

Governance Policy 10

ASSOCIATION POLICY DEVELOPMENT PROCESS

Desired outcomes of the Association's policy process:

- ◆ Provides timely communication and action which serve the interests and perceived needs of members;
- ◆ Unifies the members around collective action;
- ◆ Elegant in its simplicity (takes into consideration all complexity surrounding the process, with a result that is understandable; not simplistic);
- ◆ Issues focused rather than process/parliamentary procedures focused.

1. Development Principles

The following principles shall guide the development, adoption, and attendant actions on Association policy positions placed before the General Meeting.

- 1.1 Positions are to clearly define the belief, need, or concern to be addressed by the General Meeting.
- 1.2 Positions are to be consistent with the vision, mission, mandate and guiding principles and the needs of the Association, thereby making the Association's positions both sound and consistent.

Where the substance of a position would alter or contradict an Association position in effect, amendment to or deletion of the policy is to be an integral part of the Association policy position.

- 1.3 Association policy positions are defined as "guidelines for future discretionary action." These statements serve to guide:
 - 1.3.1 The ASBA President, when making representations to the Minister and other organizations;
 - 1.3.2 The Board of Directors in identifying and selecting alternative modes of action within the parameters given;
 - 1.3.3 Those who represent the Association on external committees; and
 - 1.3.4 Trustees when addressing a current issue, whether at a forum, task force, or other structure.

Association policy positions allow the membership to steer the Association in desired directions.

- 1.4 Association policy positions are to be reviewed a minimum of every five (5) years to either reaffirm, amend or delete existing policy in order to give maximum emphasis to the needs and/or concerns of the membership.

- 1.5 Association policy positions can also seek to delete existing policy.
- 1.6 Updates on Association policy work undertaken by the Board of Directors are to be given at all Zone meetings. As well, opportunities for input are to be provided.

2. Regular Policy Positions

- 2.1 Notwithstanding Bylaw 7.2(g) regular policy positions will normally be considered at the Fall General Meeting.
- 2.2 A Committee of the Board of Directors shall request all member boards to identify proposed Association policy positions affecting education in their jurisdictions. The call for proposed Association policy positions will be made annually to develop policy positions for consideration at the Fall General Meeting.
- 2.3 Member boards shall submit their proposed Association policy positions, together with appropriate background research information, to their respective geographical zones.
- 2.4 Geographical zones may forward up to three proposed Association policy positions sponsored by a Board or the Zone to the Association. Suggested amendments to existing policy will be in addition to the above limits. (Zone 2/3 – maximum of six.)
- 2.5 The Board of Directors, or a committee thereof, shall:
 - 2.5.1 Review the proposals from the Zones;
 - 2.5.2 Request additional background or clarification when warranted;
 - 2.5.3 Ensure consistent format;
 - 2.5.4 Amalgamate overlapping proposals;
 - 2.5.5 Determine reclassification as a directive for action or issue, if warranted.

The proposed policies (additions, deletions, amendments, reaffirmations) will be reviewed by the Board of Directors and then circulated to Boards and Zones for review and response.
- 2.6 Zone responses to the draft positions shall be sent to the Board of Directors, or a committee thereof, to be reviewed to ensure the draft positions reflect the intent of the Zones.
- 2.7 The Board of Directors, or a committee thereof, shall review responses from the Zones and is responsible for the final wording of policy positions to be presented for consideration to the Fall General Meeting. The Board of Directors shall place these statements before the membership at the Fall General Meeting.
- 2.8 In accordance with item 2.2, a timeline outlining the annual process will be provided with the call for proposed Association policy positions.

3. Extraordinary Policy Positions

A position shall be accepted for consideration as an Extraordinary Policy Position if:

- 3.1 The position arises out of the business of the General Meeting,
- 3.2 Consideration of the position is supported by a two-thirds majority of voting Full member Boards, and
- 3.3 The mover makes available the wording of the position to all delegates.

4. Emergent Policy Positions

- 4.1 Emergent positions submitted by the membership for consideration at a General Meeting shall be submitted to a committee of the Board of Directors by 4:00 p.m. on the twenty-eighth (28) day prior to the first business day of a General Meeting.

A committee of the Board of Directors shall assess each emergent position to determine its compliance with the principles for Association policy. A committee of the Board of Directors shall:

- 4.1.1 Reject positions that address issues which have arisen prior to the deadline for submission of positions; and
- 4.1.2 Cause to be announced, immediately after the emergent position has been placed on the floor of the General Meeting, rationale for and decisions reached regarding compliance of the proposed emergent resolution with the principles for Association policy.
- 4.2 Emergent positions arising after the deadline for submission of emergent issues will be addressed by the Policy Development Advisory Committee with a recommendation to the Executive Committee for disposition.
- 4.3 If the criteria defining an emergent position is not met, the matter may still be considered as an emergent position by the assembly if:
 - 4.3.1 Consideration of the position is supported by a two-thirds majority voting Full member Boards, and
 - 4.3.2 The mover makes available the wording of the policy position to all delegates.

5. Disposition of Outstanding Policy Positions

Positions not dealt with by the scheduled time of adjournment on the last day of the General Meeting shall be referred automatically to the Board of Directors for such action as the Board is at liberty to take in accordance with Bylaw 7 (2)(g). However, these outstanding issues must be included on the agenda of the next general meeting.

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DIRECTIVES FOR ACTION

A directive for action differs from a policy position in that it demands that a particular and fairly immediate action take place.

Process

1. Any Board may submit a directive for action through their Zone or Metro Board representative to the Board of Directors at any time.
2. Directives for action are to be consistent with the vision, mission, mandate, guiding principles and policies of the Association.
3. The Board of Directors will determine what action, if any, is to be taken on directives for action formally submitted by a Zone or Metro Board representative on behalf of a member Board.
4. Where and when appropriate, the Board of Directors may place directives for action before the membership at a General Meeting.
5. Emergent directives for action may be referred to a General Meeting by the Policy Development Advisory Committee (PDAC) through the Executive Committee.
6. An accounting as to the progress made by the Association toward achieving the desired results in a directive for action and completion will be made at each General Meeting.
7. Once the directive for action is completed, the directive will be removed from further consideration.

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ISSUES

An issue is a matter which may develop into an Association policy position or a directive for action, or may simply require research to be done for further discussion.

Process

1. Any Board may submit an issue through their Zone or Metro Board representative to the Board of Directors at any time.
2. The Board of Directors will normally refer the issue to the Policy Development Advisory Committee (PDAC).
3. The Board of Directors will determine what action, if any, is to be taken on issues formally submitted by a Zone or Metro Board representative on behalf of a member Board.
4. Where and when appropriate, the Board of Directors may place Association policy positions or directives for action relating to the issue before the membership at a General Meeting.