

ASBA Bylaw Amendment and Policy Development Process

SPRING GENERAL MEETING (Budget and Bylaws)		FALL GENERAL MEETING (Policy Positions)	
January/ February 2018	ASBA call for bylaw amendments.	January/ February 2018	ASBA call for proposed policy positions.
March 19, 2018	Deadline for Boards to submit proposed bylaw amendments to ASBA.	March/ April 2018	Board to submit proposed policy positions for FGM to zones; timelines and process at zone's discretion.
April 4, 2018	Budget and Bylaws Bulletin sent to all member boards. <i>As per bylaw requirement of 60 days prior to SGM.</i>	April/ May 2018	Zones to identify a maximum of three proposed policy positions to be submitted to the ASBA Board of Directors for consideration for the FGM (Zone 2/3 maximum of 6).
April- May 2018	ASBA budget presentations.	May 25, 2018	Zones to submit proposed policy positions to ASBA.
April 27, 2018	Deadline for Boards to submit any proposed emergent policies to ASBA for SGM.	June 2018	ASBA Policy Development Committee (PDAC) to review proposed policy positions and determine wording to be presented to Board of Directors.
June 4, 2018	Call to Order: ASBA business session.	Summer 2018	ASBA staff review proposed policy positions.

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September 2018	If necessary, ASBA to circulate draft proposed policy positions to boards/zones to ensure intent reflected and background sufficient and clear.
Fall 2018	If necessary, Zones to discuss proposed policies and submit suggested wording changes or additional background information.
October 2018	PDAC meets to refine policy positions, and present final wording to Board of Directors. ASBA Board of Directors determines proposed policies to move forward to membership.
October 10, 2018	Deadline to submit emergent policies for the FGM.
October 19, 2018	Policies Bulletin sent to all member boards, as per Bylaw requirement of 30 days prior to FGM.
November 19, 2018	Call to Order: ASBA Business Session.

**** All submissions for Bylaw Amendments and Policy Positions may be sent via email to Jennifer Klarenbach, Coordinator, Governance & Committees at jklarenbach@asba.ab.ca.**

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