

## **Governance Policy 10**

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### **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 8.2.7, regular policy positions will normally be considered at the Fall General Meeting.
- 2.2 The Policy Development Advisory Committee shall request all member boards to identify proposed Association policy positions affecting education. 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 the Policy Development Advisory Committee, 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 or the Policy Development Advisory Committee 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 the Policy Development Advisory Committee, to be reviewed to ensure the draft positions reflect the intent of the Zones.
- 2.7 The Board of Directors, or the Policy Development Advisory Committee, 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, normally 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. Emergent Policy Positions**

- 3.1 Emergent positions submitted by the membership for consideration at a General Meeting shall be submitted to the Policy Development Advisory Committee (PDAC) by 4:00 p.m. on the thirty-fifth (35) day prior to the first business day of a General Meeting.

The Policy Development Advisory Committee (PDAC) shall assess each emergent position to determine its compliance with the principles for Association policy. PDAC shall:

- 3.1.1 Reject positions that address issues which have arisen prior to the deadline for submission of regular policy positions; and
- 3.1.2 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.
- 3.2 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.
- 3.3 If the criteria defining an emergent position is not met, the matter may still be considered as an emergent position by the assembly if:
- 3.3.1 Consideration of the position is supported by a two-thirds majority of voting Full Member Boards, and
- 3.3.2 The mover makes available the wording of the policy position to all delegates.

### **4. Extraordinary Positions**

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

- 4.1 The position arises out of the business of the General Meeting,
- 4.2 Consideration of the position is supported by a two-thirds majority of voting Full member Boards, and
- 4.3 The mover makes available the wording of the 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 8.2.7. However, these outstanding issues must be included on the agenda of the next general meeting.

## **Governance Policy 11**

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### **REQUESTS FOR CONSIDERATION OR ACTION**

Bylaw 8 provides broad delegation to the Board of Directors to direct and control the business and affairs of the Association, and exercise all the powers of the Association which are not required by the Alberta School Boards Association Act, or by the Bylaws, to be exercised by the Association in a General Meeting.

A request for consideration or action requests a particular consideration or action take place within a defined timeline. Requests for consideration or action are subject to determination by the Board of Directors under the broad delegation provided in Bylaw 8. In contrast, a Policy position is defined as a “guideline for future discretionary action”. Policy positions are subject to approval by the membership.

#### **Process**

1. Any Board may submit a request for consideration or action through their Zone or Metro Director to the Board of Directors at any time.
2. A request for consideration or action shall 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 requests formally submitted by a Zone or Metro Director on behalf of a member Board.
4. Where and when appropriate, the Board of Directors may place the matter before the membership at a General Meeting.
5. Emergent requests for consideration or 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 accepted requests may be made at each General Meeting.
7. Once the request is completed, it will be removed from further consideration.
8. In considering whether to accept a request for consideration or action, the Board of Directors may consider the following:
  - 8.1 Alignment with the Association’s priorities, including those contained in the Strategic and Advocacy Plans;
  - 8.2 Whether the request has been discussed with the submitting Board’s zone; and
  - 8.3 Resources, both human and financial, required.