

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD PROCEDURAL BY-LAWS

PROCEDURAL BY-LAWS	PREAMBLE
EFFECTIVE: 2000 12 01 / 2002 06 11 / 2002 12 01 / 2003 10 28 / 2004 05 25 / 2005 05 24 / 2006 02 01 / 2011 09 13 / 2013 03 05 / 2020 02 25	

PREAMBLE:

In any school system, the final authority rests with the elected body of officials, the Board of Trustees, which is answerable to its electorate and the Government of Ontario for the management and business operation of all Board affairs. The St. Clair Catholic District School Board, in recognition of significant responsibilities to its Catholic students and ratepayers, will, in conducting the business of the Board, abide by its Procedural By-Laws and all relevant Acts, Statutes and Regulations.

The Procedural By-Laws of the St. Clair Catholic District School Board shall be observed for the order and dispatch of business at meetings of the Board.

The Procedural By-Laws of the St. Clair Catholic District School Board shall regulate the duties and powers of its committees, officers and employees, subject to the Act and Regulation of the Ministry of Education and Province of Ontario.

DEFINITIONS:

Board – Refers to the St. Clair Catholic District School Board.

Committee – Includes all ad hoc, legislative, or special committees duly constituted by the Board in accordance with this by-law.

Chair – Refers to the Chair of the Board or of a meeting (whichever the context implies).

Vice Chair – Refers to the Vice Chair of the Board or of a committee (whichever the context implies).

Member – Refers to a member of the Board of Trustees, or a member of a committee (whichever the context implies).

Committee Chair – Refers to the Chair of a standing, ad hoc or special committee of the Board.

Director – Refers to the Director of Education and Secretary of the Board.

Treasurer – Refers to the Associate Director and Treasurer of the Board.

Inaugural Meeting – The first Board meeting held following a Municipal Election.

Initial Meeting – The first annual Board meeting in December held between elections.

Ex-officio Member – Refers to a member of a committee, who is permitted, but not required, to act as a member of a committee. The ex-officio member is permitted to vote, but is not counted in determining quorum.

Vote – The indicated preference of a Trustee in favour of, in opposition to, or abstaining from the question.

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Conflict of Interest —The *Municipal Conflict of Interest Act* sets out three types of financial interest which must be declared by trustees. A conflict of interest arises where a trustee has a direct, indirect or deemed pecuniary interest that is before the Board of Trustees and that interest is not remote.

- i. Direct Interest – a trustee would have a direct interest if the Board was considering buying property owned by the trustee;
- ii. Indirect Interest – a trustee is the senior officer of a company bidding for a Board contract;
- iii. Deemed – a trustee's spouse, child or parent owns a company that is bidding for a Board contract.

REFERENCES:

Education Act
Municipal Conflict of Interest Act
Municipal Elections Modernization Act
Robert's Rules of Order