

**ASBA 2012 TIMELINE FOR PROPOSED BYLAW AMENDMENTS, PROPOSED POLICY POSITIONS,  
AND PROPOSED EMERGENT POLICIES**

DATE DUE	SPRING GENERAL MEETING	DATE DUE	FALL GENERAL MEETING
January 2012	<b>ASBA</b> Call for Bylaw Amendments letter from ASBA Policy Development Advisory Committee (PDAC) Chair to all Board Chairs	January 2012	<b>ASBA</b> Call for Proposed Policy Positions letter from ASBA Policy Development Advisory Committee (PDAC) Chair to all Board Chairs, Zone Chairs; cc. Superintendents, Secretary-Treasurers
<b><u>Mar. 31, 2012</u></b>	<b>Boards</b> to submit proposed bylaw amendments to ASBA <b>(Please submit via e-mail to: <a href="mailto:bgarner@asba.ab.ca">bgarner@asba.ab.ca</a>)</b>	March-April  April-May 2012	<b>Boards</b> to submit proposed policy positions for FGM 2012 to zones; timelines and process at discretion of zones  <b>Zones</b> to identify a maximum of three (3) proposed policy positions to be submitted to the ASBA Board of Directors for consideration for the Fall General Meeting (Zone 2/3 - maximum of six)
April 4, 2012	<b><i>Budget &amp; Bylaws Bulletin</i></b> sent to all member boards (bylaw requirement of 60 days' notice before SGM)  <b>Note: Bylaw 7-2(g) states:</b> <i>"The Board of Directors may adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting."</i>	<b><u>May 31, 2012</u></b>  June 3, 2012	<b>Zones</b> to submit a maximum of three (3) proposed policy positions to ASBA for FGM (Zone 2/3 - maximum of six) <b>Please submit via e-mail to: <a href="mailto:htkachuk@asba.ab.ca">htkachuk@asba.ab.ca</a></b>  <b>ASBA Policy Development Advisory Committee (PDAC)</b> to meet to review proposed policy positions submitted by zones and determine wording of proposed policy positions to be presented to the Board of Directors
April-May 2012	<b>ASBA</b> budget presented to zones	June 2012	<b>ASBA Legal staff</b> to review proposed policy positions
<b><u>May 6, 2012</u></b>	<b>Boards</b> to submit proposed emergent policies to ASBA by 4:00 p.m. for the SGM. <b>Please submit via e-mail to: <a href="mailto:bgarner@asba.ab.ca">bgarner@asba.ab.ca</a></b> (28 days' notice required)	June/August 2012	<b>Board of Directors</b> to review proposed policy positions presented by the Policy Development Advisory Committee (PDAC) and approve for circulation to boards and zones
June 3, 2012	<b>ASBA Policy Development Advisory Committee (PDAC)</b> to meet to discuss SGM business meeting and any proposed emergent policies for consideration at SGM	Early Sept. 2012	<b>ASBA</b> to circulate all proposed policy positions to <b><u>boards/zones to ensure they accurately reflect the original intent and to ensure the background is sufficiently clear for boards to make informed decisions</u></b>
June 4, 2012	<b>Call to Order</b> <b>SGM: ASBA Business Session</b>		

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	<b>DATE DUE</b>	<b>FALL GENERAL MEETING</b>
	<b><u>Sept. 30, 2012</u></b>	<b>Zones</b> to discuss proposed policy positions and submit any suggested wording changes or further background information required. <b>Please submit via e-mail to: <a href="mailto:htkachuk@asba.ab.ca">htkachuk@asba.ab.ca</a></b>
	Early Oct. 2012	<b>ASBA Policy Development Advisory Committee (PDAC)</b> to meet to refine proposed policy positions based on feedback from zones and present final wording to Board of Directors.
	Early Oct. 2012	<b>ASBA Board of Directors</b> to accept proposed policy positions for presentation to the membership at the 2012 Fall General Meeting
	<b><u>Oct. 21, 2012</u></b>	<b>Boards</b> to submit proposed emergent policies to ASBA by 4:00 p.m. for the FGM. <b>Please submit via e-mail to: <a href="mailto:bgarner@asba.ab.ca">bgarner@asba.ab.ca</a></b> (28 days' notice required)
	Oct. 28, 2012	<b>ASBA</b> to send <b><i>Policies Bulletin</i></b> to all member boards (bylaw requirement of 21 days' notice)
		<b>Note: Bylaw 7-2(g) states:</b> <i>"The Board of Directors may adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting."</i>
	Nov. 18, 2012	<b>ASBA Policy Development Advisory Committee (PDAC)</b> to meet to discuss FGM business meeting and any proposed emergent policies for consideration at the FGM
	Nov. 19, 2012	<b>Call to Order</b> <b>FGM: ASBA Business Session</b>

(Process followed is outlined in the *ASBA Governance Handbook*, Board of Directors' policy GP-10)  
**Dates in BOLD are important deadlines for Boards and/or Zones**