

## PROCEDURES FOR CAUCUS MEETING

The directions below follow the numbering of the Caucus Agenda.

1. The Secretary of the Board (Director of Education) calls the meeting to order, welcomes the Trustees, and identifies himself as the presiding officer for the meeting until the Chair of the Board is elected.
  2. The Director of Education or one of the Associate Directors reads the memorials, if any.
  3. Fr. Obinna is invited to open the meeting with a prayer, and leads the Trustees through the Rite of Renewal.
  4. The Director then reads the roll call and indicates apologies, if any.
  5. The Director calls for a motion to approve the Agenda, as presented. The Agenda may be amended to add urgent business from the Director, or to add urgent miscellaneous matters or inquiries from Trustees.
- 5a. The first matter the Board has to consider is the method of voting for Chair and Vice-Chair of the Board and for the statutory and standing committees. You will notice that according to By-Laws Article 3.12.3 (p.3), which is included in the Agenda, the election shall be conducted by secret ballot, provided that, with the agreement of the majority of Trustees, a recorded vote may be used pursuant to which the identity of both the Trustee voting and the name of the candidate, are recorded and announced. The Director of Education will now ask the Trustees which manner of voting they prefer. All those in favour of a secret ballot, please vote now.
- With the approval of the Board of Trustees, two (2) returning officers shall be appointed, one of whom will be the Board's General Counsel, and the other being the Associate Director, Academic Affairs, to act as Scrutineers.

**6a. Election of Chair of the Board for 2018-2019:**

Now that the ground rules and the manner of voting have been determined, we will proceed with the election of the Chair of the Board.

- The Presiding Officer calls for nominations for the office of Chair of the Board, which nomination must be seconded.
- After each nomination has been made, and seconded, the Presiding Officer will ask the nominee if he/she is willing to let their name stand in nomination.
- After nominations are closed, the Presiding Officer will invite or allow the nominated Trustee to say a few words in support of his/her candidacy.
- The Presiding Officer instructs the Scrutineers to distribute the ballots, and the vote will commence.
- The Scrutineers tabulate the results, and hand a written record of the results to the Director of Education, who reads out the results.

**6b. Election of Vice-Chair of the Board for 2018-2019:**

For the election of the Vice-Chair of the Board, the same process is used here as was used for the election of the Chair of the Board. (refer to “6a” above).

**7. Appointments to Statutory Committees for 2018-2019:**

The next order of business is the appointment to Statutory Committees. This process can be done by a vote, or it can be done by consensus. The Presiding Officer will move through the Agenda asking for Trustees to be nominated. If there are more Trustees nominated than there are positions available, then the election process will proceed the same way as was used for the Chair and the Vice-Chair of the Board (refer to “6a” and “6b” above). This process for appointments to Statutory Committees has traditionally been done by consensus, without the need of a vote.

## **8. Appointments to Steering Committees for 2018-2019:**

The next matter of business is the reconstitution of the Steering Committee.

- a. Nurturing our Catholic Community
  - There needs to be a motion to determine the membership of this Committee.

## **9. Election of Standing Committee Chairs for 2018-2019:**

The election for the Chairs of these three Standing Committees will proceed in the same way as the election for the Chair and Vice-Chair of the Board (refer to 6a and 6b).

- a. Corporate Services, Strategic Planning, and Property Committee (all Trustees)
- b. Governance and Policy Committee (4 Trustees, 2 ex-officio)
- c. Student Achievement and Well Being, Catholic Education, and Human Resources Committee (all Trustees)

## **10. Election of Standing Committee Vice-Chairs for 2018-2019:**

The election for the Vice-Chairs of these three Standing Committees will proceed in the same way as the election for the Chair and Vice-Chair of the Board (refer to 6a and 6b).

- a. Corporate Services, Strategic Planning, and Property Committee (all Trustees)
- b. Governance and Policy Committee (4 Trustees, 2 ex-officio)
- c. Student Achievement and Well Being, Catholic Education, and Human Resources Committee (all Trustees)

## **11. Reconstitution of Ad-Hoc Committees for 2018-2019:**

The next matter of business is the reconstitution of the Ad-Hoc Committees.

- a. Director's Performance Appraisal Committee (4 Trustees):
  - The Committee itself needs to be reconstituted. The membership of this Committee is the Chair and the Vice-Chair, and the Chairs of the Standing Committees, and one Trustee member. No further election is required to establish the membership of this Committee.
- b. Executive Compensation Committee (4 Trustees):
  - The Committee needs to be reconstituted. The membership of this Committee is the Director of Education, Superintendent of Human Resources and 4 Trustees.

## **12. Appointments or Re-Appointments to External/Internal Committees for 2018-2019:**

These Committees are listed on the Agenda as Items 12) a – p. Typically, this is done by consensus, but in the event that more Trustees wish to serve than there are spaces available, an election will be held. Traditionally this is done by consensus by the Board.

## **13. Other Urgent Business:**

Before calling for a Motion to Adjourn, the Presiding Officer asks the Trustees whether there is any other urgent business which needs to be dealt with at this meeting. If there is no urgent business, the next item on the Agenda is a call for Adjournment.

## **14. Adjournment**