BY-LAW No. 1:	**Governance Rules for the Council of Commissioners and Committees of the Western Québec School Board**

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1. OBJECTIVES

The aim of this document is to define the rules of internal management applicable to the Council of Commissioners, the Executive Committee as well as the Council's standing and Ad Hoc committees.

2. PREAMBLE

The Council of Commissioners (hereinafter described as the "Council") shall see to the administration of the Western Québec School Board (hereinafter described as the "Board") as prescribed by the Education Act and other legislative directives in a manner characterized by outward vision, principled decision-making, strategic and proactive leadership, and respect for diversity in viewpoints.

3. THE COUNCIL OF COMMISSIONERS

3.1 Composition of the Council

There are 8 wards allocated by the government of Quebec to the Western Québec School Board. A request by Council to Elections Québec for additional wards was approved, increasing the number to 11. A request must be made to increase the number of wards prior to each election cycle.

There are currently 16 members of the Council:

- 11 publicly elected Commissioners;
- 1 Chair elected by universal suffrage;
- 4 Parent Commissioners
    - 1 representing the Special Education Advisory Committee,
    - 1 representing the elementary schools,
    - 1 representing the secondary schools, and
    - 1 representing the K-11 schools.

The Education Act provides school boards with an option to select 2 Co-opted Commissioners representing specific fields in the community served by the school board.

3.2 Responsibilities of the Council

The general responsibilities of the Council include notably but are not limited to the following:

3.2.1 Develop the Board's vision for governance as outlined in this by-law;

3.2.2 Approve the Commitment to Success Plan as proposed by the Director General;

3.2.3 Delegate powers and responsibilities to the appropriate level of authority respecting the principle of subsidiarity;

3.2.4 Ensure that a culture of integrity is fostered within the Board, where accountability, confidentiality and transparency are promoted;

3.2.5 Approve the risk management plan of the Board under the direction of the Contract Rules Compliance Monitor;

3.2.6 Ensure that systems of internal controls and information management are put in place and ensure their application;

3.2.7 Adopt the overall operational budget of the Board;

3.2.8 Appoint the Director General based on a recommendation from the Executive Committee;

3.3 Responsibilities of the Commissioners

The general responsibilities of the Commissioners include notably but are not limited to the following:

3.3.1. Abide by the duties and obligations prescribed by the *Education Act* and any other legislation in addition to the Board By-Laws and Policies; as such, every year in September, the Commissioners shall receive a copy of relevant extracts of applicable legislation, By-Laws and Policies;

3.3.2. Act with prudence, diligence, honesty, and loyalty to the Board as would a reasonable and responsible person in similar circumstances;

3.3.3. Based on the needs of their constituents, deliberate and make decisions with independence of mind, integrity and good faith in the best interests of the Board;

3.3.4. Ensure the protection of confidential information they receive in their capacity as Commissioners. Upon their entry into office, Commissioners shall submit a signed Confidentiality Agreement Form to the Secretary General;

3.3.5. Avoid any Conflict of Interest or appearance thereof and disclose in writing to the Chair, who will in turn inform the Director General of any Conflict of Interest, real or perceived;

3.3.6. Address their questions, concerns and/or comments directly to the Chair of the Council of Commissioners, who will, in turn, bring it to the attention of the Director General as necessary;

3.3.7. Act, both privately and in public, in a manner that upholds and respects the decisions of the Council;

3.3.8. Attend the sittings of the Council, including its committees, unless they have a valid reason provided in writing to the Chair.

3.3.9. Participate in all training sessions as part of the ongoing training program for Commissioners.

3.4 Responsibilities of the Chair of Council

The general responsibilities of the Chair include notably but are not limited to the following:

3.4.1. Oversee the proper operation of the Board, and ensure that all applicable legislative and regulatory provisions and all decisions of the Council are carried out faithfully and impartially;

3.4.2. Convey all relevant information to the Council;

3.4.3. Preside over the sessions of the Council and maintain order. The Chair facilitates the participation of the Commissioners as well as the members of the public;

3.4.4. Ensure all Commissioners know and understand the matters being debated, and on which they are voting;

3.4.5. See that motions and amendments are clearly worded by repeating wording of motions frequently and making the effects of amendments very clear;

3.4.6. Know and apply the rules and procedures for an effective meeting;

3.4.7. Act as the official spokesperson for the Council and the Board;

3.4.8. Coordinate the work of the Council in collaboration with the Secretary General and Director General;

3.4.9. Respect the scope of their mandate respecting the principles of subsidiarity and delegation of powers;

3.5 Responsibilities of the Vice-chair of Council

The general responsibilities of the Vice-chair include notably but are not limited to the following:

3.5.1. Assist the Chair in performing the latter’s duties and responsibilities;

3.5.2. Perform the duties and responsibilities of the Chair during their absence until the return of the Chair;

3.5.3. In the event the Chair cannot continue in the role, the Vice-chair will perform their duties and responsibilities until a new Chair has been elected or appointed by the Council.

4. MEETINGS OF COUNCIL AND EXECUTIVE COMMITTEE

The meetings of Council and the Executive Committee are held according to the Education Act and in accordance with the provisions of the present rules as well as those outlined in Robert's Rules of Order . When procedures and rules of order from these different sources are in conflict, provisions from Québec legislation supersede those from by-laws which supersede those from Robert's Rules of Order.

4.1 In-person / Virtual Presence

4.1.1 Commissioners may opt to attend meetings virtually or in person unless a special meeting is called that requires in-person attendance. The Secretary General will ensure a link is sent to Commissioners at least 48 hours prior to the meeting.

4.1.2 All participants in the meeting must use their WQSB-issued laptops. If a Commissioner is attending the meeting outside of Council chambers, headphones are recommended and will be supplied by the WQSB upon request.

4.1.3 The Chair, the Director General and Secretary General must be physically present at Council meetings.

4.1.4 Commissioners, whether in-person or virtual, will ensure they are connected to the virtual meeting and ensure their full name is clearly displayed. They will also ensure their camera is turned on at all times throughout the meeting. If a camera is off, the Commissioner will be considered absent from the meeting (notwithstanding exceptional circumstances).

4.1.5 During the meeting, any member may request that the chair conduct a verification of those present (in-person and virtual) to confirm quorum is maintained.

4.1.6 To request the floor, Commissioners will use the "raised hand" function. The Chair will select speakers according to their order in the queue.

4.1.7 If a voting member must leave the meeting, the member will advise the Chair.

4.1.8 In the case of a vote by secret ballot, the Commissioner(s) in virtual attendance will indicate their vote by way of digital survey prepared by the Secretary General.

4.1.9 If a Commissioner's microphone or environment is creating a disturbance to the functioning of the meeting, the Chair will notify the person and ask that the situation be remedied. Failing this, the Chair may direct the Secretary General to mute the Commissioner's microphone, and failing that, to disconnect the Commissioner's access to the meeting.

4.2 *In-camera* Sessions

4.2.1 Council or the Executive Committee may hold meetings or part of meetings *in-camera* to examine any matter liable to be prejudicial to a person or that will deal with confidential matters (s. 167, EA).

4.2.2 To go *in-camera* requires a majority vote as does leaving the *in-camera* session. The time at which the *In-camera* session begins and ends must be noted in the minutes.

4.2.3 Once members vote to go into an *in-camera* session, only members of the Council are permitted to attend, along with members of the administrative staff designated by the Chair. In the case of an Executive Committee meeting, only Executive Committee members are permitted to attend, along with administrative staff designated by the Chair.

4.2.4 Before the *in-camera* session begins, safeguards to protect confidentiality will be reviewed by the Secretary General:

a) only Commissioners and designated staff will be granted access during *in-camera* sessions;
b) participants will be required to ensure their cameras remain on throughout the *in-camera* session;
c) participants must confirm they are in a room without any other person or persons before business begins.

4.2.5 Before the start of an *in-camera* session, all video recording functions (see below) shall be ended and shall only resume once the *in-camera* session has ended.

4.2.6 During *in-camera* sessions, no "screen capture" functions, transmission of the proceedings to uninvited parties, nor recording of video, audio, photo, or transcription by any other means is permitted.

4.2.7 The minutes of the meeting do not contain any reference to the *in-camera* session other than noting the motion to go into and to end the session along with the times of each.

4.3 Recording of Meetings

4.3.1. Meetings of the Council of Commissioners are recorded with video capture and managed by Board administration.

4.3.2. Immediately before calling the meeting to order, the Chair will announce to the assembly, that the meeting will be recorded.

4.3.3. The recordings are stored on a secured SharePoint folder for two years at which time they will be destroyed.

4.3.4. Through secured access to a SharePoint folder, video recordings of Council meetings will be directly available to Board administration and Commissioners. They will be accessible to the public through an Access to Information request.

4.4 Time and Place / Convening of Meetings

4.4.1. Regular Meetings

The time and place of the regular meetings of Council and the Executive Committee are determined through a by-law, in accordance with the Education Act (sections 162 and 182). The meetings of Council are convened by electronic notice to this effect.

4.4.2. Special Meetings

Special meetings of Council and the Executive Committee may be convened by the Chair or by two Commissioners as per the Education Act.

The Secretary General draws up the agenda for special meetings of Council (s. 163, EA) or the Executive Committee (s. 182, EA) after consulting the Chair and the Director General.

4.4.3. Preparation of the Agenda

Two weeks before the scheduled regular meeting of the Council, the Secretary General will invite Commissioners to submit proposed agenda items and draft resolutions, if applicable. Proposed items must be submitted no later than a week before the scheduled meeting with a detailed description of the topic and preparatory documents.

4.4.4. Committee Chairs must submit their adopted minutes to the Secretary General and Administrative Officer for inclusion on the agenda.

4.4.5. Committee Chairs must also submit draft resolutions proposed by their committees.

4.4.6. The Secretary General, in consultation with the Director General and the Chair, is responsible for finalizing the agenda.

4.4.7. The draft agenda and supporting documents (including the unapproved minutes from the previous Council meeting, draft resolutions, and approved minutes from committees) shall be forwarded to Council no later than 3 calendar days prior to the Council meeting.

4.4.8. Members of Council are expected to review the documents in the meeting package prior to the meeting and contact the Chair should they require any points of clarification.

4.4.9. The draft agenda will be posted on the website 3 calendar days before the meeting.

4.5 Order of Business

Unless changes to the prescribed order of business are approved, the following shall be addressed:

COUNCIL AGENDA

1) Land Acknowledgement
2) Welcome, Quorum and Conflict of Interest
3) Approval of Agenda
4) Public Question Period
5) Approval of Minutes
6) Chair's Report
7) Director General's Report
    - Discipline Hearing Report
8) Executive Committee Minutes
9) Business Matters
    - Executive Motions
    - Council Motions
10) Financial Matters
11) Committee Reports
    - Audit Committee
    - Governance and Ethics Committee
    - Human Resources Committee
    - Parents' Committee
    - Special Education Advisory Committee
    - Transportation Committee
    - Advisory Committee on Indigenous Education
12) New Business
13) Next Meeting
14) Adjournment

EXECUTIVE COMMITTEE AGENDA

1) Land Acknowledgement
2) Welcome, Quorum and Conflict of Interest
3) Approval of Agenda
4) Approval of Minutes
5) Human Resources
6) Business Matters (Buildings, IT, Finance)
7) Director General's Report
8) Varia
9) Next Meeting
10) Adjournment

4.5.1. Welcome, Quorum and Conflict of Interest

4.5.2. The Chair calls the meeting to order and welcomes those attending the meeting.

4.5.3. Quorum at a meeting of Council or of the Executive Committee is determined by the presence of a majority of the voting Commissioners. The majority is defined as being "more than half".

4.5.4. Members are asked to notify the Chair, Secretary General and Administrative Officer without delay should they be unable to attend the meeting.

4.5.5. If quorum is not attained 30 minutes past the official time of convening, or if confirmation that quorum will not be met has been duly provided, the Secretary General may declare the meeting closed.

4.5.6. Once quorum is established, the Chair requests that Commissioners declare any real or perceived conflict of interest pertaining to any items on the agenda.

4.5.7. A short absence of a Commissioner during the meeting does not affect quorum; nonetheless, motions or resolutions cannot be adopted if the requirements of quorum are not met.

4.5.8. Commissioners must advise the Chair whenever they leave the meeting either temporarily or permanently. The absence is noted in the recording of votes by the Secretary General.

4.5.9. A brief recess may be taken at any time during the meeting at the call of the Chair.

4.6 Approval of Agenda

4.6.1. Prior to its approval, any Commissioner may request a modification to the agenda. A modification can either be an addition, a deletion, a request for deferral and/or a change of the order of an item, including resolutions. The agenda must then be adopted.

4.6.2. The agenda is adopted by a majority vote.

4.6.3. During the meeting, any modification to the agenda (including the addition of motions or resolutions) must be approved by a majority vote.

4.6.4. For items involving changes to by-laws or policies, or those requiring further investigation by the administration (eg. financial impact, legal implications, changes to alignment with strategic direction, etc.) draft resolutions shall only be accepted if a Notice of Motion has been tabled at a previous Council meeting.

4.7 Public Question Period

4.7.1. The Education Act requires that a Question Period be provided at Council meetings during which the persons present may put questions to the Council. Executive Committee meetings are not public and do not have a Question Period. The Education Act restricts participation by the public to the Question Period. (s. 168, EA) The rules relating to the time for Question Period, its duration and the procedure to be followed are defined below:

- At Council meetings, theQuestion Period will follow the Approval of the Agenda. The Question Period shall last a maximum of 15 minutes unless otherwise extended by the Chair.
- All individuals or groups wishing to participate in the Question Period must submit their question(s) and all additional documentation to the Secretary General by 4:00 PM on the Friday preceding the Council Meeting.
- Individuals or groups who have submitted a question are invited by the Chair to speak. Questions must be addressed to the Chair.
- The time limit for an individual or group asking a question is three minutes unless extended by the Chair.
- The Chair may respond with a brief answer or direct the question(s) to another Council member or a member of the administration. The Chair may decline to respond if the topic pertains to:
    - a matter not included in the Council's mandate;
    - a case under investigation;
    - confidential information;
    - a matter requiring further research or legal opinion.
- Any issues requiring further research may be placed on the agenda of a subsequent Council meeting.
- Question Period is not a forum for debate, rebuttal or discussion by members of the Council.
- During the Question Period, all interactions are expected to take place in a calm, orderly and respectful manner. Should an individual or group behave in a manner deemed to be abusive, offensive or disrespectful, the Chair will immediately call for order. The Chair may immediately restrict the individual's or group's participation in that Question Period. A decision to restrict participation of an individual or a group at future meetings requires the Executive Committee's approval.

4.8 Approval of Minutes

4.8.1. The draft minutes of the previous meeting are included in the meeting package and are identified as such.

4.8.2. The draft minutes are sent to members of Council no later than 3 calendar days prior to the meeting. Commissioners are expected to have reviewed the minutes prior to the meeting in order to bring forward any necessary changes during the Approval of the Minutes.

4.8.3. Minutes must be an account of resolutions put forward rather than an account of discussion.

4.8.4. The minutes are adopted by a majority vote.

4.8.5. Commissioners may vote to adopt the minutes whether or not they were present for that meeting. (41:11, Robert's Rules)

4.8.6. Once the minutes are adopted, they are to be considered the official record.

4.9 Chair's Report / Director General's Report

4.9.1. The Chair and Director General present their respective reports on activities or matters arising since the last meeting of Council. No resolution is required to accept these reports as they are for information only.

4.9.2. The Chair will update the Council on matters discussed at the Québec English School Boards Association (QESBA). The Chair may delegate the QESBA report to another member of Council sitting on QESBA.

4.9.3. The Director General will report, among other matters, on the implementation of measures from the Commitment to Success Plan, matters related to strategic vision, and any discipline hearings that have taken place since the last Council meeting.

4.9.4. Correspondence related to matters of Council and addressed to the Chair may be shared with the Council. All correspondence is deemed confidential unless otherwise indicated.

4.10 Executive Committee Minutes

4.10.1. Approved minutes from the previous Executive Committee meeting are received, rather than adopted.

4.11 Committee Reports

4.11.1. Committee reports are distributed ahead of the meeting along with the Council package.

4.11.2. A committee report consists of the approved minutes of the respective committee meeting. After it is presented, Council votes to receive the report.

4.11.3. All committee reports are presented to Council by the chair of the committee or by a designated person.

4.11.4. Questions regarding the reports are addressed to the Chair who may reply or may delegate another person to respond.

4.12 New Business

4.12.1. If items are added during the approval of the agenda, they are placed in New Business.

4.13 Next Meeting

4.13.1. The Chair will announce the date of the next meeting.

4.14 Adjournment

4.14.1. All meetings will be adjourned **3** hours after they start unless a resolution is passed to extend the time of adjournment. Extensions of time will be for 30 additional minutes and subsequent extensions will require another vote. The Chair closes the meeting by declaring it adjourned.

5. GENERAL RULES OF ORDER

5.1 Decisions of Council

The decisions of Council are taken through the adoption of motions by the Commissioners present and entitled to vote as established by quorum. Unless otherwise stipulated in the Education Act, decisions are taken by a majority of the votes cast.

5.2 Motions and Resolutions

5.2.1 All matters subject to decision shall be submitted to the Council of Commissioners and Executive Committee as motions. The formalizing of the written record is in the form of a resolution.

5.2.2 There are many types of motions contained in Robert's Rules of Order. At the beginning of each Commissioner's mandate, the Secretary General shall provide a list and description of the most common motions used at Council meetings.

5.2.3 A motion shall be presented in writing in the form of a draft resolution. The draft resolution shall include a preamble, in the form of "whereas" clauses that establish the pertinent facts and reasons justifying the adoption of the motion, as well as a conclusion that includes the decision of the Council and the actions to be taken in response to the motion.

5.2.4 Resolutions also refer to the final record of the motion adopted at a meeting of the Council or Executive Committee. Draft resolutions shall be included in the Commissioners' meeting packages.

5.3.2 Council may agree by majority vote, to add a resolution to the agenda after the start of the meeting.

5.3.3 Co-opted Commissioners are permitted to propose resolutions but are not entitled to vote at the meetings of Council and the Executive Committee.

5.3.4 For the meetings of the Council and Executive Committee at the WQSB, motions shall be moved by one of the commissioners and seconded by another. The Chair calls for questions and debate on motions once they are moved and seconded.

5.3.5 Commissioners may propose amendments to the motion which seeks to change a motion by deleting, altering or replacing the original wording and, consequently, shall refer to the motion being deliberated on.

5.3.6 During the presentation of a motion, the final draft of a resolution shall be read aloud before voting.

5.4 Voting Procedures

5.4.1 The vote must be taken by a clear show of hands or by secret ballot. Proxy votes are not permitted.

5.4.2 Any member of Council may ask for a secret ballot vote, which must be agreed upon by a majority vote of Council. In such a case, the Secretary General will receive and count the votes.

5.5 Conflict of Interest

5.5.1 At the start of each meeting of the Council and of the Executive Committee, the respective Chairs shall remind members of their obligation to declare real or perceived conflicts of interest. Commissioners having a conflict of interest in a particular matter must declare it prior to discussion on the dossier and notify the Director General in writing. They must then abstain from any discussion or voting on the subject and must leave the meeting until deliberations on this matter are completed. (Refer to By-law 15 for more details.)

5.6 Deliberations

5.6.1 Role of the Chair

All interventions are addressed to the Chair. The right to speak is given by the Chair to the Commissioners, in the order in which it is asked. Should the Chair wish to speak, they will do so after all other commissioners have spoken. The Chair may limit the time for the period of, or close immediately, any debate with consideration given to those who have asked to speak and who have not yet had the opportunity.

5.7 Point of Order

5.7.1 At any moment during the meeting, a *point of order* may be raised if a Commissioner considers that there is an infraction to the rules of conduct, or to the decorum of the meeting. This point of order interrupts the speaker and must be dealt with before the meeting can resume.

5.8 Question of Privilege

5.8.1 At any moment during the meeting, a Commissioner may invoke a *question of privilege* if the Commissioner cannot hear, see, or participate effectively in the meeting; the meeting environment is unsuitable; the assembly's integrity is at stake; or their rights or reputation are directly affected or jeopardized. This question of privilege must be dealt with before any further deliberation. A question of privilege may also be invoked by a Commissioner wishing to obtain priority to speak; the Chair must decide if the privilege is granted or not.

6. MINUTES

6.1 Taking of Minutes

6.1.1 The Secretary General is responsible for recording the minutes of the meeting. A title and a number must be given to each item noted in the minutes.

6.1.2 The presence and absence of the Commissioners are duly noted. The arrival or departure of a Commissioner is noted under the agenda item during which it happens or when a vote is taken.

6.1.3 The minutes must mention all approved decisions and documentation deemed relevant to the decision-making process or any information that Council requires to be entered in the minutes.

6.1.4 The minutes must duly compile the votes that are in favour of the motion, those against, as well as abstentions. If a vote is not unanimous the Chair will ask those voting against the motion and those abstaining if they wish to have their name recorded. The minutes will also indicate cases in which a commissioner has recused themselves due to a conflict of interest.

6.1.5 The draft minutes become official minutes after adoption at the beginning of the following meeting. The Secretary General is not obliged to read the minutes as long as each member present was sent an electronic copy at least 72 hours prior to the meeting during which the minutes are to be approved.

6.1.6 The Secretary General makes any correction to the minutes voted by Council or may make a simple clerical correction as long as they in no way alter the meaning of a decision nor adds elements that were not part of said decision.

6.1.7 Approved minutes are then signed by the Chair and by the Secretary General and kept in an official register named the Minutes of Proceedings. The unsigned version of the approved minutes is also posted on the board's website.

6.1.8 The signed and certified copies of minutes, certified resolutions of Council and of the Executive Committee, are public and may be consulted by any interested party during regular office hours.

7. SPECIAL MEETING

7.1 The Chair or two Commissioners may call a special meeting of Council per the Education Act (section 163) or a special meeting of the Executive Committee (section 182). The Secretary General shall send a call of notice to each Commissioner and give notice to the public via the Board website of the date, place and time of the meeting and of the matters to be discussed, at least two days before the meeting is held. However, no publication in a newspaper is required.

7.2 Only the single matter mentioned in the notice calling the special meeting may be dealt with unless all the Commissioners are present and decide otherwise (Education Act, sections 164 and 182).

7.3 The Chair of Council and in the case of the Executive Committee meeting, the Chair of the Executive Committee, shall ascertain at the opening of the special meeting of their respective bodies, that the procedure for calling the meeting has been complied with.

8. BY-LAWS AND POLICIES

8.1 A register of approved documents, including policies and by-laws (WQSB Register of Official Documents) will be kept and will be posted on the board’s website.

8.2 Policies may be created or reviewed and revised.

8.3 The creation of a policy may be initiated by the Council, the Director General or through legislation. Through a motion, Council assigns the creation of policies to a committee or to a senior administrator. Once created, the policy must be reviewed by the Secretary General to ensure standardization and compliance with legislation as well as existing internal policies and by-laws, before returning to the committee or senior administrator for a final review. Once a review is conducted, the document will go to Council for a review and to determine whether it should remain unchanged before sending it out to a broad 60-day consultation (calendar days). Once the consultation period has concluded, a revision is conducted by the committee or director general, followed by a review by the Secretary General and finally, the committee again, before it is returned to Council for final adoption and Coming Into Force. The revision of a policy follows the same steps.

8.4 The creation or revision of an internal by-law affecting the Council members follows the same process except that it generally does not require external consultation unless required by law. The creation or revision of bylaws shall also include a review by the Secretary General. For by-laws dealing with the running of Council and matters exclusive to the Council of Commissioners, the Council shall mandate the Governance and Ethics committee to create or revise.

9. COMING INTO FORCE

9.1 The present revision of this by-law becomes effective upon its adoption by Council.

APPENDIX A - COUNCIL COMMITTEES

Committees prepare work and make recommendations as mandated by Council, which are consistent with Council's functions and powers as well as its long and short-term goals.

Council shall elect representatives for its committees at the first meeting or meetings of its mandate. However, Council may review the structure of its committees at any time except where mandated through legislation. The number of Commissioners on each committee as well as the length of duration of the mandate are outlined in the section for each committee. The composition and number of representatives for Ad Hoc committees will be determined by the Council.

Each committee shall establish its own rules of order, except as otherwise provided in the Education Act.

Each committee will be supported by a non-voting member of the senior administration team as delegated by the Director General. The nature of the support will be determined by the Director General. Committee Chairs and Secretaries will be selected by and from the commissioners sitting on the respective committees.

In the event of a vacancy occurring on a committee, this position will be filled at the earliest regular meeting of the Council. In the event of a vacancy resulting from a departure of a commissioner from the Board, the position will be filled at the earliest regular meeting following an election to replace that commissioner.

Commissioners who are not members of a committee are entitled to attend its sittings as observers but are not entitled to vote or to take part in the proceedings of the committee. Before attending as an observer, the committee Chair should be advised.

Committee Mandates:
Every committee has a mandate, and, in some cases, rules related to composition as determined by the Education Act, collective agreements or the Council. Committees established under the Education Act must meet at least three (3) times per school year (s. 195).

Decision Making:
With the exception of the Executive Committee, no committee has the authority to make decisions on behalf of the Council and the Board. Internal committees have as their function to discuss issues within their mandate, review the policies or by-laws assigned to them and make recommendations to the Council. No committee nor individual commissioner holds the authority to assign tasks to members of the staff.

Meetings:
The means of determining the time and place of the meetings of committees are decided by the members at their first meeting in their mandate. All meetings for the year may be scheduled at the first meeting or committees may wish to set upcoming ones individually at the end of each meeting. Committees will establish their rules of internal management. The Chair of Council, as

ex-officio member of these committees, may participate in their meetings but their presence does not count towards quorum, and they are not entitled to vote.

With the exception of the Executive Committee, respective committees will determine the schedule of meetings for the school year (respecting section 195 of the Education Act). Recording secretaries will be elected for each committee and maintain minutes. These should include a section for attendance, items from the agenda and decision points that include the name of the person making the motion and the result of the vote. Only meeting minutes that are approved by the Committee can be brought forward to the Council for their reception.

Committee Chair:
Each committee shall elect a Chair who presides over committee meetings and ensures that quorum is established. The Chair sets a draft agenda for meetings and presents approved meeting minutes to the Council. The committee Chair also ensures order, decorum, and the smooth running of meetings.

Quorum:
Quorum is set at a simple majority of the committee's members who are entitled to vote. To hold a meeting or to continue a meeting, quorum is necessary. Regrets should be communicated to the Committee Chair, in advance of the meeting whenever possible.

Committee Membership:
Composition of Committees will be determined by the Council, except where determined by the Education Act (Sections 179-197). The Chair is an ex officio member of all committees, but their attendance does not affect quorum, and they do not have voting rights. These limitations do not apply if the Chair is a full member of a committee.

Voting:
Recommendations made by committees will be based on a majority vote of members, conducted by the Chair of the respective committee.

Agenda:
The agenda for committee meetings will be drafted by the committee Chair, in collaboration with the senior director assigned to the respective committee. Committee members are encouraged to submit agenda items and/or questions to the committee Chair before the meeting. Members may also request additions or changes to the agenda at the start of the meeting. The committee Chair may rule that an item is not the mandate of the committee and ask that the question or agenda item be re-directed to the appropriate committee. Only items on the approved agenda should be discussed at the meeting.

Attendance:
Committee members are expected to attend and participate in all scheduled meetings. The Chair will ensure that all pertinent documents are shared along with the meeting agenda when forwarded to committee members.

Conflict of Interest:
Committee members must avoid any Conflict of Interest or appearance thereof and immediately disclose the real or perceived conflict to committee members and recuse themselves from

discussion or decisions related to the issue. The member with the conflict of interest will inform the members of the committee and the Chair of Council in writing without delay. The Chair of Council will in turn, inform the Director General.

STANDING COMMITTEES

Committees Established by the Education Act

Executive Committee

The Council shall establish an Executive Committee composed of the number of Commissioners it determines, including the Chair, at least one Commissioner representing the Parents' Committee and at least one co-opted Commissioner, if any. The Council shall determine the term of office of the members of the Executive Committee (s. 179, EA). The Director General of the Board takes part in the sittings of the Executive Committee but is not entitled to vote. Commissioners who are not members of the Executive Committee are entitled to attend its sittings but are not entitled to vote or to take part in the proceedings of the committee (s. 180, EA)).

The Executive Committee shall exercise the functions and powers delegated to it by by-law of the Council (s. 181, EA), including the evaluation of the Director General.

The Executive Committee is composed of 7 members: The Chair of Council, who is also the Chair of Executive Committee; 4 ward commissioners and 2 parent commissioners. The term is 2 years.

Transportation Committee

Every school board which provides student transportation shall establish an advisory committee on transportation. This committee's composition, operation, and functions shall meet the norms established by government regulation (E.A. 188). The term of office for this committee is 2 years. The number of commissioners on this committee is 3.

Governance and Ethics Committee

The Governance and Ethics Committee shall, among other duties, assist the Commissioners, if necessary, in selecting persons whose competence and qualifications are considered to be useful for the administration of the Board for the purposes of co-optation under paragraph 3 of section 143, and in developing and updating the Code of Ethics and professional conduct provided for in section 175.1 of the Education Act. The term of office for this committee is 2 years. The number of commissioners on this committee is 3.

Audit Committee

The Audit Committee shall, among other things, assist the commissioners in seeing to the establishment of internal control mechanisms and the optimal use of the school board's resources. The committee must secure the assistance of at least one person who has competency in accounting or financial matters (s. 193, EA). The term of office for this committee is 2 years. The number of commissioners on this committee is 3.

Human Resources Committee

The Human Resources Committee shall, among other things, assist the commissioners in developing an expertise and experience profile and selection criteria for persons to be appointed by the Board under sections 96.8, 110.5 and 198 (s. 193.1, EA) Policies related to Human Resources shall be mandated for creation and review to this committee. The term of office for this committee is 2 years. The number of commissioners on this committee is 3.

Special Education Advisory Committee (SEAC)

A committee that advises the School Board on the organization of services for students with ministry exceptionalities, learning disabilities and social maladjustments. Specifically, the functions of the committee are to advise:

(1) the school board on a policy for the organization of educational services to those students;

(2) the resource allocation committee and the school board on the allocation of financial resources to the services intended for those students;

(3) the school board on its commitment-to-success plan.

The committee may also advise the school board on the implementation of an individualized education plan.

The composition of the committee is set by the school board. At the WQSB, the composition is as follows:

-16 parents of students with an IEP who are appointed by the Parents' Committee;
-1 teacher representative designated by the teacher's association;
-1 non-teaching professional staff representative designated by their association;
-1 support staff representative designated by their association;
-1 school principal designated by the Director General;
-Up to 2 representatives of organizations which provide services to these students, designated by Council, after consulting with those bodies
-Director General or designate who Is a non-voting member.

Parents' Committee

An advisory body composed of parent representatives from each elementary and secondary school's governing board, including a representative from the SEAC. It represents the interests of parents by promoting their participation and providing advice to the School Board on matters affecting students and families. The committee also communicates parents' needs and contributes to school board governance, including the selection of parent representatives to the Council of Commissioners. The committee is composed of one representative from each youth sector school.

OTHER STANDING COMMITTEES ESTABLISHED BY COUNCIL

Director General Evaluation and Selection Committee

The Director General Evaluation Committee will ensure, in collaboration with the Executive Committee, that a formal and structured process for the annual review of the Director General's work performance is in place. Committee members will identify objectives, in collaboration with the Executive Committee and the Director General, in order to achieve organizational aims. They will devise a method to gather input from various stakeholders and present their findings and conclusions to the Council.

The committee members shall also be responsible for determining the process for the recruitment and selection of the Director General. The committee also has the responsibility for the selection of the Director General and bringing its recommendation to Executive for consideration. Executive then brings a recommendation to Council for the final decision on the selection of the Director General.

Disciplinary Advisory Committee

Established in *By-Law 30: Establishing Delegations of Powers and Functions* and *Policy C-5: Policy Outlining the Discipline Hearing Process for Students* and s. 242 of the *Education Act,* members of Council are elected to participate in disciplinary hearings for infractions to student Codes of Conduct in schools and centres. The mandate of the Discipline Advisory Committee is to hear the case in question and make a recommendation to the Director General who must render one of the following three decisions: a) expulsion of the student from school, b) transfer of the student to another WQSB school or centre, c) return the student to the original school or centre. Two of five Commissioners elected to this responsibility are invited to participate at each disciplinary hearing. Members are expected to take part in ongoing training. Commissioner representatives are elected every 2 years. The composition of this committee is as follows:

2 of 5 Commissioners elected to participate in student disciplinary hearings under s. 242;
Director of Education;
Director of Complementary Services.

Advisory Committee on Indigenous Education

The mandate of this committee is to examine issues, approaches, strategies, and opportunities impacting Indigenous learners at the Western Québec School Board. It is also to review and assess the effectiveness of current strategies employed by the schools and centres as they pertain to student success.

Finally, it has as a mandate to assess the Board's alignment to Truth and Reconciliation through the 94 Calls to Action contained in the Truth and Reconciliation Commission's report.

AD HOC COMMITTEES

Ad Hoc committees are created to fulfill a specific mandate on a temporary basis. They make recommendations to Council to expedite the conduct of Council business.

Planning and Review Committee (PRC)

Established in Policy C-25: Continued Operation or Closure of Schools and Other Changes Made to the Educational Services Provided in a School, the Planning and Review is an Ad Hoc Committee of the Whole. The mandate of the Planning and Review Committee is to review the following (list is not exhaustive) with a view to improving efficiency for:

a) Transportation boundaries
b) Building capacities
c) Student enrolment
d) Operating costs of buildings
e) Sharing/amalgamation of services between school boards and/or municipalities