



REPORT TO BOARD OF TRUSTEES January 28, 2020

Deb Crawford, Director of Education

SUBJECT: Policy Review – Procedural By-Laws – Preamble and Procedures
PREPARED BY: Deb Crawford, Director of Education

BACKGROUND:

As part of its regular cycle of examination of policies and procedures, the Board's Procedural By-Laws were reviewed and updated through November and December 2019. Changes to the document were vetted by the Policy Review Committee at its October 22, 2019 and November 12, 2019 meetings. In addition, the Procedural By-Laws were presented to the full Board at the November 12, 2019 meeting, as required by Sec. 3.3 of the By-Laws.

Sec. 3.3 – Rules of Order

No amendment, alteration or addition to this By-Law shall be made unless due notice thereof, in writing, setting forth the proposed amendment, alteration or addition, shall have been given at a Board meeting previous to that in which the same comes up for consideration, and unless a majority of all members present of the Board vote in favour of such amendment, alteration or addition.

Since the November 12, 2019 meeting, two additional changes has been made to the By-Laws Procedures.

- Under Sec. 10.0 – Signing Authority of the Board (page 11 of 13) the Supervisor of Procurement has been added as a signing officer, as the Supervisor of Procurement is required, from time to time, to sign purchase agreements.
- Slight wording change to Sec. 10.3 for clarification that the signature of the Director of Education is required, in addition to one of either the Associate Director OR the Chair OR the Vice Chair.

As there changes since the November 12, 2019 meeting, the Procedural By-Laws are presented to the Board tonight for review only, per Sec. 3.3. The document will be brought back to the February 25, 2020 meeting for final approval.

RECOMMENDATION:

That the St. Clair Catholic District School Board receive the report: *Policy Review – Procedural By-Laws – Preamble and Procedures* for information.