always open and receptive to suggestions from Trustees, but must be prepared to be decisive when necessary.

2.6 Duties & Responsibilities Of The Chairperson/Vice-Chairperson

In addition to the duties of Trustees set out in section 218.1 of the Education Act, the Chairperson of the Board, or Vice-Chairperson in the Chairperson's absence, is expected to comply with the additional duties set out in s.218.4 of the Act:

- (a) preside over meetings of the Board;
- (b) conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;
- (c) establish agendas for Board meetings, in consultation with the Board's Director of Education [an Associate Director may act as Secretary to the Board in the absence of the Director];
- (d) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (e) act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (f) convey the decisions of the Board to the Board's Director of Education
- (g) provide leadership to the Board in maintaining the Board's focus on the multi-year strategic plan established under section 169.1;
- (h) provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and
- (i) assume such other responsibilities as may be specified by the Board.

2.7 Duties of Trustees

All Trustees are expected to comply with the duties of board members as set out in Section 218.1 of the Education Act. A member of a board shall:

- a) Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the Board's duties under Section 169.1.
- b) Attend and participate in meetings of the Board, including meetings of Board committees of which he or she is a member.
- c) Consult with parents, students and supporters of the Board on the Board's multi-year plan under Clause 169.1(1)(f).

- d) Bring concerns of parents, students and supporters of the Board, to the attention of the Board.
- e) Uphold the implementation of any Board resolution after it is passed by the Board.
- f) Entrust the day-to-day management of the Board to its staff, through the Board's Director of Education.
- g) Maintain focus on student achievement and well-being.
- h) Comply with the Board's Code of Conduct.

2.8 Ex Officio

The Chairperson of the Board shall be an ex-officio member of all committees, shall have voice and vote, and shall have the power to delegate the Vice-Chairperson of the Board to serve on any such committee in the absence of the Chairperson in which case the Vice-Chairperson shall have voice and vote.

The Chairperson or Vice-Chairperson, as the case may be, shall count in forming a quorum.

BYLAW 3.0 REGULAR & SPECIAL MEETINGS OF THE BOARD AND STANDING COMMITTEES

3.1 Regular Monthly Meetings of the Board

The regular monthly meeting of the Board will be held on the second Monday of each month at a time mutually agreed upon by the trustees. In general, meetings will begin at 12:30 p.m.

The Board will attempt to hold two meetings each calendar year in communities other than Terrace Bay.

The Director of Education shall attend all Board meetings.

The business of the Board may require meetings during the months of July and August. The December Board meeting will be the inaugural meeting for the next calendar year.

The Meeting of the Committee of the Whole shall occur within the Meeting of the Whole Board.

The Education Act, R.S.O 1990, c.e.2, section 207, states:

- (1) The meetings of a Board and, subject to subsection (2), meetings of a committee of the Board, including a Committee of the Whole Board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

- (2) A meeting of a committee of a Board, including a Committee of the Whole Board, may be 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 or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board; or
 - (e) litigation (eg. law suit) affecting the Board.

3.2 Electronic Meetings

A Board member who participates in a meeting through electronic means, shall be deemed to be present at the meeting.

During electronic meetings, at least one Board member shall be physically present at the Board office.

3.3 Exclusion of Persons

The Education Act, R.R.O. 1990, c.e.2, subsection 207 (3) states: The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

3.4 Agenda of Regular and Special Meetings of the Board

The agenda is limited to the topic(s) listed on the agenda of the meeting, and no other items shall be added to the agenda, unless mutually agreed upon.

3.5 Special Meetings of the Board

Special meetings of the Board may be called at the discretion of the Chairperson of the Board as needed, and the venue (e.g. use of teleconference) determined by the Chairperson.

3.6 Special Meetings of Standing Committees

Standing Committees are appointed by Board motion, and are empowered to examine and inquire into all matters referred to them by the Board and shall report to the Board from time-to-time.

Advisory Committees shall be those established through Board policy or motion and their duties and powers shall be as set out therein.

Special meetings of standing committees will be at the call of the appropriate Chairperson 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 Chairperson as insufficient to warrant the meeting taking place, it may be rescheduled.

3.7 Statutory Committees

3.7.1 Special Education Advisory Committee

The Special Education Advisory Committee shall be established and shall function in accordance with the terms and conditions as set out in the Education Act, RSO 1990, c.e.2, section 206 and relevant Ontario Regulations.

3.7.2 Supervised Alternative Learning for Excused Pupils Committee

The Supervised Alternative Learning for Excused Pupils Committee shall be established as needed, as shall function in accordance with the terms and conditions as set out in Ontario Regulation 308 or its successors.

3.7.3 Audit Committee

The Audit Committee shall be established and shall function in accordance with the terms and conditions as set out in the Education Act, RSO 1990,c.e.2, section 253.1(1) and relevant Ontario Regulations.

A regulation may provide for the Board's audit committee to include individuals who are not members of the Board.

Regulations may provide that the Board's audit committee has all the powers of an auditor under section 253.

A regulation under this section may be general or particular.

Specific duties are outlined in Ontario Regulation 361/10 under the following categories:

- Financial Reporting
- Internal Controls
- Internal Auditors
- External Auditors
- Compliance Matters
- Risk Management
- Reporting to the Board of Trustees

3.8 Annual Inaugural Meeting of the Board [Education Act, Section 208, Section 209]

At the first meeting in December of each year and at the first meeting after a vacancy occurs in the office of Chairperson, the members shall elect one of themselves to be Chairperson, and the Chairperson shall preside at all meetings. The selection of Chairperson shall be confirmed by nomination and vote. If there is more than one nominee, the vote shall be by ballot with the nominee receiving the majority of votes cast being declared.

Should no member receive a majority of votes cast, the name of the member receiving the smallest number of votes shall be dropped and the members proceed to vote anew and so continue until a Chairperson is elected.

In the case of an equality of votes at the election of Chairperson, the candidates shall draw lots to fill the position of Chairperson. The process for drawing lots is:

- Two ballots will be prepared, one stating the name of the position to be filled, the other blank. The first person to draw a ballot returns the ballot to the scrutineers, who after noting it, return it for the second person to draw. The draw continues until only one of the two people draws the ballot stating the designated position.
- Scrutineers: The presiding officer will name two scrutineers, who are not members of the Board of Trustees, to distribute, collect and count the ballots and to report the result to the presiding officer.

The Chairperson will then preside and proceed with the election of Vice-Chairperson and other business.

The Inaugural meeting of the Board will be held by December 7th.

The presiding officer at the Inaugural meeting shall be the Director of Education until the Chairperson of the Board is elected to office. In the absence of the Chairperson, upon election to office, the Vice-Chairperson shall preside.

When an Inaugural meeting follows a municipal election, the Director of Education or designate shall administer the Declaration of Office and Oath of Allegiance to each trustee and declare the Board legally constituted. Thereafter, the procedure noted above will apply.

At the Inaugural Meeting, the Board will appoint the solicitor for the Board for the upcoming year, and will review and pass bylaws to govern financial functions.

3.9 Quorum [Education Act, Section 208(11)]

The presence of a majority of all the members constituting the Board is necessary to form a quorum at Board and Committee of the Whole meetings.

In the case of the absence of both the Chairperson and Vice-Chairperson five minutes after the hour appointed for the meeting, as soon as a quorum shall be present, the Board shall choose a Chairperson pro term.

The Chairperson pro term shall preside only until the Chairperson or Vice-Chairperson shall arrive and the immediate business at hand is completed.

When the Board adjourns for want of a quorum, the Secretary shall record the names of the members present and the time of adjournment and the Board shall stand adjourned.

BYLAW 4.0 GENERAL REGULATIONS FOR MEETINGS OF THE BOARD

4.1 Prayer & Attendance

- i) Prayer - Each meeting of the Board and standing committee will open and close with a prayer.
- ii) Attendance - The Chairperson of the Board shall note the trustees absent at the hour appointed. In the absence of the Chairperson, the Vice-Chairperson shall do the same.

In the absence of both the Chairperson and the Vice-Chairperson, the Chief Executive Officer shall act as Chairperson for the election of a Chairperson pro tempore.

It is the responsibility of all Trustees to attend each Board meeting.

- ◆ Trustees who will be unavoidably absent will notify the Secretary of the Board at least 48 hours in advance.
- ◆ Trustees who are absent for a total of three meetings per Board year (December to November), except on Board business, may be asked to resign.

In order to enhance working relationships, the Trustees will evaluate the effectiveness of Board meetings annually (June).

4.2 Responsibility & Prerogatives of the Chairperson of the Board

4.2.1 Maintenance of Order

The Chairperson of the Board shall preside, preserve order and decorum and decide all questions of order, stating if requested, that the decision for his/her ruling is based on Robert's Rules of Order. In such cases, there shall be no debate.

4.2.2 Voting

The Chairperson of the Board may vote on any questions, but if, by so doing there is an equality of votes, the question shall be negatived. Should there be an equality of votes on any question without the vote of the Chairperson, then he/she shall be required to give his/her casting vote.

4.2.3 Putting The Question

The Chairperson 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.

4.2.4 Declaration of Votes

The Chairperson 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.

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.

While generally acceptable, a request for a roll-call vote may be ruled as dilatory by the Chairperson.

4.2.5 Participation in Debate

Trustees will generate a spirit of cooperation by use of a consensus decision-making process. Consensus decision-making is the process in which all Trustees are given the opportunity to be heard and a decision is reached that is acceptable to all, and that everyone can support.

The Chairperson may express his/her opinion on any subject under debate, but in that case he/she shall leave the Chair until the question is decided, and appoint a member to take the Chair.

4.2.6 Speaker's Priority

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

4.2.7 Order of Business at Regular Meetings

- A.
 - 1. Opening Prayer
 - 2. Approval of the Agenda (This will include a clarification of additional items to become part of the agenda.)
 - 3. Attendance Record
 - 4. Approval of Minutes
 - 5. Declaration of Conflict of Interest
- B. Presentations
 - 1. From Non-Staff Sources
 - 2. From Staff Sources
- C.
 - 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.
- D. Decision And Action Items
 - 1. Welcome to Visitors
 - 2. Routine Items
 - a) Receipt of Reports of Committees
 - b) Business Arising Out of the Minutes
 - c) New Business
- E. Discussion Items
- F. Information Items
 - 1. Communications & Information Reports

G. Adjournment

The priority of business shall be decided by the Chairperson.

BYLAW 5.0 NOTICES OF MEETINGS

The Secretary of the Board shall, except under extraordinary circumstances and then in consultation with the Chairperson, ensure that written notice of both regular and special meetings of the Board and the standing committees is sent to each trustee at least 48 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.

5.1 Attendance of Trustees at Meetings

The Education Act, R.S.O. 1990. c.e.2, subsection 191.2 (5) states: A Board may provide for a deduction of a reasonable amount from the allowance of a member because of absence from regular or committee meetings of the Board.

All absences from regular Board meetings will be counted unless approved by Board motion as an excused absence.

A trustee may be absent from two regular Board meetings during the same year without deduction from his/her allowance.

A trustee may participate by teleconference if he or she is unable to attend in person.

BYLAW 6.0 DELEGATION OR INDIVIDUAL PRESENTATIONS

The Superior North Catholic District School Board recognizes the need to foster effective communication between the educational system and the community.

A person or delegation wishing to appear before the Board or a Committee, or to present a brief, shall be requested to apply in writing to the Secretary of the Board, and shall present the brief to the Secretary of the Board four (4) working days before the meeting, or may appear before the Board at the discretion of the Board.

An application from a person or delegation shall state the matter on which the submission is to be made, the organization or interested party to be represented, and the authority of the spokesperson.

Not more than two persons may be designated to act as spokesperson and the complete presentation shall be limited in time as determined by the Chairperson.

- a) Delegations or individuals will be scheduled to appear at the beginning of Board or committee meetings. No delegations or individuals will be permitted during the in-camera section of the Board meeting.
- b) Delegations or individuals not making prior arrangements, may speak only on the approval of a majority vote of the Board or Committee.
- c) The Board will use its best efforts to keep registered delegations or individuals apprised of the disposition of the matter spoken to by them.

BYLAW 7.0 EXECUTION OF DOCUMENTS

7.1 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.

7.2 Seal Register

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

7.3 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 the Director of Education together with one of:

- a) the Manager of Finance
- b) Chairperson of the Board
- c) Executive Secretary

7.4 Minutes

Every Board shall ensure that a full and correct account of the proceedings of all Board meetings is kept.

The secretary of the Board is responsible for keeping full and correct record of the proceedings of every meeting of the Board in the minute book provided for that purpose by the Board, and ensuring that the minutes, when confirmed, are signed by the Chairperson or other presiding members and the Chief Executive Officer.

BYLAW 8.0 BANKING

8.1 Bank Signing Officers

Except as expressly modified by Board resolution regarding borrowing or banking practices, the signatures of: the Director of Education, together with one of the Manager of Finance, the Chairperson of the Board or the Executive Secretary, 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.

8.2 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.

8.3 Signatures by Reproduction

Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced.

8.4 Signatures Required

Two signatures are required on all cheques greater than three hundred dollars (\$300.00).

BYLAW 9.0 AMENDMENTS TO BYLAWS

9.1 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.

9.2 Suspension of a Bylaw

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

9.3 Conformance

All bylaws must be in conformance with regulations set out in the latest version of the Education Act.