

GREATER SASKATOON CATHOLIC BOARD OF EDUCATION

PROCEDURES FOR ANNUAL MEETING OF ELECTORS

A. Legal Requirements

The annual meeting of electors is a legal requirement of the *Education Act* (Sec. 97).

The agenda is to include:

- a report on educational developments,
- audited financial statements, and
- report of the Director of Education.

The Chairperson and Secretary of the meeting are to be elected at the time of the meeting.

B. Guidelines for the Annual Meeting of Electors:

These guidelines fulfill the legal obligation for the annual meeting of electors, to provide opportunities for discussion by electors, and to ensure that the meeting is conducted in an orderly, respectful manner.

Prior to the Meeting:

- The Board of Education is to establish the agenda of the meeting at least one month prior to the date of the meeting.
- The meeting shall be held within 4 weeks of receipt of the Audited Financial Statements during the month of February.
- The meeting shall be advertised:
 - in school newsletters,
 - in parish bulletins, and
 - in a school division newsletter.

Format of the Meeting:

- The meeting shall follow the agenda as approved by the Board of Education.
- The Chairperson of the meeting is responsible for conducting the meeting in accordance with generally accepted rules of order.
- Electors may speak from the floor of the meeting from a designated location at a time announced by the Chairperson of the meeting.
- Reports shall be presented by:
 - the Chair of the Board,
 - the Treasurer of the Board, and
 - the Director of Education.
- Written copies of these reports are to be made available at the meeting. Oral presentation of the report should normally be limited to ten minutes.
- A question period shall follow the presentation of each report.
- Electors may make presentations at the meeting. Presentations are to be limited to five minutes. Electors wishing to make such presentations must indicate their intentions to the Secretary of the Board at least two days prior to the meeting.

Following the Meeting:

- A written summary shall be prepared by the Secretary of the Meeting.
- The report is to be received by the Board of Education within 30 days of the meeting.
- The report is to be distributed to each school in the Division and to each Catholic School Community Council.

BOARD APPROVED: February 17, 1999
AMENDED: April 28, 2008
AMENDED: June 13, 2011