

GENERAL PROCEDURES FOR ZONE 4

Zone Bylaws are subject to ASBA Bylaws as established from time to time, and, in particular, Appendix A to those Bylaws.

1. ROLE OF ZONE

The roles of the Zone are those of enable, facilitator, issue identifier, information clearinghouse and action centre. The primary purpose of Zones is to bring together trustees from boards within a geographic area to:

- Act as a forum for discussion of relevant, timely and emerging issues identified from individual boards, ASBA Board of Directors, Alberta Learning, and other sources.
- Discuss, and/or develop policy issues for submission at the Fall General Meeting of ASBA.
- Facilitate the development of trustee skills and knowledge.
- Act on action requests from ASBA Board of Directors.

2. ZONE MEETINGS

The Zone Executive shall develop a calendar of meeting dates for the three-year period between General Elections. The Executive shall be guided by the following parameters in establishing the Zone meeting dates:

- (a) Meetings should occur during the months of September, October, November, January, March April and May. The Zone Executive may establish additional meeting dates to accommodate the election of a Director to the ASBA Board of Directors in the month of May, and to accommodate the General Election that occurs every three years on the third Monday of October.
- (b) The calendar of Zone meeting dates shall be approved by a majority vote of those present and voting at a Zone meeting.
- (c) Special Zone meetings may be called by the Chairman and Vice-Chairman by a majority vote of the Zone Executive (or by a majority vote of the Zone membership) provided that notice of the special meeting is sent by fax/e-mail to every Zone Member Board at least five (5) days prior to the opening of the special meeting.
- (d) The Chairman in consultation with the Vice-Chairman and Secretary-Treasurer may call special Executive meetings.

- (e) Normally, the Zone meetings will be held on the fourth Monday of each month.
- (f) The location of the Zone meetings will be determined by consensus of the Zone members.
- (g) The Zone 4 Annual General Meeting will be held in accordance with the ASBA bylaws (30 days prior to the Fall General Meeting).

3. ZONE FISCAL AND OPERATIONAL YEARS

The fiscal year for Zone 4 shall run from August 1 to July 31. The operational year shall begin with the Annual General Zone 4 Meeting.

4. APPOINTMENT OF AUDITOR AND AUDIT REPORTING PROCESS

At the Annual General Zone 4 Meeting an auditor ~~will~~ *shall* be appointed. The Auditor shall be a Secretary-Treasurer or Assistant Secretary-Treasurer (or equivalent) from a member school jurisdiction within Zone 4, but not from a school jurisdiction represented by the Chairman, Vice-Chairman or Secretary-Treasurer of Zone 4.

The Auditor shall audit the Zone 4 financial records for the fiscal year for which they are appointed and prepare an Audited Financial Statement. The Audited Financial Statement shall be presented at a Zone 4 meeting following the end of the fiscal year (preferably the Annual General Meeting).

5. BANKING

The Zone 4 Executive in consultation with the Secretary-Treasurer shall select a banking institution of the Zone. Signing authorities on any Zone 4 account shall be the Chairman, Vice-Chairman and Secretary-Treasurer. All cheques shall require signature of two of the three signing authorities. Banking procedures shall reflect sound investment practices to maximize interest income.

6. BUDGET

The Executive shall prepare a budget in April, prior to the Edwin Parr Awards meeting for submission and approval at the May Zone 4 meeting. The budget presented shall set out the Membership Fees to be charged, all revenue and line items for expenses. Establishment of honorariums is to be indicated in the budget or Appendix to the Budget. Rates set for per diem, travel allowance or daily allocation for meals should be set out in the Appendix to the Budget.

A simple majority will approve the budget by a show of hands of those present and voting.

7. MEMBERSHIP FEES

Membership fees for Zone 4 will be calculated on a flat fee per jurisdiction per year. All jurisdictions will pay the same fee. Membership fees shall be approved in connection with the approval of the budget.

8. PER DIEM/EXPENSES

The honorariums for the Chairman, vice-Chairman, Secretary-Treasurer and guest speakers shall be determined annually during the preparation of the budget.

The per diem and traveling allowance rates shall be set annually during the preparation of the budget. Receipts must be provided for any other expenses which are incurred.

Per diem, travel allowance, meal and expenses shall be paid to the Chairman, Vice-Chairman, Labour Relations Director, Regional Consortium Representative and any other member when representing Zone 4 in the capacity and function of the elected or appointed position.

Per diem payments and related expenses for trustee attendance at Zone 4 regular and Executive meetings, and for participation as a member of the Awards Committee, shall not be paid by Zone 4, but may be charged by trustees to their respective Boards.

Rates established for per diem and travel allowance shall be set out in an Appendix to the Budget presented for approval at the Annual Zone 4 Meeting.

9. RECORDS

The Secretary-Treasurer of the Zone shall keep an official record of all minutes and financial transactions. These records are the property of the Zone. All Zone records and files shall be kept for seven (7) years. Official minutes, which include the budget and audited financial statements shall be kept indefinitely.

10. VOTING

(These particulars are laid out in ASBA Bylaws, but are reiterated here for clarity.)

Any trustee of a member board of the Zone may attend the annual or other meeting of the zone and take part in the business of the meeting.

Voting for the election of the Zone Director and alternate to the Board of Directors of the Alberta School Boards Association shall be by secret ballot on the basis of one vote per member board.

Voting for the Zone Chairman, Vice-Chairman, Labour Relations Director and Regional Consortium Representative shall be by secret ballot on the basis of one vote per member board. The election for Chairman shall take place before the election for Vice-Chairman.

In the event of a tie, the representative shall be selected from the names of the tied candidates by lot.

Even though the Chairman may be chairing a zone meeting (Executive or General), the Chairman shall have a vote.

A quorum shall consist of representatives of a majority (five (5)) of member Boards.

When procedural questions arise that are not addressed in the ASBA's bylaws or in the Zone's policies, Robert's Rules of Order shall prevail.

11. COMMITTEES

From time to time, the Zone may establish Ad Hoc Committees to undertake a specific task.

The Terms of Reference for Committees shall specify:

1. The powers and duties, which may include:
 - a) to consider and make recommendations to the Zone Executive
 - b) to investigate and report the facts and the Committee's options
 - c) to take action and report to the Zone Executive
 - d) to make a representation on behalf of the Zone Executive
2. Chairman of the Committee – may be appointed by the Zone Executive or may be determined by the Committee.
3. Records of Committee meetings.
4. Budget for the Committee.
5. Timelines.
6. Committee reports to the Zone.

12. AWARDS COMMITTEE

The committee shall consist of three trustees representing three different boards and assigned on an annual rotating basis.

The Awards committee shall be assigned at the Zone Annual General Meeting.

For the Edwin Parr Awards, the committee shall meet and interview each candidate prior to selection being made. A banquet shall be held in May to honour all nominees.

The Awards committee is responsible for arranging the banquet, getting an accurate count of those attending and purchasing required gifts.

The Awards committee will also promote the other available awards and encourage participation.

Arrangements for Speech Awards shall be the responsibility of the hosting Board. Payment for awards is the responsibility of the Zone

13. ADOPTION OF AMENDMENT OF BYLAWS OF ZONE 4

Recommendation for amendment to the Bylaws shall be circulated to the Zone members with the agenda for the meeting at which the bylaws will be discussed, and decided upon by a vote by trustees of Member Boards.