

By-Laws and Regulations



Hamilton-Wentworth Catholic Schools

'Believing, Achieving, Serving'

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GENERAL STATEMENT

The provisions of the Education Act will take precedence over any by-laws, rules or regulations formulated by the Hamilton-Wentworth Catholic District School Board. The rules and regulations contained within this by-law shall be observed in all proceedings of the Board and Committee Meetings, and shall be the rules and regulations for the order and dispatch of business at meetings of the Board and its Committees.

The head office of the Hamilton-Wentworth Catholic District School Board is located at the Father Kyran Kennedy Catholic Education Centre, 90 Mulberry Street, Hamilton, Ontario, Canada.

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

MISSION STATEMENT

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.

The Catholic Community of Hamilton-Wentworth believes the learner will realize this fullness of humanity

- *if the learning process*
 - *begins at home and is part of family life*
 - *is nurtured within the Parish*
 - *is anchored in the Catholic Faith*
 - *takes place within the context of worship, sacraments, and the life of the Church*
 - *is enhanced by the school community*
 - *is embraced by the learner as a personal responsibility for life*

- *if learning takes place in an appropriate and challenging environment*
 - *in which members of the school community exemplify the teachings of Jesus Christ*
 - *which reflects Gospel values and responsible use of human, financial and natural resources*
 - *which promotes academic excellence and clear indicators of achievement*

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

VISION STATEMENT

Learners from Hamilton-Wentworth Catholic Schools will demonstrate

- *knowledge and practice of their Catholic faith*
- *the capability of nurturing a strong family unit*
- *esteem, respect and responsibility for self and other*
- *academic competence*
- *the ability to listen accurately and express knowledge clearly*
- *independence, critical thinking and effective problem solving*
- *proficiency with technology in order to adapt to a changing world*
- *the values, attitudes and skills for effective partnerships*
- *the ability to transform our society*

To enable learners to achieve this vision, the faith community of the Hamilton-Wentworth Catholic District School Board will reflect

- *the centrality of Jesus Christ in our lives*
- *the teachings of the Catholic Church*
- *exemplary role models*
- *social justice, respect and fairness for all*
- *a dedicated staff*
- *a curriculum that is dynamic, practical and relevant*
- *high standards*
- *an environment conducive to learning*
- *effective partnerships*
- *accountability at all levels*

Effective Date: November 3, 1992

Board Reference: B-92-9

1.00 INTERPRETATION

- 1.01 The marginal notes and headings in the body of the by-law form no part of the by-law, but shall be deemed to be inserted for convenience of reference only.
- 1.02 Where a matter of procedure is not covered by these By-laws, the practice shall be determined by analogy to them.
- 1.03 These By-laws shall be liberally construed to secure the just and expeditious determination of issues that come before the Board and its Committees.
- 1.04 If and whenever there is an inadvertent error or omission to give or deliver any notice, report or agenda, such inadvertent error or omission shall not affect the validity of any action or thing thereafter undertaken by the Board.
- 1.05 Definitions:
- (a) COMMITTEE – includes Standing Committees of the Board, Ad Hoc Committees or Permanent Committees, Committee of the Whole, Statutory Committees;
 - (b) LEGISLATIVE YEAR – is the twelve month period from December 1 until the following November 30.

2.00 DUTIES AND POWERS OF SCHOOL TRUSTEES

- 2.01 It is the legal responsibility of each Trustee to be familiar with and abide with:
- (a) the Municipal Conflict of Interest Act;
 - (b) the Statutes of Ontario;
 - (c) the Education Act - particularly Part VI, Boards: Duties and Powers;
 - (d) the HWCDSB Trustee Code of Conduct; and,
 - (e) the policies of the Hamilton Wentworth Catholic District School Board.
- 2.02 “As Catholic trustees you are entrusted with the profound responsibility of stewardship of the Mission of Catholic Education. Let the Gospel of Jesus guide your policies and your governance of your Catholic School District, for in His Gospel the church discovers truth, goodness and beauty” (Renewing the Promise)

As such, as Members of the Catholic District School Board, representing all Catholic School ratepayers in the City of Hamilton, Trustees solemnly promise:

- (a) to give wholehearted commitment to Catholic education and to building and nurturing Christian education communities grounded in the Catholic faith and rooted in Jesus Christ;

- (b) to be faithful witnesses to Jesus Christ and the teachings of the Catholic Church, and to strive to ensure that Christ remains at the centre of all they say and do.

2.03 Student Representation on Board

In keeping with Section 55 of the Education Act, Ontario Regulation 7/07 and Board Policy (T.05) Student Trustee(s), provision is made for student representation on the Board.

- (a) The Student Trustee(s) may attend and participate at meetings of the Board but would not be entitled to be present at a meeting that is closed to the public; under clause 207(2)(b)
- (b) As per Section 55(2) of the Education Act, the Student Trustee(s) is/are not a Member(s) of the Board and, therefore, shall not be entitled to exercise a binding vote on any matter before the Board or any of its Committees; and,
- (c) The Student Trustee(s) is/are not entitled to move a motion, but is/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(s) sits. If no Member of the Board or Committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

3.00 INITIAL CAUCUS MEETING OF THE BOARD/INITIAL-INAUGURAL MEETING

- 3.01 An informal Initial Caucus Meeting of the new Board shall be called at least two (2) weeks prior to the Inaugural Meeting of the Board and prior to the Initial Meeting of each legislative year. At these meetings, the Trustees present shall review the previously submitted nominations and preferences for the position of:

- (a) Chairperson of the Board;
- (b) Vice-Chairperson of the Board;
- (c) Appointments of Trustees and others to Civic Committees;
- (d) Election of Chairpersons of Standing Committees.

3.02 Inaugural/Initial Meeting

The Inaugural/Initial Meeting of the Board shall be held commencing with the Celebration of the Eucharist at 6:00 p.m. [meeting to commence immediately following] on **November 15th if it is a Tuesday or on the first Tuesday following November 15th** in the Board Room of the Father Kyran Kennedy Catholic Education Centre or another location approved by the Board or at said other time as approved by the Board.

The procedures at the Inaugural/Initial Meetings are to be subject to By-law Number 3.00.

- 3.03 The Secretary shall take the Chair as Chairperson pro tem.
- 3.04 In a year following a civic election, the Secretary shall:
- (a) Read the return of the municipal clerk certifying to the election of the Trustees;
 - (b) Administer to each Trustee of the Board the Declaration of Office and the Oath of Allegiance. If a Judge/Solicitor is present, the Judge shall administer the declaration and the oath aforesaid; and,
 - (c) Declare the Board to be legally constituted.
- 3.05 The Secretary shall then conduct the election for the office of Chairperson of the Board, which shall be as follows:
- (a) Nominations shall be called for the office of Chairperson of the Board;
 - (b) If more than one nomination is received, the election shall be conducted by secret ballot and the ballots subsequently destroyed. After the election, the ballots shall be counted by the Director of Education and the Associate Director of Corporate Services;
 - (c) If a ballot is held, the Secretary shall announce the result of the ballot and only declare the name of the candidate receiving the majority of the votes;
 - (d) The Trustee receiving a majority of the votes cast by all the Trustees present and eligible to vote shall be declared elected. Should no candidate receive a majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped. The Board shall proceed to vote anew and so continue until a Chairperson is elected;
 - (e) In the case of an equality of votes, the candidates shall draw lots to fill the position of Chairperson (S 208(8)); and,
 - (f) The Secretary shall announce the result of the ballot by declaring the name of the Member who has received a majority of votes cast.
- 3.06 The newly elected Chairperson shall then take the Chair. The Chairperson shall proceed with the election for the office of Vice-Chairperson using the same procedures as set out aforesaid in By-law Number 3.05.

- 3.07 The term of office for the Chairperson of the Board is the legislative year.
- 3.08 The Members of each Standing Committee shall elect a Chairperson at the Initial Caucus meeting or at such time as the Committee may decide (except for Committee of the Whole).

In addition, the Members of each Standing Committee shall elect a Vice-Chairperson at the first meeting of the Committee or at such time as the Committee may decide (except for the Committee of the Whole).

In addition, Members of all other Committees shall elect a Chairperson at the first meeting of the committee or at such other time as the Committee may decide (except for the Committee of the Whole).

- 3.09 The term of office for all positions and appointments to municipal or external positions shall be for the legislative year, unless as otherwise required by the By-laws of the institution to which the appointments are made.
- 3.10 The Secretary of the Board shall be the Director of Education or his/her designate.

4.00 COMMITTEE FORMATION PROCEDURE

- 4.01 Prior to the informal Initial Caucus Meeting, the Trustees may submit their preferences for:
- (a) appointments to Committees;
 - (b) appointments to external Boards, Committees, associations, or organizations.
- 4.02 Following the election of the Chairperson of the Board and Vice-Chairperson at the informal Initial Caucus Meeting, the Trustees shall designate by resolution the appointments referred to in By-Law 4.01 in any manner acceptable to the Chairperson and the Trustees subject to these By-laws and The Education Act and its Regulations. The appointments herein shall constitute the Committees of the Board until successors are appointed unless modified by reason of resignation or withdrawal of a Trustee or by reason of a subsequent decision by a vote of a majority of the Trustees present and eligible to vote at such meeting.
- 4.03 A Standing Committee shall not have fewer than five (5) Trustee Members, except for Committee of the Whole, which shall consist of all Trustees.
- 4.04 The term of office for all appointments referred to herein, except appointments to the Audit Committee, shall be for a period not exceeding one legislative year, unless otherwise decided by the Board.
- 4.05 The Secretary of the Board shall designate the Secretary of each Committee.

5.00 MEETINGS OF THE BOARD
(Regular, Special, Holidays)

- 5.01 The Regular Meetings of the Board shall be held in the Board Room of the Father Kyran Kennedy Catholic Education Centre on the first Tuesday of each month unless otherwise determined by the Board immediately following the Committee of the Whole Meeting.
- 5.02 Special Meetings of the Board may be called by the Chairperson or shall be called upon the written request of the majority of the Board. In the absence of the Chairperson and the Vice-Chairperson, a special meeting may be called by the Secretary of the Board on the request of the majority of the Members of the board.
- 5.03 The notice of said Special Meetings of the Board shall specify the subjects for which the Meeting is to be held, and the time and place of the Meeting. No other business shall be conducted unless agreed by unanimous consent of all Trustees eligible to vote and only if all Trustees eligible to vote are present.
- 5.04 The Board and Committees shall not meet during Holy Week or on a public or civic holiday except where an emergency requires a meeting. Any regular Board or Committee Meeting scheduled for Holy Week shall meet on the next following day, which is not a holiday or is not in Holy Week unless otherwise agreed by a majority of Trustees.

6.00 QUORUM OF THE BOARD OR COMMITTEE

- 6.01 A quorum of the Board or a Committee shall consist of a majority of the Members of the Board or the Committee.
- 6.02 If a quorum is not present within thirty (30) minutes after the time appointed for a Meeting, the Board or the Committee shall not convene and the Secretary shall record the names of the Members then present.
- 6.03 When a Board Member is absent from a Regular Board Meeting, the reason for such absence shall be recorded in the Minutes accordingly and the Board may, by resolution, excuse such absence and said resolution shall be recorded in the Minutes. The Trustees absent shall notify the Secretary of the Board prior to the Regular Board Meeting in question if they will be absent.

7.00 STANDING COMMITTEES

- 7.01 There shall be the following Standing Committee(s) of the Board, composed only of Trustees as voting Members:
- (a) Religion, Family Life & Faith Formation;

- (b) Student Achievement and Well-Being Committee; and,
- (c) Committee of the Whole.

7.02 RELIGION, FAMILY LIFE & FAITH FORMATION COMMITTEE

Composition

At least 5 Trustees

Terms of Reference

The Religion, Family Life & Faith Formation Committee will consider and make recommendations concerning the religious, family life and faith formation mandate of the Board. The committee shall:

- formulate program policies that support religion and family life instruction;
- review the development and implementation of programs that support Catholic Education and the Mission/Vision of the Board;
- review and approve the selection of learning materials/resources that support Religion and/or Family Life programs;
- support the development of the spiritual and faith formation needs of trustees, staff, students and the Catholic community through faith formation initiatives and programs;
- maintain communication and supervisory liaison with the HWCDSB Chaplaincy Leaders and the Adult Faith Animator through the Board's designate(s);
- other matters referred to it by the Board.

Reporting and Term

The Religion, Family Life & Faith Formation Committee shall report to the Board and shall meet monthly or as determined by the Committee. The term of office for the committee shall be one legislative year.

7.03 STUDENT ACHIVEMENT & WELL-BEING COMMITTEE

Composition

Up to 9 Trustees

Terms of Reference

The Student Achievement & Well-Being Committee will consider and make recommendations concerning the student achievement and well-being responsibilities of the Board. The committee shall:

- promote student achievement and well-being;
- promote a positive school climate that is inclusive and accepting of students;
- ensure effective and appropriate education programs are provided for students;
- develop and maintain policies and organizational structures that support student achievement and well-being, and encourage students to pursue their educational goals;
- monitor and evaluate the effectiveness of policies and programs in supporting student achievement and well being and the efficiency of the implementation of those policies/procedures;
- monitor system, Provincial, National and International assessment results;
- make recommendations with regard to the purchase of learning materials;
- make recommendations and approve revisions to the Hamilton Wentworth Catholic Athletic Association Constitution; and,
- other matters referred to it by the Board.

Reporting and Term

The Student Achievement & Well-Being Committee shall report to the Board and shall meet on the third Tuesday of each month or as determined by the Committee. The term of office for the committee shall be one legislative year.

7.04 COMMITTEE OF THE WHOLE

Composition

The Committee of the Whole shall include all Trustees.

Terms of Reference

The Committee of the Whole shall have responsibility for considering, reporting and recommending to the Board on matters that are within the jurisdiction of the Board including strategic planning, finance, property and building, human resources and/or matters referred to it by the Board. By-Law 13.00 applies to the Committee of the Whole.

Reporting and Term

The Committee of the Whole shall report to the Board and shall meet on the first Tuesday of each month or as determined by the Committee.

8.00 AD HOC COMMITTEES

- 8.01 The Board may establish Ad Hoc Committees that may include Members who are not Members of the Board to deal with matters as assigned to it by the Board. Ad Hoc Committees shall be first convened within two weeks of the date of the

resolution appointing the given Committee and if there is no quorum present, one of the Members present shall report such fact to the next meeting of the Board.

- 8.02 Ad Hoc Committees shall be composed of not more than three (3) Trustees and such other persons as the Board may direct.
- 8.03 Ad Hoc Committees shall exist until the Committee presents its final recommendation to the Board for approval and thereafter dissolved.
- 8.04 The terms of reference, duties, mandate, and time lines for Ad Hoc Committee(s) shall be specifically outlined and recorded at the time of formation of the Ad Hoc Committee(s) at the Board Meeting creating said Committee(s).
- 8.05 All Trustee Members of Ad Hoc Committees shall have the right to speak to the report of the Committee when it is brought to the Board for consideration. Members of the Committee who are not Trustees may be allowed to address the Board at the discretion of the Chairperson of the Board.
- 8.06 A Trustee on whose motion an Ad Hoc Committee is appointed shall be a Member of the Committee and the other Members of the Committee shall be appointed by the Chairperson subject to Board approval.
- 8.07 The Board may create Committees under this By-Law as required by the Education Act, its Regulations, or as determined by the Board from time to time.
- 8.08 Annually an Ad Hoc Committee will be appointed that will recommend resolutions to the Board that, once approved, would be forwarded to the Annual Meeting of the Ontario Catholic School Trustees' Association.

The Ad Hoc Committee would also consider, if appropriate, the nomination of candidates for the receipt of the Ontario Catholic School Trustees' Award of Merit, the OCSTA Special Award and the OCSTA Student Trustee Alumnus Award.

- 8.09 Annually the HWCDSB Distinguished Service to Catholic Education Committee will be established.

Composition

- The Chairperson of the Board and two (2) Trustees selected according to By-Law 4.00;
- Director of Education;
- **Associate Director of Corporate Services;**
- Two (2) Principals - one elementary/one secondary;
- Manager, Media and Communications; and,

- On an annual basis the Bishop of the Diocese or his designate shall be invited to serve on the Committee.

Terms of Reference

The HWCDSB Distinguished Service to Catholic Education Committee will make recommendations to the Board regarding the annual identification of individuals and/or groups worthy of recognition as a result of meritorious and faith-filled service to Catholic Education in Hamilton-Wentworth. The committee shall:

- review all nomination packages submitted;
- recommend the number of individual and number of group awards that will be given each year; and,
- recommend the names of individuals and/or groups worthy of receiving the HWCDSB Distinguished Service to Catholic Education Award.

9.00 PERMANENT COMMITTEES

The following are the Permanent Committees of the Board:

- (a) By-laws & Regulations Committee;
- (b) International **and Indigenous** Languages Elementary Program Committee;
- (c) Pastoral Care Services Advisory Committee;
- (d) Catholicity and Communications Committee;
- (e) **Equal Opportunities Committee**
- (f) **Indigenous Education Committee**
- (g) Policy Review Committee and Strategic Planning; and,
- (h) **Anti-Racism Committee.**

By-laws 9.01-9.07 establish the Composition, Terms of Reference and Reporting and Term of each of the Permanent Committees. The Chairperson of each of the Permanent Committees of the Board shall be a Trustee. Trustees will be the sole voting members of the Committee except where noted.

9.01 BY-LAWS AND REGULATIONS COMMITTEE

Composition

The membership of the By-laws and Regulations Committee shall consist of:

- five (5) Trustees to be chosen as per By-Law 4.00;
- Director of Education; and,
- Executive Assistant to the Director of Education.

Terms of Reference

The Committee will review the existing By-laws, Rules and Regulations of the Board at such time as the Committee determines. It shall consider any new By-laws or Regulations, which have been proposed during the legislative year, or other matters referred to it by the Board.

Reporting and Term

The Committee shall meet when deemed necessary and report to the Board.

9.02 INTERNATIONAL & INDIGENOUS LANGUAGES ELEMENTARY
PROGRAM COMMITTEE

Composition

The Committee shall consist of:

- one (1) voting representative from each International Language group community;
- two (2) voting Trustees chosen as per By-Law 4.00;
- two (2) non-voting Members of the Administration of the Catholic School System; and,
- one (1) non-voting Superintendent of Education, who will act as Secretary of the Committee

Reporting and Term

It shall meet at least twice per year, in September and in March, and shall submit its report to the **Committee of the Whole** no later than the first meeting in June of each year. The term of office for the committee shall be one legislative year.

The Committee may establish sub-committees as required. Each Committee will be appointed following the Inaugural/Initial Meeting of the Board and shall remain in existence for the legislative year of the Board.

9.03 PASTORAL CARE SERVICES ADVISORY COMMITTEE

Composition

The Pastoral Care Services Advisory Committee shall consist of:

- two (2) voting Trustees chosen as per By-Law 4.00;
- one (1) non-voting Superintendent of Education, who will act as Secretary of the Committee
- one (1) voting Member each from OECTA-Elementary/Occasional, and Secondary Associations;
- one (1) voting Member of LIUNA Custodians and Maintenance;
- one (1) voting Member of LIUNA Assistant Custodians;
- one (1) voting Member of Canadian Union of Public Employees;
- one (1) voting Member each from the Principals and Vice-Principals Association-Elementary and Secondary Panels;
- one (1) voting Member from the Professional Administrative Support Staff (PASS); and,
- one (1) voting Member of OSSTF Professional Educators and Child Care Workers

Terms of Reference

The terms of reference of the Pastoral Care Services Advisory Committee are as follows:

- to maintain liaison and communication with the various employee groups;
- to provide the Pastoral Services Team with feedback and input regarding the program needs;
- to assist Pastoral Services Team in monitoring the effectiveness of the program;
- to review Board policies and procedures as they relate to the delivery of pastoral services to staff; and,
- to review and report on any matters referred to the Pastoral Care Services Advisory Committee by the Board.

Reporting and Term

The Pastoral Care Services Advisory Committee shall report to the Committee of the Whole and shall meet as required but no less than once a year. Its term of office is the Board's legislative year.

9.04 CATHOLICITY AND COMMUNICATIONS COMMITTEE

Composition

- at least 5 Trustees;
- Director of Education (or his/her designate);
- Media and Communications Officer;
- Superintendent or Assistant Superintendent

Terms of Reference

The Catholicity and Communications Committee will consider and make recommendations concerning strategies and initiatives by which the Board can promote and nurture the gift of publicly funded Catholic Education and the Mission of the Hamilton-Wentworth Catholic District School board. The committee shall:

- Consider strategies by which the Board can improve the transmission and the reception of information between all stakeholders (i.e., Catholic ratepayers, staff, students, families, Bishop, parishes, Catholic School Councils, Employee Groups, etc.);
- Maintain and enhance policies, programs, procedures and initiatives that support and strengthen the home-school-parish triad;
- Develop and maintain media communication practices and campaigns that leverage social, digital and traditional media to tell the story of Catholic education in Hamilton-Wentworth;
- Support opportunities for student voice and student led initiatives that provide an authentic platform for students to show leadership in promoting and nurturing Catholic schools; and,
- Other matters referred to it by the Board.

Reporting and Term

The Catholicity and Communications Committee shall meet as determined by the committee but no less than once a year and shall report to the Committee of the Whole. The term of office for the committee shall be one legislative year.

9.05 EQUAL OPPORTUNITIES COMMITTEE

Composition

The Equal Opportunities Committee shall consist of:

- three (3) Trustees chosen pursuant to By-law 4:00;

Terms of Reference

The role of the Committee is to monitor and make recommendation(s) to the Board of Trustees with regard to promoting equity in educational opportunity.

Reporting and Term

The Trustees on the Equal Opportunities Committee shall serve for a term not exceeding the Board's legislative year. The Committee shall report to the Committee of the Whole and shall meet as required but no less than twice a year.

9.06 INDIGENOUS EDUCATION COMMITTEE

Composition

The Indigenous Education Committee shall consist of:

- three (3) Trustees chosen pursuant to By-law 4:00;

Terms of Reference

The Committee shall make recommendations with regard to Indigenous Education as it relates to Truth and Reconciliation, curriculum, and the Board Action Plan (BAP) four key priorities: Supporting Students, Engagement and Awareness Building; Supporting Educators; and Using Data to Support Student Achievement.

Reporting and Term

The Trustees on the Indigenous Education Committee shall serve for a term not exceeding the Board's legislative year. The Committee shall report to the Committee of the Whole and shall meet as required but no less than ~~one~~ **twice** a year.

9.07 POLICY REVIEW COMMITTEE/STRATEGIC PLANNING

Composition

The Policy Review/Strategic Planning Committee shall consist of:

- the Chairperson of the Board plus two (2) Trustees designated by the Chairperson of the Board;

Terms of Reference

The terms of reference of the Policy Review/Strategic Planning Committee are as follows:

- Following a review by the Administration, receive from the Administration policies that are subject for review;
- Submit each reviewed policy to the Committee of the Whole in approved format and suitably rewritten or revised, if required, for its consideration;
- Submit the policy, with or without modification, for Board approval or rescinding; and,
- Support the development and monitoring of the Multi-Year Strategic Plan.

Reporting and Term

The Committee, when necessary, reports to the Committee of the Whole during the current legislative year.

9.08 ANTI-RACISM COMMITTEE

Composition

The Anti-Racism Committee shall consist of:

- Two (2) Trustees;
- Diocese of Hamilton representative**
- Elementary and secondary student representatives from Black, Indigenous, and persons of racialized background (3)**
- Elementary and secondary parent/guardian representatives from Black, Indigenous and racialized background (3)**
- Parent/Guardian and Student Alternates**
- Indigenous Education Lead;**
- Superintendent of Education;**
- EFAP Counselor**
- System Equity Officer**
- Superintendent of Human Resources**

Terms of Reference

Mandate/Specific Responsibilities: (from the report: *Recommendations to Promote and Strengthen Anti-Racism Education in the HWCDSB.*)

To provide advice to the HWCDSB regarding the recommendations in the sections of data, professional development, student, parent/guardian, and staff from the report *Promote and Strengthen Anti-Racism Education in the HWCDSB.*

- **Monitoring the implementation of the recommendations**
- **Monitoring the reporting on the progress of the recommendations**
- **Monitoring the implementation of future approved HWCDSB initiatives**
- **Monitoring the reporting on the progress of future approved HWCDSB initiatives**

- **Make recommendations, as appropriate, to the HWCDSB Committee of the Whole related to the report *Promote and Strengthen Anti-Racism Education in the HWCDSB* on other matters as requested by the Board of Trustees**
- **Co-Chairs: One Co-Chair of each of the Committees of the Board shall be a Trustee and the second Co-Chair shall be a parent and/or student member of the committee. Decision making will be through consensus.**
- **Quorum: A quorum of the Committee shall consist of a majority of the Members of the Committee present.**

Reporting and Term

The Committee, when necessary, reports to the Committee of the Whole during the current legislative year.

Meetings: Monday, three times a year and call ad-hoc meetings as necessary

Length of Term: Two-year term subject to student eligibility.

Resources: HWCDSB Recording Secretary; HWCDSB Board Staff; other resources as deemed necessary and within approved budget.

Presentation of Minutes: Once approved by the Committee, copies of the minutes will be presented by the Trustee Co-Chairperson at following Board of Trustees, Committee of the Whole meeting.

10.00 STATUTORY COMMITTEES

The following are the Statutory Committees of the Board:

- (a) Special Education Advisory Committee (SEAC)
- (b) Supervised Alternative Learning (SAL)
- (c) Audit Committee
- (d) Catholic Parent Involvement Committee (CPIC)

The Composition, Terms of Reference and Reporting and Term of these Committees shall be outlined in this By-law.

Members of the Special Education Advisory Committee shall, at their first meeting, elect one of their Members as Chairperson and one of their Members as Vice-Chairperson (Regulation 464/97) 9 (3), and the Supervised Alternative Learning for Excused Pupils Committee shall designate a Member as Chairperson (Regulation 308 2(3)).

10.01 SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Composition

The Board shall establish a Special Education Advisory Committee that shall consist of:

- one (1) representative from each of the local Associations, as defined by Regulation 464/97 of The Education Act, not to exceed twelve (12) in the area of jurisdiction of the Board as nominated by the local Association and appointed by the Board;
- three (3) Members appointed by the Board from among its Members, selected pursuant to By-Law 4.00;
- one (1) of the Members appointed by the Board shall be the alternate;
- in addition to the Members referred to aforesaid, the Board may appoint one or more additional Members who are not representative of a local Association, are not Members of the Board, or of a Committee of the Board.

Each of the persons referred to above who are not Members of the Board shall have the qualifications required for Members of the Board that appointed them and shall hold office during the terms of the Members of the Board and until the new Board is organized.

Where there are more than twelve local Associations (as defined by the Education Act) in the area of jurisdiction of the Board, the Board shall select the twelve associations that shall be represented.

The Board shall select as one of the local Associations for the purposes of clause (a) a Parents' Group that is affiliated with the Ontario Association for Community Living and that operates within the jurisdiction of the Board.

The Composition of SEAC is subject to Section 228(1) of The Education Act (Seat Vacated by Conviction).

Terms of Reference

The SEAC may make recommendations to the Board in respect of any matter affecting the establishment and development of Special Education Programs and Services in respect of exceptional pupils of the Board.

Reporting and Term

The SEAC shall report to the Board of Trustees and the term of office shall coincide with the term of the Board.

10.02 SUPERVISED ALTERNATIVE LEARNING (SAL)

Composition

The Board shall establish a Committee to be known as the Supervised Alternative Learning Committee (SAL) for the purposes of Regulation 374/10 of The Education Act and designate the Secretary thereof.

The Committee shall be composed of such persons, not fewer than three (3) as may be appointed by a Board in each year, and a quorum of a Committee shall consist of:

- (a) a Member of the Board, chosen pursuant to By-Law 4.00;
- (b) a supervisory officer who qualified as such as a Teacher and is employed by the Board; and
- (c) at least one (1) person who is not an employee of the Board in addition to those referred to in clauses (a) and (b).

The Committee shall designate a Member as Chairperson.

Terms of Reference

Terms of reference of the Supervised Alternative Learning Committee are set out in Ontario Regulation 374/10 and The Education Act as amended.

Reporting and Term

The Supervised Alternative Learning Committee shall have the powers, duties and responsibilities as outlined under Ontario Regulation 374/10, The Education Act as amended, and shall provide informational reports to the Student Achievement & Well Being Committee of the Board.

10.03 AUDIT COMMITTEE

Composition

1. The Audit Committee shall consist of five (5) members;
 - three (3) Trustees, of which one shall be the Chairperson of the Board;
 - the Chairperson of the Audit Committee shall be elected at the first meeting from among the Board members appointed;
 - two (2) persons, as outlined in the Regulations, who are not members of the Board; and,
 - the Associate Director of Corporate Services shall be the principal staff support and shall assign additional staff support to the Committee as required.
2. A majority of the audit committee that includes at least one member who is not a board member constitutes quorum for meetings of the committee.

Terms of Reference

The role of the Audit Committee shall include;

- reviewing the Board’s financial statements and overall financial reporting process;
- reviewing the external audit function of the Board;
- serving as a communication link between the auditors and the Board of Trustees;
- reviewing the overall effectiveness of the Board’s internal controls;
- reviewing the internal and external audit functions of the Board;
- reviewing the effectiveness of the Board’s system for monitoring compliance with legislative requirements and with the Board’s policies and procedures; and,
- reviewing and assessing the board’s policies for risk assessment and risk management.

The Committee shall meet at least three times in each fiscal year at the call of the Chairperson of the Committee, and at such other times as the Chairperson considers advisable.

Reporting and Term

The term of office of Trustee members of the Committee shall not exceed four years.

The term of office of members of the Committee who are not Board members shall be determined by the board, but shall not exceed three years.

The Committee shall report to the Committee of the Whole annually, and at any other time that the Board may require, on the Committees performance of its duties.

10.04 CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

The Catholic Parent Involvement Committee shall include the following:

- one Trustee;
- the number of parent members specified in the by-laws of the committee;
- the Director of Education;
- the number of community representatives specified in the by-laws of the committee; and,
- subject to the by-laws of the Committee, the Board may appoint one or more of the following individuals to the Committee:
 - one elementary school principal;
 - one secondary school principal;

- one elementary school teacher ;
- one secondary school teacher; and,
- one person employed by the Board, other than a principal, vice-principal or teacher.

The Chairperson or Co-Chairpersons of the Committee must be parent members of the Committee and shall be elected for a two-year term by the parent members of the Committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chairperson [or Co-Chairpersons].

Only parent members and community representative members are entitled to vote.

Terms of Reference

The role of the Catholic Parent Involvement Committee shall be to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being.

The Committee shall meet at least four times in each school year.

Reporting and Term

1. Term

The term of office of the Trustee member of the Committee shall not exceed the legislative year of the Board.

The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee.

A member of a parent involvement committee may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee.

2. Reporting

The Committee shall keep minutes of all of its meetings and records of all of its financial transactions.

The minutes of the Committee's meetings and the records of its financial transactions shall be available for examination at the Board's office by any person without charge for four years.

Minutes of the Committee are to be posted on the Board's website and shall remain on the website for four years.

11.00 GENERAL PROCEDURES FOR BOARD, COMMITTEE, SUB-COMMITTEE,
AND AD-HOC COMMITTEE MEETINGS

- 11.01 The following rules of order shall be observed in the meetings of the Board, Committees, Sub-Committees, or Ad Hoc Committees unless otherwise stated, and:
- The Robert's Rules of Order, when not inconsistent with these rules and by-laws, shall govern the Board in all cases to which they are applicable.
- 11.02 In the case of the absence of both the Chairperson and the Vice-Chairperson, and there is a quorum in attendance, the Secretary shall call the meeting to order and a Chairperson shall be chosen by the Members of the Board present and he/she shall preside and act during such absence.
- 11.03 If the Chairperson, Vice-Chairperson and the Secretary should be absent for the opening of the meeting and there is a quorum in attendance, the Members present shall appoint a Chairperson and Secretary pro tem.
- 11.04 In the event of the death or resignation of the Chairperson during the year, the Board shall, at its first Regular Meeting thereafter, proceed to elect a Chairperson for the remainder of the year in the manner hereinafter prescribed for the election of the Chairperson at the Inaugural/Initial Meeting.
- 11.05 Discussions at Board meetings on business of Standing Committees, which has not been considered by the Standing Committees shall not be permitted at the Board meeting unless approved by a majority of the Trustees present and entitled to vote.
- 11.06 All Trustees may attend and participate in discussions of the Committees of which they are not Members, but these non-Member Trustees shall not vote at such meetings subject to the Chairperson's rights as outlined in By-Law Number 16.00.
- 11.07 Every Trustee present, including the Chairperson, but excluding those who have declared an interest as required by The Municipal Conflict of Interest Act, shall vote or abstain on all questions on which the Trustee is entitled to vote at the Board or Committees.
- 11.08 Should the Chairperson elect to vacate the Chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice-Chairperson or, in his/her absence, one of the Members to fill his/her place until he/she resumes it following the disposition of the motion on the floor. The Vice-Chairperson or any Member temporarily occupying the Chair shall discharge all the duties and enjoy all the rights of the Chairperson.

- 11.09 When the Chairperson is called upon to decide a point of order or practice or privilege, he/she shall, before deciding, state the rule applicable to the case without comment.
- 11.10 The ruling of the Chairperson shall be final, subject only to an appeal to the Board by a Member without debate.
- 11.11 A motion to defer consideration of any matter coming before the Board or Committee is not debateable.
- 11.12 (a) When a division takes place on any question at Board or Committee, upon the request of a Trustee who is present or upon the direction of the Chairperson, the name of those Trustees in favour of, those opposed to, a particular motion, shall be identified at the meeting and entered upon the record.
- (b) A Trustee may request to have an item, items or sub items within a report of a Committee of the Board voted on separately. This request should be conveyed to the Chairperson of the Board or his/her substitute prior to the matter being voted upon at the meeting.
- 11.13 The following rules shall be observed at meetings of the Board:
- (a) Any Trustee desiring to speak shall so indicate by upraised hand and, upon recognition by the Chairperson who shall call the Trustee by name, the Trustee may then, but not before then, proceed to speak;
- (b) No Trustee shall speak longer than five (5) minutes to the same question without leave of the Board except the mover of a motion who shall be allowed ten (10) minutes;
- (c) The mover of the original motion, but not of any amendment thereto, may have five (5) minutes to reply;
- (d) A Member may not speak a second time to a motion until such time as the other Members have had an opportunity to speak to the same motion;
- (e) This does not prohibit a Member from speaking on a point of privilege or order; and,
- (f) A motion shall be required to be seconded.
- 11.14 No order or authority shall be recognized as emanating from any Committee unless it is in writing, signed by the Chairperson or Acting Chairperson, and unless it refers to the Minutes of the Committee under which it was issued.

- 11.15 Meetings of the Board and Committees shall adjourn no later than 11:00 p.m., unless the majority of Members present and eligible to vote consent to an extension.
- 11.16 Members of any Committee, Sub-Committee, or Ad Hoc Committee may be called by the Chairperson of the Committee whenever he/she shall consider it necessary to do so and it shall be the duty of the Chairperson of the Committee, or in his/her absence of the Director, to summon a special meeting of a Committee when requested in writing to do so by a majority of the Committee concerned to deal with pressing and urgent matters.
- 11.17 All questions, petitions, enquiries, or communications on any subject matter shall, upon presentation to a Committee or the Board, be referred by the Chairperson to the proper Committee without a motion, unless otherwise determined by a majority of all Members of the Board.
- 11.18 The following rules apply at meetings:
- (a) All motions presented, other than those contained in a report of a Committee shall be in writing, properly moved and seconded, and shall be read by the Chairperson prior to consideration.
 - (b) A motion shall not be discussed or spoken to until it has been submitted and read by the Chairperson;
 - (c) When a motion has been stated by the Chairperson, it shall be open to debate and shall be disposed of by:
 - (i) a vote of the board; or
 - (ii) withdrawal of the motion by the moving party and seconder; said withdrawal requires permission of a majority of the Trustees present and eligible to vote.
 - (d) This By-Law does not restrict subsidiary motions to be made on the main motion to:
 - (i) amend the main motion;
 - (ii) refer the main motion to the appropriate Committee;
 - (iii) table of motion;
 - (iv) defer consideration to a subsequent meeting;
 - (v) put the previous question of the motion to close debate and at once take the vote;
 - (vi) to go to the Committee of the Whole, if applicable;
 - (vii) to consider in private or public session the question under debate;
 - (viii) make a motion to adjourn; or
 - (ix) make such other oral motions as the Chairperson may accept.

- (e) All votes shall be conducted so that the Chairperson and others present may observe how each person votes.
- 11.19 Only Trustees present at the meeting when a vote is taken shall have the right to vote. Proxy voting is not permitted.
- 11.20 Except as otherwise provided in The Education Act or in these By-laws, an affirmative vote shall require a majority of the votes of the Members present and entitled to vote.
- 11.21 At Committee Meetings any matter on which there are less than two (2) Members present and eligible to vote shall stand referred to the Board.
- 11.22 Any motion on which there is an equality/tie of votes is lost.
- 11.23 The Chairperson shall declare the result of all votes.
- 11.24 The Director of Education or his delegate, shall be given the opportunity to address the Board on a report containing the recommendations submitted to the Board.
- 11.25 (a) A motion to reconsider may be entertained at the Meeting of the Board at which the matter in question or substantially similar matter was disposed of and the following rules apply:
 - (i) Only a Member who voted with the majority in the original matter may introduce a motion to reconsider;
 - (ii) No discussion of the substance of the matter shall take place unless reconsideration is approved; and,
 - (iii) On a motion for reconsideration, the Board may refer the matter to the appropriate committee.
- (b) Where a Trustee, who voted with the majority on a particular question wishes to propose a motion to reconsider at a Regular Meeting of the Board, that Trustee may give notice in writing that he/she will move for reconsideration at the next Regular Meeting. A vote of a majority of the Trustees present at that meeting will be required to approve or disapprove the consideration of the motion.
- 11.26 Member may submit a Notice of Motion, which must be in writing:
 - (a) At a meeting of the Board but the motion shall not be debated until the next Regular Meeting of the Board;
 - (b) The motion shall be printed in full on the agenda for the next Regular Meeting of the Board and for each succeeding meeting of the Board at which the matter is considered or until it is otherwise disposed of;

- (c) A Trustee who submits a Notice of Motion, which appears on the agenda, shall be given the opportunity to address the Board on the topic of the Notice of Motion, at the meeting at which the motion is to be considered, for a period which shall not exceed three (3) minutes;
 - (d) This By-Law does not apply to motions to defer consideration of a matter coming before the Committee or Board;
 - (e) Said Notices of Motion may be accompanied by an explanatory notice; and,
 - (f) The Board may defer said Notices of Motion by resolution of the Board by a majority of its Members present and eligible to vote to the appropriate Committee, Sub-Committees, or Ad Hoc Committee.
- 11.27 Upon Motion, the reading of the Minutes of the previous Meeting may be dispensed, if said Minutes have been printed and distributed to the Trustees prior to the Meeting.
- 11.28 A minority of any Committee may have a minority report presented at a Board meeting by the Chairperson of the Committee in the same manner as the majority report is presented.
- 11.29 The business of Committees shall be conducted under the following regulations:
- (a) the rules of the Board shall govern as far as may be applicable;
 - (b) a motion shall be required to be seconded;
 - (c) no Trustee shall speak more than twice on the same question; and,
 - (d) in the absence or until arrival of the Chairperson of a Committee or Vice-Chairperson, one of the other Members of the Committee shall be elected to preside.

12.00 ORDER OF BUSINESS, AGENDA

- 12.01 The order of business for Board Meetings shall be as follows:
- (a) Opening Prayer and Scriptural Reading, Memorials;
 - (b) **Territorial/Treaty Acknowledgement**
 - (c) Noting of Members Present and Absent, Resolutions Excusing Absence;
 - (d) Approval of the Order of Business;
 - (e) Declarations of Interest;
 - (f) Confirmation of Minutes of Last Regular Meeting;
 - (g) Motions to Receive, Motions of Referral to Committee or Staff of Communications, Petitions and Delegations;

- (h) Presentation of Reports of Standing Committees and Discussion of Report to Follow Each Committee Report;
- (i) Staff Report and Resolution;
- (j) Notices of Motion;
- (k) New Business; and,
- (l) Adjournment and Closing Prayer.

12.02 The order of business for Committees shall be as follows:

- (a) Opening Prayer;
- (b) Noting of Members Present and Absent;
- (c) Approval of the Order of Business;
- (d) Declarations of Interest;
- (e) Confirmation of Minutes or Prior Meeting (if applicable);
- (f) Motions to Receive and Delegations;
- (g) Reports and Presentations;
- (h) New Business; and,
- (i) Adjournment.

12.03 The agenda of the Boards and Committees shall be created by the Secretary and the Chairperson of the Board. Any Trustee may request that an item be placed upon the agenda and the Trustee shall give seven (7) days notice of such proposed agenda items in writing to the Secretary. The Secretary and the Chairperson of the Board may, in their discretion, add such proposed agenda items to the agenda.

12.04 Variations in the order of the agenda shall not be permitted unless there is a vote of the majority of Trustees present, which vote shall be taken without debate.

12.05 Items not included on the printed agenda prior to distribution shall be handled in the following manner:

- (a) At all meetings of Committees and Board, an item for discussion only may be included on the agendas with the consent of two-thirds of Members present and eligible to vote.

- (b) At Board Meetings items requiring action or policy decisions shall only be included on the agenda with the unanimous consent of the whole Board present and eligible to vote.

12.06 The agenda shall segregate matters to be considered in private session and no public disclosure of said private session matters shall be made.

13.00 OPEN MEETINGS, CLOSING OF MEETINGS TO PUBLIC

- 13.01 Each meeting of the Board and of a Committee of the Board, including a Committee of the Whole, 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 subject to the following By-Law Number 13.02.
- 13.02 A meeting of a Committee of the 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 the parent or guardian of a pupil;
 - (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;
 - (f) discussion of an on-going investigation under the Ombudsman Act, as per sections 207(1) and (2.1) of the Education Act
- 13.03 In accordance with Section 207 of the Education Act, the Board may refer by resolution any matter to Committee for consideration and/or disposition in private session provided that such resolution stipulates the reason for such referral and no public disclosure of the subject matter shall be made.
- 13.04 In respect of meetings closed to the public, all Trustees must respect the confidentiality of the agenda and discussions of such in camera sessions of the Board, and its Committees.

14.00 COMMITTEE OF THE WHOLE MEETINGS

- 14.01 Meetings of the Committee of the Whole shall be called with the agreement of the majority of the Members of the Board for the purposes of considering matters with an appropriate relaxation of the regular rules and procedures for the conduct of Board business within the discretion of the Chairperson of the Board.

- 14.02 The Committee of the Whole (Caucus) may be called to order prior to the time of the commencement of a Regular or Special Board Meeting and at such other times with the agreement of the majority of the Members of the Board.
- 14.03 The Chairperson of the Committee of the Whole shall be the Chairperson of the Board.
- 14.04 Business transacted in Committee of the Whole (Caucus), which falls within the terms of reference of one of the Standing Committees, shall be brought to the following Regular Meeting for approval by the Chairperson of the appropriate Standing Committee. Business which does not fall within the terms of reference of one of the Standing Committees shall be brought to the following Board Meeting for approval by the Chairperson of the appropriate Ad Hoc Committee or Permanent Committee or a Trustee who has been designated to do so by the Chairperson.

15.00 REPORTING BY WAY OF MINUTES

- 15.01 Every Committee shall report after each of its meetings by way of the delivery of Minutes in either approved or unapproved form, segregating matters that have been considered public session from those that have been considered in private session and no public disclosure shall be made of these matters considered in private session.
- 15.02 Nothing in these By-laws shall require that the Committee of the Whole deliver Minutes of their meetings in written form in advance of the meeting of the Board.
- 15.03 The Board shall keep Minutes.
- 15.04 Minutes of meetings of every Committee and Board meeting shall contain the following information:
- (a) The name of the body meeting;
 - (b) The date of the meeting;
 - (c) The meeting number;
 - (d) Whether the meeting was a regular or special meeting;
 - (e) The names of the Trustees, Senior Staff, External Consultants, Board Auditors, or Board Solicitors who were present, noting the time of arrival and departure;

- (f) The Minutes shall note the name of each Trustee who disclosed any interest in any matter on the agenda of such meeting, an identification of the matter in which the Trustee disclosed the interest and, if the public was not excluded from the meeting, the general nature of the interest so disclosed; and,
- (g) Particulars of all matters that were placed upon the agenda of the Committee and the disposition thereof.

15.05 Provisions of this By-Law apply with necessary variations and modifications to the Minutes of Committees that are reporting to Standing Committees of the Board.

16.00 DUTIES OF CHAIRPERSON AND VICE-CHAIRPERSON OF THE BOARD

- 16.01 The Chairperson shall preside at all Committee of the Whole and Board meetings and, in his/her capacity as Chairperson, shall preserve order and decide all questions of order subject to an appeal to the Board.
- 16.02 In the absence of the Chairperson for any meeting, the Vice-Chairperson shall preside at the meeting and perform all duties proper to the Chairperson.
- 16.03 The Chairperson or his/her delegate chosen from among other Trustees shall be an official representative of the Board at all public functions.
- 16.04 The Chairperson shall be an official signing officer of the Board in regards to all orders and documents.
- 16.05 The Chairperson shall notify the Vice-Chairperson of an impending absence. In the case of such absence the Vice-Chairperson has all of the responsibilities, privileges and duties of the Chairperson.
- 16.06 At meetings of Committees, the Chairperson of the Board shall be entitled to be counted in the quorum of any such Committee if present and have the right to vote at all Committee meetings if present and eligible to vote.
- 16.07 The Chairperson shall also assume any other duties as prescribed in legislation [e.g. Education Act, Bill 177 and pertinent Ontario Regulations].

17.00 VOTING

- 17.01 (a) Only Members of the Board may vote who are present and eligible to vote;
- (b) The vote of a majority of the Members of the Board present and eligible to vote shall be binding; and,
- (c) Proxy voting is not permitted.

18.00 DECLARATION OF CONFLICTS OF INTEREST

- 18.01 Where a Trustee has an interest to disclose at a meeting open to the public the Trustee shall:
- (a) Disclose the interest and its general nature before any discussion of the matter takes place and state: "I have an interest in the subject matter.", and generally why;
 - (b) As of March 1, 2019 the member shall file a written statement of the interest and its general nature with the secretary of the committee;
 - (c) Not take part in the discussion of the matter;
 - (d) Not vote on any question in respect of it, and,
 - (e) Not try to influence the voting at any time before, during or after the meeting.
- 18.02 Where a Trustee has an interest to disclose at a meeting not open to the public, the Trustee shall:
- (a) Disclose the interest and its general nature before any discussion of the matter takes place and state: "I have an interest in the subject matter;"
 - (f) As of March 1, 2019 the member shall file a written declaration of interest but not the general nature of that interest with the secretary of the committee;
 - (b) Not take part in the discussion of the matter;
 - (c) Not vote on any question in respect of it;
 - (d) Not try to influence the voting at any time before, during or after the meeting; and,
 - (e) Forthwith leave the meeting, or that part of the meeting, during which time the matter in which the Trustee has an interest is being considered.
- 18.03 Where the interest of a Trustee has not been disclosed by reason of the Trustee's absence from the meeting wherein the matter was before the Board or Committee, the Trustee shall:
- (a) Disclose the interest in a general nature before any discussion of the matter takes place and state: "I have an interest in the subject matter;"
 - (b) Not take any part in the discussion of the matter;

- (c) Not vote on any question in respect of it; and,
- (d) Not try to influence the voting at any time before, during or after the meeting at the first meeting the Trustee does attend after the meeting at which the matter was considered.

18.04 As of March 1, 2019 a registry shall be established and maintained in which shall be kept a copy of each statement of interest filed where the meeting is open to the public and a copy of each declaration recorded where the meeting is not open to the public.

- (a) The registry shall be available for public inspection in the manner and time that the board determines.

19.00 COMMUNICATIONS, NOTICE OF MEETINGS

19.01 Until a Trustee of the Board shall notify the Secretary in writing of his/her official address, all notices or communications delivered or mailed to the Trustee at his/her address as set out in his/her nomination paper, shall be deemed to have been received by him/her.

19.02 The Secretary shall notify each Trustee of the Board by written notice e-mailed or delivered, of all regular and special meetings of the Board or Committees, at least twenty-four (24) hours (excluding Saturdays, Sundays and holidays) previous to the time at which such meetings are to take place.

19.03 The Secretary shall deliver:

- (a) the notice of the meeting;
- (b) the agenda;
- (c) the Minutes of the previous meeting;
- (d) a copy of all reports of Committees, if any; and,
- (e) items of correspondence

to each Trustee of the Board at least twenty-four (24) hours (excluding Saturdays, Sundays and holidays) prior to the meeting at which the same are to be considered.

19.04 The agenda shall contain a brief notice of all such matters as may come regularly before the Board and shall set out in full Notices of Motion.

20.00 AMENDMENT OF BY-LAWS AND REGULATIONS

- 20.01 No amendment, alteration or addition to the By-laws shall have been given at a Board meeting previous to that Board meeting unless due notice thereof, in writing, setting forth the proposed amendment, alteration or addition, shall have been given at a meeting previous to that at which the same comes up for consideration and unless confirmed by a majority of the Trustees of the Board.

21.00 DELEGATIONS AND SUBMISSIONS

- 21.01 A person or delegation shall be required to submit, to the Secretary, a written application to appear before the Board or a Committee, stating the matter on which a submission is to be made, the organization or interested parties to be represented, and the authority of the spokesperson; and shall also be required to submit a written brief to the Secretary before 12:00 noon on the fourth (4th) day before the meeting (excluding Saturdays, Sundays and holidays) for inclusion on the agenda.
- 21.02 A delegation shall designate not more than two (2) persons as spokespersons and no other Member of the delegation shall address the Board or Committee, except by request of a Trustee and with the permission of the Chairperson. The delegation shall not address the Board or Committee for longer than ten (10) minutes, unless agreed by a majority of Trustees present.
- 21.03 If, upon receipt of the written application referred to in By-Law Number 21.02 the Secretary of the Board in consultation with the Chairperson determines that the topic to be discussed by the delegation relates directly to the Terms of Reference of a Committee of the Board, then it shall be referred to the next meeting of that Committee. If, however, the topic relates to the Terms of Reference of more than one Committee of the Board, it shall then be referred to the next meeting of the Board.
- 21.04 If a decision is not made at the same meeting at which a delegation appears before the Board, the delegation shall be notified by letter of the date of the meeting at which a decision is to be made or a staff report is to be considered concerning its representatives.