

December 2002

ALBERTA SCHOOL BOARDS ASSOCIATION ZONE 6

HANDBOOK

GENERAL PROCEDURES FOR OPERATION OF ZONE 6

AND

ROLES AND RESPONSIBILITIES PERTAINING TO

EXECUTIVE MEMBERS

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PART I
ALBERTA SCHOOL BOARDS ASSOCIATION
BYLAWS 1 TO 13

Alberta School Boards Association Bylaws

Bylaw No. 1 - Interpretation

1. In these Bylaws, unless the context otherwise requires:
 - (a) "Association" or "The Association" shall mean the Alberta School Boards Association.
 - (b) "Board" shall mean the board of trustees of a district or school or regional division or education region.
 - (c) "Full member" shall mean a board of trustees of the school district or a school division or a school or a regional division or education region that has publicly elected members according to the *Local Authorities Election Act* and that is an operating board as defined in the *Alberta School Boards Association Act*; and any board of trustees of a publicly supported school system of the City of Yellowknife, Northwest Territories.
 - (d) "Associate member" shall mean:
 - (i) elected native boards of education under the auspices of band councils; and
 - (ii) Metis boards of education that operate school buildings.
 - (e) "Constitution" as used in these Bylaws shall mean the *Act of Incorporation of the Association* which is defined as the *Alberta School Boards Association Act* being Chapter A-37 of the Revised Statutes of Alberta, 1980 as amended from time to time.
 - (f) "District" shall mean any Alberta school district established under or governed by the *School Act* but shall not include a school or regional division or education region
 - (g) "Division" shall mean a school division or school or regional division or education region established under or governed by the *School Act*.
 - (h) "General Election" shall mean an election held for all of the Boards in accordance with the *Local Authorities Election Act*.
 - (i) "Honorary Life Membership" shall mean a membership of recognition to an individual by way of having met certain established criteria approved by the Board of Directors and which excludes certain rights and privileges afforded regular members.
 - (j) "President" shall mean President and Chairman of the Board of Directors.
 - (k) "Minister" shall mean the Minister of Education for the Province of Alberta.
 - (l) "School Act" shall mean the *School Act* being Chapter S-3.1 of the Revised Statutes of Alberta, 1988 as amended from time to time or any legislation hereinafter enacted in substitution therefore.
 - (m) "School trustee" or "trustee" shall mean a member of a board, having full member status, or an official trustee.
 - (n) "Zones" shall mean branches of the Alberta School Boards Association established on a geographical or other basis pursuant to the provisions of the Bylaws of the Association.
 - (o) "Student" shall mean any person enrolled in a school or schools operated by a member board for which a grant is paid under the Alberta School Foundation Fund:
 - an Indian enrolled in a school of a member board that receives payment from the Government of Canada in respect of him;
 - a person enrolled in a school or a school district established to educate children of employees of the Government of Canada; or

- a child enrolled in an Early Childhood Services program of a member board for which a grant of monies is paid.

(p) "Vice-President" shall mean Vice-President and Vice-Chairman of the Board of Directors.

2. In these Bylaws the singular shall include the plural and the plural shall include the singular; and the masculine shall include the feminine.

Bylaw No. 2 - Powers of Full and Associate Members

1. Full member boards of the Alberta School Boards Association shall be entitled to:
 - (a) Association communications materials except those designated as confidential to specific audiences;
 - (b) Direct services from Association staff officers at fees established annually by the Association;
 - (c) Access to Association conferences and workshops at a conference rate established by the Association; and
 - (d) Unrestricted participation in the business affairs of the Association.
2. Associate member boards of the Alberta School Boards Association shall be entitled to:
 - (a) Association communication materials except those designated as confidential to specific audiences;
 - (b) Direct services from Association staff officers on a cost-recovery basis at fees established annually by the Association plus expenses for staff officers' travel, meals, and accommodation;
 - (c) Access to Association conferences and workshops at 125 percent of the conference rate established for full members by the Association; and
 - (d) Attendance as guests at the General

Meeting at 125 percent of the General Meeting rate established for full members.

Bylaw No. 3 - Board of Directors and Executive Committees

1. The Board of Directors shall consist of the:
 - (a) President;
 - (b) Vice-President; and
 - (c) five Zone and four Metro Directors.
2. The Executive Committee of the Board shall consist of the:
 - (a) President;
 - (b) Vice President; and
 - (c) Executive Director (non-voting).
3. Two non-voting observers at Board of Directors Meetings may include:
 - (a) one from the Alberta Catholic School Trustees' Association (Zone 7); and
 - (b) one from the Public School Boards Association of Alberta (Zone 8).
4. The Minister of Education shall be the Honorary President of the Association.

Bylaw No. 4 - Election of the Board of Directors

1. Election of the President and the Vice-President shall take place at a General Meeting of the Association. Nominations shall be made openly from the floor for the positions of President and Vice-President and voting shall be by secret ballot on the basis of one vote per member board. The President and Vice-President shall take office at the conclusion of the General Meeting at which they are elected.

Election of the Zone and Metro Directors shall be completed and confirmed in writing to the Executive Director of the Association before the opening of the General Meeting specified

- in Bylaw No. 4(5). Members so elected shall take office at the conclusion of the General Meeting.
3. (a) Every candidate for office shall be a trustee.
 - (b) Any Director ceasing to be a trustee shall vacate his office which shall be filled in accordance with provisions hereinafter set out in the Bylaws.
 4. (a) The President, the Vice-President, the Zone Directors and the Metro Directors shall be elected for terms of approximately 18 months and shall be eligible for re-election for one successive term of approximately 18 months. The President, Vice-President, Zone Directors, and the Metro Directors may be elected for more than two terms, provided they are not successive.
 - (b) The Vice-President's term shall coincide with the term of the President as outlined in Bylaw No. 4(6).
 - (c) Any trustee who fills a vacancy in the office of President, Vice-President, Zone Director, or Metro Director shall be deemed to have completed a term if they served in that capacity for more than nine months.
 5. Election of the other Directors shall be for approximately 18 month terms.
 - (a) Elections shall be held approximately every 18 months following the pattern of November 1999, June 2001, November 2002, for:
 - (i) one from the Edmonton School District No. 7 plus an alternate member;
 - (ii) one from the Calgary RCSSD No. 1 plus an alternate member;
 - (iii) one from Zone No. 4 plus an alternate member; and
 - (iv) one from Zone No. 6 plus an alternate member.
 - (b) Elections shall be held approximately every 18 months following the pattern of November 1998, June 2000, November 2001, and June 2003 for:
 - (i) one from the Edmonton RCSSD No. 7 plus an alternate member;
 - (ii) one from the Calgary School District No. 19 plus an alternate member;
 - (iii) one from Zone No. 1 plus an alternate member;
 - (iv) one from Zone No. 23 plus an alternate member; and
 - (v) one from Zone No. 5 plus an alternate member.
 - (c) Metro school boards shall elect their member and alternate member to the Board of Directors at the relevant meeting of the board preceding a General Meeting.
 - (d) Zones shall elect their member and alternate member to the Board of Directors at the relevant Zone Meeting preceding a General Meeting.
 6. For the period November 1996 to November 1998 elections for the President and Vice-President shall be held in November 1996, June 1998, and November 1998 [the period June 1998 to November 1998 shall not be considered a "term" of office for purposes of Bylaw No. 4(4)(a)].
 7. A member and alternate member of the Board of Directors shall be a trustee of a member board.
 8. (a) If a vacancy occurs in the office of President, it shall be filled automatically by the Vice-President.
 - (b) Notwithstanding any provisions in these Bylaws governing the election of a Vice-President, the Board of Directors may, in the event of a vacancy in that office, fill the vacancy from among its members.
 9. If a member of the Board of Directors, elected by a school board or zone, is subsequently elected President or Vice-President, then his

office as a member of the Board of Directors from a district or zone shall be filled by the alternate.

10. When a vacancy occurs on the Board of Directors (except in the case of the President or the Vice-President), the school board or zone shall arrange for a by-election to fill the vacancy.
11. If a school board or zone fails to appoint a member and an alternate to the Board of Directors in accordance with the requirements of these Bylaws then the Board of Directors shall have the power to arrange for a by-election to fill the vacancy.
12. In the event a member (or the alternate member) of the Board of Directors fails to attend three consecutive meetings without giving due and timely notice as to the cause of non-attendance, the Board of Directors may declare the seat vacant and arrange for a by-election to fill the vacancy.

Bylaw No. 5 - Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings

1. (a) The President, the Vice-President, and the other Directors shall each carry one vote at Board of Directors meetings.
(b) At Executive Committee meetings, where consensus is not possible, the President shall determine the course of action to be taken.
2. One representative from the Alberta Catholic School Trustees' Association (Zone 7) and one representative from the Public School Boards Association of Alberta (Zone 8) may attend Association Board of Directors meetings in a non-voting capacity at the expense of their respective Associations.

Bylaw No. 6 - President's Duties

1. The President shall provide leadership to the Association, Board of Directors, and Executive

Committee.

2. The President shall be accountable to the Board of Directors and to the membership.
3. The President shall preside at all meetings of the Board of Directors and the Executive Committee and shall open all conferences or General Meetings of the Association and preside until such meeting elects or appoints a chairman or chairmen. In his absence or inability to preside, his place shall be taken by the Vice-President.
4. The President shall act as the primary spokesman for the Association.
5. The President shall submit or cause to be submitted to each General Meeting of the Association the report of the Board of Directors as to financial standing and general business of the Association.
6. The President is (ex officio) a member of all committees.

Bylaw No. 7 - Board of Directors — Powers and Duties

1. The business and affairs of the Association shall be under the direction and control of the Board of Directors who may exercise all powers of the Association as are, not by the *Act of Incorporation of the Association*, or by these Bylaws, required to be exercised by the Association in General Meeting.
2. Without limiting the generality of the foregoing the Board of Directors :
 - (a) Shall appoint an Executive Director as Chief Executive Officer of the Association, establish his term of employment and salary, prescribe his duties, and monitor and evaluate his performance;
 - (b) May delegate any or all of its powers to the Executive Director, Executive Committee of the Association, or a committee appointed by it;
 - (c) May appoint either from its own members or others such special committees as it may from time to time deem advisable and prescribe their duties and functions;

- (d) Shall pay the reasonable out-of-pocket expenses of its members and others;
 - (e) Shall pay a per diem allowance, as determined by the General Meeting, to its members and others;
 - (f) Shall make provision for the payment of honoraria, as determined by the General Meeting, to Board of Directors members;
 - (g) May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;
 - (h) Shall designate a newly created board to belong to an Association geographic zone, on an interim basis with final designation to which geographic zone such board shall belong to take place at the General Meeting next following the date of creation of such board;
 - (i) Shall set long-range and short-range objectives for the Association;
 - (j) Shall review and approve long-range plans to guide the Association's business and affairs;
 - (k) Shall evaluate the Association's effectiveness in achieving the established objectives;
 - (l) Shall communicate and support the Association's position on issues, policies, and practices to appropriate internal and external publics.
3. The Board of Directors shall delegate to the Executive Director responsibilities for the establishment of fair salaries and reasonable working conditions for staff.
4. (a) Regular meetings of the Board of Directors shall be held at such time and place as may be set by resolution of the Board of Directors.
- (b) Special meetings may be called by request in writing to the Executive Director:
- (i) by the Executive Committee; or
 - (ii) by any six members of the Board of Directors.
- Such requests shall state the business in respect of which it is desired to hold a meeting.
- (c) Upon request for a special meeting the Executive Director shall call such meeting:
- (i) by giving eight days' notice in writing (exclusive of the day on which the notice is mailed and exclusive of the day for which notice is given), postage prepaid and addressed to the member at his address as recorded in the records of the Association; or
 - (ii) by oral or shorter notice following receipt of written consent or waiver from the members of the Board of Directors.
- A telegram or facsimile shall be regarded as a written notice.
- (d) Every notice of a special meeting of the Board of Directors shall state the hour, date and place of meeting and the business to be transacted.
- (e) Any six voting members of the Board of Directors shall constitute a quorum for a meeting of that body and a majority vote of the members present, including the chairman, shall decide all questions except on a resolution to call a special General Meeting in which case the affirmative vote of six members of the Board of Directors shall be required. In the event of a tie vote the question is lost!
5. (a) Meetings of the Board of Directors shall at all times be open to the membership of the Association unless a majority of the Board of Directors votes to hold part of the meeting in private.
- (b) Votes of each Director at Board of Directors meetings shall be recorded whenever a recorded vote is requested by any Director.

Bylaw No. 8 - General Meetings

1. Two General Meetings shall be held each year.
2. Unless otherwise directed by the Board of Directors:
 - (a) the Spring General Meeting shall be held during the first full week of June;
 - (b) the Fall General Meeting shall be held during the third full week in November each year; and
 - (c) the place of the meeting shall be determined by the Board of Directors.
3. Special General Meetings of the Association may be held in any year on an affirmative vote of six voting members of the Board of Directors at a meeting of the Board of Directors.
4. At least twenty-one days notice of any General Meeting (exclusive of the day on which such notice is mailed and exclusive of the day for which the notice is given), specifying the place, the day, and hour of the meeting, and the general nature of such business, shall be given to each district, school division, school or regional division or education region.

Bylaw No. 9 - Representation and Voting at General Meetings

1. All school trustees shall be entitled to attend any General Meeting of the Association.
2. It shall be the duty of all delegates including the Board of Directors to register before taking part in any General Meeting of the Association.
3. A trustee upon registering as a delegate to such meeting and, having paid the registration fee fixed by the Board of Directors, shall be a delegate representing the board of which he is a member.
4. Each registered delegate shall be entitled to all rights and privileges of the General Meeting

other than the right to vote by ballot which right shall be as set out in Section 8 herein.

5. The Executive Director shall, subject to such directions as may be given from time to time by the Board of Directors, make all necessary arrangements for registration of delegates and for ballot voting as may be necessary.
6. At the General Meeting voting shall be by secret ballot for election of the President and the Vice-President.
7. All ordinary resolutions shall be determined by a show of hands, unless:
 - (a) a ballot vote is called for by any 50 of the registered delegates before the question is put; or,
 - (b) immediately after the result of a vote by show of hands is announced by the chairman, any 50 of the registered delegates call for a final ballot.
8. On a weighted ballot vote each full member board, irrespective of its number of delegates, shall be entitled to a number of votes determined as follows:

The votes to be allocated to each full member board will be determined by dividing the membership fee paid by each full member board by the total full member boards' membership fees paid to the Association in the year in which the vote is held resulting in a percentage (rounded to the nearest 0.1%) of each full member board's fees to the total of all full member boards' fees paid to the Association.

One ballot vote shall be allocated for each resultant 0.1 percentage point.

9. (a) It shall be the duty of each full member board to provide the Executive Director of the Association with the name(s) of its delegate or delegates and where there is more than one delegate to designate which delegate or delegates shall have the power to cast the votes to which the board is entitled on the weighted ballot vote. Each full member board shall have the right to decide whether its allotment of votes shall be cast all by one of its

delegates or by two or more of its delegates on the weighted ballot vote.

- (b) It shall be the duty of each full member board to provide the Executive Director of the Association with the name of its delegate who shall have the power to cast the vote to which the board is entitled on the board's single ballots for the election of President and Vice-President.

- 10. A Balloting Committee shall be appointed at the opening of every General Meeting. It shall be the duty of the Balloting Committee to conduct the ballot voting.

Bylaw No. 10 - Fees

1. Budget

- (a) The financial year of the Association shall be September to August.
- (b) The budget of the Association shall be adopted at the Spring General Meeting in June of the year prior to the year for which it is established.
 - (i) Voting on the budget, other than amendments to the budget, shall be by weighted ballot and two-thirds of the votes cast shall be required to carry the resolution.
 - (ii) Voting on amendments to the budget shall be by show of hands.
 - (iii) Notwithstanding any provisions to the contrary in these Bylaws, or in the rules of procedure governing disposal of resolutions, the budget shall be open to amendment until adopted.
- (c) The budget and analysis shall be presented in writing to member boards not later than 60 days prior to the day the Spring General Meeting is to commence.

2. Fees

- (a) The fees assessed to member boards shall be presented in writing by the Board of Directors no later than 60 days prior to

the day the Spring General Meeting is to commence.

- (b) This assessment will include:

- (i) the formula for determining the annual fees payable for each full member board;
- (ii) the total annual fees payable by full member boards;
- (iii) the number of students used in the calculation of fees payable by a board which shall be the total student enrollment reported to the Department of Education in the most recent reporting period;
- (iv) the annual fees payable for any full member board which shall not exceed ten percent of the total annual full member membership fees; and
- (v) the annual fees payable for each associate member board which shall be \$500.00 less than the basic membership fee for full member boards.

Bylaw No. 11 - Amendments to the Constitution and to the Bylaws

- 1. Substantial amendments to these Bylaws and requests to amend the Constitution may only be made and/or approved at a General Meeting. Amendments of a housekeeping nature to these Bylaws may be made by a mail-in weighted ballot. The vote, in either case, shall be by weighted ballot and two-thirds of the votes cast shall be required to carry the resolution.
- 2. An amendment to these Bylaws shall take effect on the day following the conclusion of the General Meeting at which such amendment is made, unless an effective date other than the close of the General Meeting is so specified in the resolution, save and except amendments affecting representation at a General Meeting and such amendments shall become effective one month after the

amendment(s) is made.

3. Notice of motion of any Bylaw amendment shall be given in either of two ways:
 - (a) By 60 days notice in writing to all member boards exclusive of the day on which such notice is mailed and exclusive of the day on which the General Meeting is to commence; or
 - (b) By publication in *Spectrum* not later than 60 days prior to the day the General Meeting is to commence.
4.
 - (a) Any Bylaw amendment of a housekeeping nature shall be forwarded to each member board, together with a weighted ballot, by August 31. The boards' completed weighted ballots shall be returned to the Association's Edmonton office by September 15.
 - (b) The results of the weighted ballot vote shall be conveyed to the membership in writing at the General Meeting.

Bylaw No. 12 - Honorary Life Memberships

1. The Board of Directors shall have the authority to grant honorary life memberships in the Association in accordance with the following provisions:
 - (a) The Board of Directors shall establish a list of criteria upon which the granting of honorary life membership will be based.
 - (b) The Board of Directors shall establish the procedures for nominations for honorary life memberships and shall have the power to accept or reject nominations.
 - (c) The Board of Directors may select and arrange for the preparation of a suitable plaque, certificate, or award signifying an honorary life membership.
 - (d) The granting of an honorary life membership shall not entail the payment of any fees by the recipient.

Bylaw No. 13 - Zones of the Association

1. All member boards shall belong to a Zone of the Association.
2. Subject to the provision of Bylaw 7(2)(h), for the purpose of the formation of geographic zones of the Association, the Province shall be divided as follows and each geographic zone shall consist of the designated divisions, and districts excepting Zone No. 7 and 8, which shall be as defined under Bylaw 3(3).

(a) Zone No. 1

School Districts

Grande Prairie RCSSD No. 28
Grande Prairie Public School District No. 2357

School Divisions

Fort Vermilion School Division No. 52
High Prairie School Division No. 48
Northland School Division No. 61
Peace River School Division No. 10
Peace Wapiti School Division No. 33

Regional Divisions

Holy Family Catholic Regional Division No. 37

Education Regions

Northwest Francophone Education Region No. 1

(b) Zone No. 23

Education Regions

East Central Francophone Education Region No. 3
Greater North Central Francophone Education Region No. 2

School Districts

Edmonton Catholic Separate School District No. 7
Edmonton School District No. 7
Fort McMurray RCSSD No. 32
Fort McMurray School District No. 2833
Lakeland RCSSD No. 150

Lloydminster RCSSD No. 89
Lloydminster Public School District No.
1753
St. Albert PSSD No. 6
Yellowknife Education District No. 1
Yellowknife Separate Education District
No. 2

School Divisions

Northern Lights School Division No. 69
Parkland School Division No. 70
Sturgeon School Division No. 24

Regional Divisions

Aspen View Regional Division No. 19
Black Gold Regional Division No. 18
Buffalo Trail Regional Division No. 28
East Central Alberta CSS Regional
Division No. 16
Elk Island Public Schools Regional
Division No. 14
Elk Island Catholic Separate Regional
Division No. 41
Evergreen CS Regional Division No. 2
Grande Yellowhead Regional Division
No. 35
Greater St. Albert Catholic Regional
Division No. 29
Living Waters Catholic Regional Division
No. 42
Northern Gateway Regional Division No.
10
Pembina Hills Regional Division No. 7
St. Paul Education Regional Division No.
1
St. Thomas Aquinas RCS Regional
Division No. 38

(c) Zone No. 4

School Districts

Red Deer Public School District No. 104

School Divisions

Clearview School Division No. 71
Chinook's Edge School Division No. 73
Wild Rose School Division No. 66
Wolf Creek School Division No. 72

Regional Divisions

Battle River Regional Division No. 31
Red Deer Catholic Regional Division No.
39

Wetaskiwin Regional Division No. 11

(d) Zone No. 5

Education Regions

Greater Southern SC Francophone
Education Region No. 4

School Districts

Calgary RCSSD No. 1
Calgary School District No. 19

School Divisions

Foothills School Division No. 38
Golden Hills School Division No. 75
Rocky View School Division No. 41

Regional Divisions

Canadian Rockies Regional Division No.
12
Christ the Redeemer CS Regional
Division No. 3
Greater Southern Francophone Regional
Authority No. 4 (P)
Prairie Land Regional Division No. 25

(e) Zone No. 6

School Districts

Lethbridge School District No. 51
Medicine Hat School District No. 76

School Divisions

Horizon School Division No. 67
Livingstone Range School Division No. 68
Westwind School Division No. 74

Regional Divisions

Grasslands Regional Division No. 6
Holy Spirit RCS Regional Division No. 4
Medicine Hat CS Regional Division No. 20
Palliser Regional Division No. 26
Prairie Rose Regional Division No. 8

- Each geographic Zone numbered 1, 2, 3, 4, 5, or 6 shall be governed by Bylaws No. 1 to No. 11 inclusive and Schedule A of the Alberta School Boards Association Bylaws, together with such other Bylaws established by the zone which are not inconsistent with the Bylaws of the Association.

4. The objects of the geographic Zones shall be to work in cooperation for the mutual benefit of all members of the Alberta School Boards Association, to consider matters relating to education and school administration which are of particular interest to their areas, to encourage better understanding between trustees and the public, to work for continued improvement in the educational system, and to make recommendations to the Alberta School Boards Association.

5. **Zone 7**

(a) Zone 7 of the Alberta School Boards Association shall be open to all Roman

Catholic boards in the Province of Alberta and the Northwest Territories of Canada.

(b) Zone 7 shall be known as the Alberta Catholic School Trustees' Association.

6. **Zone 8**

(a) Zone 8 of the Alberta School Boards Association shall be open to all public boards, other than Roman Catholics, in the Province of Alberta and the Northwest Territories of Canada.

(b) Zone 8 shall be known as the Public School Boards' Association of Alberta.

Schedule A: Forming Bylaws for Zones 1, 23, 4, 5 and 6

(As referred to in Bylaw No. 13, Section 3)

Bylaw No. 1 - Membership

Membership in Zones shall be determined by Bylaw No. 13 of the Alberta School Boards Association.

Bylaw No. 2 - Finance

Each Zone may set membership fees and vary same from time to time; the same to be in such sum as is necessary to cover operating expenses and such projects as may be undertaken by the Zone.

Bylaw No. 3 - Meetings

1. Each Zone shall hold an annual meeting:
 - (a) during a 30-day period preceding the Fall General Meeting of the Alberta School Boards Association, such period ending eight clear days prior to the opening date of the Fall General Meeting;

(b) in case of exceptional circumstances, the Executive Committee of the Board of Directors may arrange with a zone to hold its annual meeting on a date falling outside the 30-day period.

2. Zones shall hold a meeting during the 30-day period immediately preceding the relevant General Meeting to elect a Zone Director to the Board of Directors in accordance with Bylaw No. 4(5).
3. Other meetings of the Zones may be held in accordance with provisions hereinafter set out in Bylaw No. 7.
4. 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.

Bylaw No. 4 - Voting

1. (a) 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.
 - (b) The boards of the cities of Edmonton and Calgary shall be excluded from voting for

a member to the Board of Directors of the Alberta School Boards Association.

2. (a) Voting on ordinary business or motions at annual Zone meetings shall be by a show of hands, except that any board may request a ballot vote on a motion, which shall be conducted as provided under Alberta School Boards Association Bylaw No. 9, Section 7(a)(b) and Section 8.
- (b) Voting on ordinary business or motions at Zone meetings other than the annual Zone meetings shall be by a show of hands.
- (c) Voting for Zone Chairman or Vice-Chairman 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.

Bylaw No. 5 - Alberta School Boards Association Board of Directors

1. Each geographic Zone shall elect one member and one alternate to the Board of Directors of the Alberta School Boards Association at such time and for such terms as the Bylaws of the Association may provide.

The alternate shall attend, participate and vote only when the regular member is absent.

2. A trustee elected to the Board of Directors of the Alberta School Boards Association shall be a trustee of a member board of the Zone other than the boards of the cities of Calgary and Edmonton.

Bylaw No. 6 - Zone Executive

1. A member of the Zone Executive shall be a trustee of a member board of the zone.
2. The Zone Executive shall consist of:
 - (a) a Chairman and Vice-Chairman to be elected at large at the annual meeting;
 - (b) one board representative to Zone to be elected annually by each board in the

Zone; and

- (c) the Zone Director or alternate representing the Zone;
3. A majority of the members of the Zone Executive shall constitute a quorum.
4. Any Zone Director ceasing to be a trustee shall vacate his office which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
5. If the office of Chairman becomes vacant, it shall be automatically filled by the Vice-Chairman.
6. If a vacancy occurs among the directors the board or boards represented may elect a new director to fill the vacancy.

Bylaw No. 7 - Duties and Powers of the Zone Executive

1. The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
2. Without limiting the generality of the foregoing, the Zone Executive:
 - (a) shall appoint a Secretary-Treasurer who shall hold office until his successor is appointed;
 - (b) shall appoint such standing committees as it may deem necessary;
 - (c) shall appoint such delegates as may be required to represent the Zone;
 - (d) shall appoint, either from its own members or others, such special committees as it may from time to time deem advisable and prescribe their duties and functions;
 - (e) shall meet when necessary as determined by the Chairman or by a majority of the members;
 - (f) shall forward minutes of all meetings to member boards of the Zone and to the Alberta School Boards Association;

(g) shall arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and

(h) shall arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of office of Vice-Chairman at a meeting of the Zone providing the membership of the Zone is

given ten clear days' notice of the intent.

Bylaw No. 8 - Bylaws

The Zone may establish such other Bylaws for the conduct of its affairs not inconsistent with the Bylaws of the Alberta School Boards Association.

Provincial Legislation

The School Act

The provincial legislation most relevant to school boards and their work is

- *The School Act*

Other Relevant Legislation

- *Labour Relations Code*
- *Employment Standards*
- *Government Organization Act*
- *Freedom of Information and Protection of Privacy Act*
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PART 2

**GENERAL PROCEDURES FOR ZONE 6 NOT
INCLUDED FOR IN SCHEDULE A: BYLAWS**

PART 2
GENERAL PROCEDURES FOR ZONE 6
NOT
INCLUDED FOR IN SCHEDULE A:
BYLAWS

ANNUAL ZONE 6 MEETING AND OPERATION YEAR:

In accordance with Schedule A; Bylaw No. 3 - "Meetings" Section 1.(a), there shall be an Annual Zone Meeting. Generally, the Annual Zone 6 Meeting will be held in October. The operational year for Zone 6 shall begin with the Annual Zone 6 Meeting and end on the day immediately proceeding.

APPOINTMENT OF AUDITOR AND AUDIT:

An Auditor shall be appointed annually at the Annual Zone 6 Meeting. The Auditor shall be a Secretary-Treasurer from a member school jurisdiction within Zone 6, but not from a school jurisdiction represented by the Chairman, Vice-Chairman, or Secretary-Treasurer of Zone 6.

The Auditor shall audit the Zone 6 financial records for the operational year for which they are appointed and prepare an audited financial statement. The audited financial statement should be presented at a Zone meeting following the Annual Zone 6 Meeting.

BANKING:

A banking institution of the Zone shall be selected by the Zone 6 Executive in consultation with the Secretary-Treasurer. Signing authorities on any Zone 6 account shall be the Chairman, Vice-Chairman and Secretary-Treasurer. All cheques will require signatures of two of the three signing authorities. Banking procedures shall reflect sound investment practices to maximize interest income.

BUDGET:

Prior to the Annual Zone 6 Meeting, the Executive shall prepare a Budget for submission and approval at the Annual Zone 6 Meeting. The Budget presented shall set out the Membership Fees to be charged, all revenue and line items for expenses. Establishment of Honoraria are 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. Adoption of the Zone Budget shall be by a simple majority of those present and voting.

CANADIAN SCHOOL BOARDS ASSOCIATION
(CSBA) CONVENTION

Attendance at the CSBA Convention by the Chairman or designate shall be determined annually during budget deliberations. When Zone 6 sends the Chairman or designate to the CSBA Convention, the Zone shall pay the following:

- convention registration fee;
- economy airfare and/or ground transportation;
- accommodation;
- daily allocation for meals;
- per diem allocation;

Receipts are required for above items except for daily allocation for meals and per diem.

CHANGES TO HANDBOOK:

This Handbook was originally adopted by Zone 6 on June 22, 1994. Subsequent changes or additions made to Part 1 - "Alberta School Boards Association Bylaws" or to Part 2 - "Schedule A: Forming Bylaws for Zones" shall automatically become effective to this handbook when so passed by the Alberta School Boards Association. Changes to Part 3 - "General Procedures for Zone 6" and Part 4 - "Roles and Responsibilities Pertaining to Zone 6 Executive Members" shall be brought to a Zone Meeting for approval.

Revisions to Zone 6 Handbook was adopted by Zone 6 Membership on April 8, 1998.

EDWIN PARR SELECTION COMMITTEE:

A committee of four members shall be selected by the Chairman in consultation with the Vice-Chairman and Executive Member. The committee shall consist of:

- the Zone 6 Chairman
- two trustees at large
- one superintendent to be selected by the executive following the submission of the nominees

If a nominee works for a Board on which any of the trustees serve, an alternate(s) shall be selected to assume the duties of those trustees on the Selection Committee. The superintendent selected to serve on the committee shall not be from the same jurisdiction as any of the nominees. If a Selection Committee member is unable to fulfil the duties of the committee, an alternate shall be selected in the same manner as the committee member.

FINANCIAL REPORTING:

The Secretary-Treasurer shall present a financial report quarterly at a Zone Directors' Meeting and to Zone Meetings when placed on the agenda.

HONORARIA:

The honorarium for the Secretary-Treasurer shall be determined annually during the preparation of the Budget.

Honoraria may be set when preparing the Budget for the Zone Chairman, Labour Relations Co-ordinator, and Public Relations Co-ordinator, in recognition of preparation work for Zone Meetings and Zone Activities.

The Budget or Appendix to the Budget presented to the Annual Zone 6 Meeting for approval shall set out any honoraria to be paid.

MEMBERSHIP FEES:

Membership fees for Zone 6 shall be determined by multiplying a dollar amount per ballot by the number of weighted ballots assigned to each board in accordance with ***Alberta School Boards Association Bylaw No. 9 - "Representation and Voting at Conventions" Section 8.***

PER DIEM/EXPENSES

The Per Diem and Travelling Allowance rates shall be set annually during the preparation of the Budget. A daily allocation for Meals rather than submitting receipts may also be established to cover for conventions that are attended. Receipts must be provided for any other expenses, which are incurred.

Per Diem, Travel Allowance, Meals and Expenses shall be paid to the Chairman, Vice-Chairman, Labour Relations Co-ordinator or Public Relations Co-ordinator and when representing Zone 6 in the capacity and function of their elected position.

Per Diem and Travel Allowance shall be paid to any member of the Executive attending a Directors' Meeting.

Per Diem and Travel Allowance shall be paid to any member of a Zone 6 Special Committee attending a Committee Meeting. To clarify "Special Committees of Zone 6" refer to ***SCHEDULE A: BYLAW NO. 7 - SECTION 2 (d).***

Rates established for Per Diem, Travel Allowance, or Meals are to be set out in an Appendix to the Budget presented for approval at the Annual Zone 6 Meeting.
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 5 years. Official minutes, which include the budget and audited financial statements, shall be kept indefinitely.

VOTING

Who is eligible to vote at the Annual Zone 6 Meeting or at a Zone Meeting is set out in ***Schedule A: Bylaw No. 3 - "Meetings" Section 4.***

Details on Voting are set out in ***Schedule A: Bylaw No. 4 - "Voting."***

Voting for the Labour Relations Co-ordinator shall follow the method of voting for the Chairman or Vice-Chairman as in accordance with ***Schedule A: Bylaw No. 4 - "Voting" Section 2(d).***

Voting for one representative to the Board of Directors of the Southern Alberta Professional Development Consortium (S.A.P.D.C.) will be held at the Annual Meeting, on alternate years and shall follow the method of voting for the Chairman or Vice-Chairman as in accordance with ***SCHEDULE A: BYLAW NO. 4 - "VOTING" - SECTION 2 (d).***

In a Vote, whether it is by ballot, or show of hands, the votes shall be counted on the basis of those present and voting.

PART 3

ROLES & RESPONSIBILITIES PERTAINING TO

ZONE 6 EXECUTIVE MEMBERS

PART 3 ROLES & RESPONSIBILITIES PERTAINING TO ZONE 6 EXECUTIVE MEMBERS

COMPOSITION OF EXECUTIVE:

The Executive of Zone 6 shall comprise the following:

Voting Members

- Chairman
- Vice – Chairman
- Zone Director to the Alberta School Boards Association Board of Directors and an alternate.
- Labour Relations Co-ordinator
- Trustee Representative from each school board within the boundaries of Zone 6.

Non-Voting Members

- Secretary-Treasurer
- Public Relations Co-ordinator

ELECTION & TERM OF EXECUTIVE

The A.S.B.A. Zone 6 Chairman, Vice-Chairman and Labour Relations Co-ordinator shall be elected for a term of one year, each year at the Annual Zone 6 Meeting by a secret ballot on the basis of one vote per member board. **{Reference: Schedule A: Bylaw No. 4 - "Voting" Section 2 (d): Schedule A: Bylaw No. 6 - "Zone Executive" Section 2 (a)}.**

The Zone Director to the ASBA Board of Directors and an Alternate shall be elected at a general meeting of Zone 6 by secret ballot on the basis of one vote per member board. **REFERENCE-SCHEDULE A: BYLAW NO. 4 - "VOTING" SECTION 1 (a).** Election for the Zone Director to the ASBA Board of Directors shall be for approximately 18-month terms following the pattern of Nov. 1996, June 1998, Nov. 1999, June 2001, Nov. 2002. - **REFERENCE - ALBERTA SCHOOL BOARDS ASSOCIATION BYLAW NO. 4 - ELECTION OF THE BOARD OF DIRECTORS - SECTION 5 (a).** The Alternate shall attend meetings when the Zone Director is unable to do so. **REFERENCE: SCHEDULE A: BYLAW NO. 5 - "ALBERTA SCHOOL BOARDS ASSOCIATION BOARD OF DIRECTORS - SECTION 1.**

A Trustee Representative from each school board shall be elected by their respective jurisdiction annually and shall serve for a one year term. **{Reference: Schedule A: Bylaw No. 6 - "Zone Executive" Section 2 (b).** School board jurisdictions are to advise the Secretary-Treasurer of their Director prior to the Annual Zone 6 Meeting. In the event that the school board representative is unable to attend at an Executive meeting, the school board jurisdiction may appoint an alternate.

The **Public Relations Co-ordinator** shall be selected and appointed by the Executive of Zone 6. Selection of the Public Relations co-ordinator shall take place by the new Executive at the first Executive meeting to take place following the Annual Organization Meeting. **Term of office shall expire upon the date of the next Annual Zone 6 Meeting.**

The **Secretary-Treasurer** shall be selected and appointed by the Executive of Zone 6 in accordance with **Schedule A: Bylaw No. 7 - "Duties and Powers of the Executive" Section 2(a).** Selection of the Secretary-Treasurer shall take place by the new Executive at the first Executive meeting to take place following the Annual Zone 6 Meeting. Term of office shall expire upon the date of the next Annual Zone 6 Meeting.

ELIGIBILITY

Only school trustees from member boards of the Alberta School Boards Association within Zone 6 shall be eligible to be voting members of the Executive of Zone 6. Only a school trustee from a member board of the Alberta School Boards Association within Zone 6 shall be eligible to hold the position of Public Relations Coordinator, a non-voting position. The position of Secretary-Treasurer of Zone 6, a non-voting position, may be held by someone other than a school trustee

VACANCY:

If the elected Chairman is unable to fulfil his/her term, the Vice-Chairman shall assume the office of Chairman. If any other Executive position becomes vacant for whatever reason, with the exception of trustee Representatives from school boards, and the Zone Director to the ASBA Board of Directors, then the Executive may appoint a replacement to serve out the balance of the term or until the next Annual Zone 6 Meeting. **{Reference: Schedule A: Bylaw No. 6 - "Zone Executive" Section 6}.**

GENERAL ROLE OF THE EXECUTIVE:

Schedule A: Bylaw No. 6 - "Zone Executive:" and Schedule A: Bylaw No. 7 - "Duties and Powers of the Executive:" set out in general terms the role of the Executive. In addition, the Executive together will be responsible for:

- planning the agenda for Zone Meetings;
- setting meeting dates and times;
- identifying topical issues affecting the Zone;
- advancing public education with the Zone;
- meeting with local M.L.A.'s;
- preparing the budget.

CHAIRMAN

As a representative of the Zone Members, the Chairman is responsible to the Zone Executive and to the Zone membership.

PRIMARY FUNCTION

Key member of the Zone Executive, largely responsible for liaison among member boards and smooth functioning of Zone business.

ROLES AND RESPONSIBILITIES

- Act as primary spokesperson for Zone 6
- Attend and chair meetings of the Zone Directors, general membership meetings and Council of zone chairmen meetings
- Bring timely requests and suggestions from trustees, or member boards for discussion and/or action
- Participate in the planning process of the zone so as to reflect membership wishes and financial capabilities of the Zone
- In conjunction with zone directors, determine which issues will be dealt with by the directors and which should be put before the general zone membership for discussion
- Encourage active participation by all board members in the Zone and the provincial organization
- Encourage input from members present at zone meetings to ensure all relevant points are discussed

- Guide the progress of meetings according to the agenda
- Follow time lines as closely as possible, keep discussion to topic being addressed, decide who may speak and when discussion is to be concluded and when suitable motion is required
- Work with the Executive in setting up agendas and direction the Zone is to take
- Provide Reports to the Executive and Zone Meetings as to activities and meetings attended

VICE-CHAIRMAN

As a representative of the Zone Members, the Vice-Chairman is responsible to the Zone Executive and to the Zone Membership.

PRIMARY FUNCTION:

To provide support and assistance to the Chairman and the Zone Executive.

ROLES & RESPONSIBILITIES:

- introduce and thank guest speakers
- present resolutions to Zone meetings
- shall assume position of Chairman in absence of Chairman
- attend to any of the responsibilities as directed by the Chairman from time to time

Zone Director
To the Alberta School Boards
Association Board of
Directors

As a representative of Zone 6 to the Board of Directors of the Alberta School Boards Association, the Zone Director is empowered to be a decision-maker but is held accountable to the Zone 6 Membership.

ROLES AND RESPONSIBILITIES

- attend provincial Board of Directors meetings;
- represent Zone 6 concerns and issues to the provincial Board of Directors
- report relevant information from the provincial Board of Directors to Zone meetings;
- attend and participate in Zone 6 Meetings (Executive and General);
- on emergent issues where the Zone Director must take a position on behalf of the Zone, he/she will be expected to use his/her best judgement based on his/her knowledge of the Zone and to convey action back to the Zone at the earliest possible time;
- assist the Zone Executive.

LABOUR RELATIONS
CO-ORDINATOR

As a representative of the Zone Members, the Labour Relations Co-ordinator is responsible to the Zone Executive and to the Zone Membership.

ROLES AND RESPONSIBILITIES

- provide timely information pertaining to Labour Relations at all Zone meetings (Executive and General);
- identify Labour Relations issues for the Zone and what provincial issues will affect Zone Boards;

- provide for an opportunity for boards to raise concerns and issues pertaining to Labour Relations, and to have concerns and questions addressed;
- co-ordinate an information sharing system between boards in the Zone and with ASBA on issues and matters relating to Labour Relations (items such as status of collective bargaining, data on collective agreements, copies of collective agreements in effect within Zone);
- liaison with the boards in Zone 6 through their representatives;
- co-ordinate workshops and conferences to address timely issues and matters relating to Labour Relations;
- address issues which affect both unionised and the non-unionised employees/employer relationship;
- liaison closely with ASBA Labour Relations officials in providing information to the Zone and in meeting the Labour Relations needs of the Zone;
- attend Labour Relations Council Meetings and represent Zone 6 concerns to the Labour Relations Council.

PUBLIC RELATIONS
CO-ORDINATOR

The Public Relations Co-ordinator is responsible to the Executive of Zone 6.

ROLES AND RESPONSIBILITIES

- Direct the external communication programs for the Zone, including such items as media relations and awards as directed by executive.
- Arrange transportation for out of town speakers and presenters with Chair and Secretary Treasurer.

- Assist Secretary Treasurer & Chairman with logistical problems that may arise during meetings (behind the scene problems).
- Serve as liaison between the media and the Zone and arrange media coverage at Zone functions.
- Prepare press packages for all regular meetings. These packages to include:
 - Meeting Agenda
 - Background information on agenda items.
 - Profiles on speakers
 - Directors' Contact List
 - Send press packages to the media **at least 2 days** before the meeting.
- Co-ordinate Press Conferences at regular meetings or when required by executive.
- Direct all 'on the record' comments to the Zone Chairman for responses.
- Assist with co-ordination of Edwin Parr Award. The items required for media package, requirements for Edwin Parr evening arrangements (designation of someone to take photographs) and other duties as designated by executive. The Public Relations Co-Ordinator may delegate duties to other members of the Executive.
- Work within the communications budget, materials and equipment.

TRUSTEE REPRESENTATIVE

As a representative of a school board, the trustee representative is empowered to be a decision-maker but is held accountable to his/her respective board.

ROLES AND RESPONSIBILITIES

- a key communicator between the Zone and the Board represented
- attend meetings of the Zone Executive and general membership meetings
- bring timely requests and suggestions from the sponsoring board for discussion and/or action
- participate in the planning process of the zone so as to reflect membership wishes and financial capabilities in the zone
- act as liaison between the sponsoring board and the ASBA Board of Directors Zone Director, reflecting the sponsoring board's point of view
- work with the total Executive to determine which issues will be dealt with by the directors and which should be put before the general zone membership for discussion
- communicate zone and provincial ASBA concerns and decisions to respective boards and request their input
- encourage active participation by all board membership in the zone and the provincial organization

SECRETARY-TREASURER

The Secretary-Treasurer is responsible and accountable to the Executive of Zone 6.

ROLES AND RESPONSIBILITIES

- arrange location for the Executive Meetings, Regular Meetings, M.L.A. Meetings and Workshops
- arrange for luncheons
- assist the Executive in arranging for Speakers and Programs
- prepare, type and distribute:
 - agendas
 - minutes
 - correspondence on behalf of the Zone
 - Directors' List
- maintain the financial records and accounts of the Zone. The Secretary-Treasurer is to ensure that banking procedures shall reflect sound investment practices to maximize interest income. All normal accounting functions will be performed by the Secretary-Treasurer. The Secretary-Treasurer should refer to Part 2 of this Handbook dealing with Audit/Auditor, Banking, Records and Financial Reporting.
- the Secretary-Treasurer shall assist the Executive in preparing the Budget for presentation to the Annual Zone 6 meeting.
- the Secretary-Treasurer shall receive compensation as set during the preparation of the Budget.
- Handle problems that may arise during meetings (behind the scene problems)
- Prepare up-to-date contact sheets, listing all school district and board representative telephone numbers and addresses

PART 4

**ZONE 6 REPRESENTATIVES TO EXTERNAL
AGENCIES AND ORGANIZATIONS**

PART 4
ZONE 6 REPRESENTATIVE TO
EXTERNAL
AGENCIES & ORGANIZATIONS

PER DIEM/EXPENSES

Per Diem and Travelling Allowance is paid by SAPDC to the Board of Director's Members attending meetings of the Consortium. Present Per Diem rate is - \$60.00 for 1/2 day meeting, \$100.00 for full day meeting.

ELECTION/TERM OF ZONE 6 REPRESENTATIVE TO S.A.P.D.C.

Voting for the election of the Zone 6 Representative for a term of two years to the Board of Directors of the Southern Alberta Professional Development Consortium (SAPDC) shall be by secret ballot on the basis of one vote per member board of Zone 6.

Election of the Zone 6 Representative to S.A.P.D.C. will be held at the Annual Zone 6 Meeting on alternate years. Reference: Part 2 - General Procedures for Zone 6 Not Included For In Schedule A; Bylaws - Page 21 - "Voting."

The Representative shall report twice a year to the Zone 6 membership at the Annual Zone 6 Meeting.

EXPECTED PARTICIPATION OF BOARD MEMBERS OF S.A.P.D.C.

- Attend Board of Directors' meeting as scheduled. (usually two a year)
- Take information on programs and other activities presented by the SAPDC to their organizations and report to colleagues.
- Bring needs, information and requests from their organizations to the SAPDC staff. This does not need to be restricted to Board Meetings.
- Attend professional development activities presented by the Consortium, especially those of particular interest.
- Assist in large program offerings, if possible, by participating in such activities as registration, session hosting, etc.
- Any other participation from the Board of Directors is welcomed by the Executive Staff.

APPENDIX A
SOUTHERN ALBERTA
PROFESSIONAL DEVELOPMENT
CONSORTIUM

BOARD OF DIRECTORS

I. MEMBERSHIP

- 1- Alberta School Boards Association (Zone 6) - representatives of SAPDC member jurisdictions named by Zone 6.
- 1- College of Alberta School Superintendents - representatives named by CASSIX, one representing the eastern area of the region, one representing the western area of the region.
- 3- Alberta Teachers' Association - representatives named by the ATA, at least one of whom is a principal.
- 1- Universities/Colleges - representatives named by the Dean of Education of University of Lethbridge which may include a representative from a college within the region.
- 1- Alberta School Business Officials of Alberta to be named by ASBOA.
- 2- School Council parent representatives, one representing the eastern area of the region, one representing the western area of the region; initially one member will be from the Alberta Home and School Councils' Association and one will be determined by the other members of the Board of Directors until a formal organization appears.

the Director of the Consortium, ex officio, non-voting
an Alberta Education representative, ex officio, non-voting.

1. Representative shall be appointed in such a way that as many southern Alberta school authorities as possible are represented (i.e. where possible ASBA and CASS members will not be from the same jurisdictions).

2. Representatives shall serve three-year overlapping terms.
3. The Chair shall be elected annually at the "spring" meeting.
4. A Quorum shall be seven (7) members.

II. TERMS OF REFERENCE

The Board of Directors, within the overall purpose of the Consortium, shall establish policy and have responsibility for the functioning of the Consortium by:

- meeting at least twice annually (once in the fall and once in the spring).
- carrying out those duties specifically required by law and by the agreements signed with Alberta Education
- approving budgets and expenditures
- delegating administrative duties to and review decisions made by the Executive Committee
- approving employment contracts
- establishing committees and defining their duties
- approving annual workplans recommended by the Executive Committee
- reporting annually to partnership organizations.