



1325 California Avenue  
Windsor, ON N9B 3Y6

DIRECTOR OF EDUCATION: Terry Lyons

## **TRUSTEE ORGANIZATIONAL MEETING OF THE BOARD**

**Tuesday, December 5, 2017 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**1325 California Avenue, Windsor**  
*(Meeting will begin with a Prayer Service)*

### **AGENDA**

1. Call To Order/Welcome – Terry Lyons, Director of Education
2. Opening Prayer/Commissioning Pledge
3. Recording of Attendance
4. Election of Chair
  - i. Candidate(s) Comments
5. Election of Vice-Chair
  - i. Candidate(s) Comments
  - ii. Elected Vice-Chair's Comments
6. Chairperson's Address
7. Establishment of Committees
8. Next Regular Meeting of the Board: Tuesday, December 12, 2017
9. Closing Prayer
10. Adjournment

*Attachments: Excerpt of Board By-Laws – Sections 2.0 Organizational Meeting and 3.11/3.12 Electronic Meetings*

# ***BOARD BY-LAWS***

## ***Respecting the Operational Procedures of the Board***

**AS AMENDED: May 13, 2013 (effective September 1, 2013)**

### ***Section 2:00 Organizational Meeting***

2:01

**DATE**

Subject to any statutory requirement, the BOARD, prior to the end of June, shall fix a day and time for an Organizational meeting of the BOARD for that YEAR's Organizational meeting.

2:02

**PROVINCIAL  
ELECTION  
YEAR**

The Organizational meeting to be held in the calendar year in which all TRUSTEES are elected at the regular election or acclaimed under the Municipal Elections Act shall be held not later than the 8th day of December at the business office of the BOARD at 7:30 p.m.

2:03

**PRESIDING  
OFFICER**

The PRESIDING OFFICER at the Organizational meeting shall be the Chief Executive Officer of the BOARD until the first of the following persons who is present is elected. The CHAIR upon election to office, if present. In the absence of the CHAIR, the VICE-CHAIR upon election to office, if present. In the absence of the CHAIR and the VICE-CHAIR, a TRUSTEE present whom the TRUSTEES present shall have elected. In the absence of the Chief Executive Officer, a Senior Officer of the BOARD shall be appointed the PRESIDING OFFICER by the TRUSTEES present.

2:04

**PRELIMINARY  
PROCEEDINGS**

The PRESIDING OFFICER shall open the meeting with a prayer and read any apologies. In a year in which TRUSTEES are elected, the PRESIDING OFFICER shall read the returns of any elections, attest that each TRUSTEE has taken a Declaration of Office, call the Roll; and declare the BOARD legally constituted, if a majority of the TRUSTEES have been elected.

2:05

**ELECTION OF  
CHAIR**

The PRESIDING OFFICER shall then proceed with the election of the CHAIR.

2:06

**ELECTION OF  
VICE-CHAIR**

The PRESIDING OFFICER shall then proceed with the election of the VICE-CHAIR.

2:07

**PROCEDURES  
FOR  
ELECTION**

The PRESIDING OFFICER shall appoint two scrutineers approved by the TRUSTEES.

Every TRUSTEE shall be considered as eligible for nomination for the position of CHAIR and VICE-CHAIR. TRUSTEES who are physically present who wish

to stand for election to this office shall rise and declare their candidacy. TRUSTEES who are in attendance by electronic means who wish to stand for election shall declare their candidacy through the electronic medium by which they are in attendance. Each candidate for office will have an opportunity to address the TRUSTEES for up to three minutes.

A blank ballot shall be distributed to each TRUSTEE physically present and the TRUSTEE will mark the ballot for one candidate. The procedures set out in Section 3.12 shall be followed for TRUSTEES in attendance by electronic means.

The CHAIR, in order to be elected, must receive a majority of the votes cast by TRUSTEES. The candidate(s) receiving the least number of votes on any ballot shall be dropped from succeeding ballots unless this action causes only one name to remain on the ballot. In such a case, one of the candidates receiving the least number of votes in the tie shall be eliminated by lot.

The scrutineers count the ballots and inform the PRESIDING OFFICER of the results. The PRESIDING OFFICER lists the TRUSTEES and the number of votes received until the CHAIR is elected. In the final ballot, where the CHAIR is elected, the Chief Executive Officer announces the name of the CHAIR. However, in the event of an equality of votes on the last ballot, the candidates shall draw lots to fill the position.

A motion to destroy the ballots shall then be put to the assembly.

2:08

**PROCEDURES:  
ELECTION OF  
OTHER  
POSITIONS** Where elections are required to fill other positions; the procedures of Section 2:07 *Procedures For Election* shall be followed with the necessary changes.

## ***Section 3:00 Meetings***

3:11

**ELECTRONIC  
PARTICIPATION  
IN BOARD  
MEETINGS** A TRUSTEE and/or STUDENT TRUSTEE who requests to participate in a MEETING of the BOARD or a COMMITTEE of the BOARD by electronic means and participates by such means in accordance with BOARD policy for the use of electronic means shall be deemed to be present at the MEETING and shall be counted as part of the quorum and shall be entitled to vote on any matter on which he/she is eligible to vote.

Any TRUSTEE and/or STUDENT TRUSTEE who participates in a MEETING by electronic means shall be required to act in accordance with the BOARD By-Laws and Policies and Procedures, and in compliance with the ACT and the Municipal Conflict of Interest Act, as amended.

3:12

**ELECTRONIC  
PARTICIPATION  
IN BOARD  
MEETINGS –** In cases where a vote is to be conducted by secret ballot in accordance with the BOARD's By-Laws, or the requirements of the ACT or for any other reason, a TRUSTEE and/or a STUDENT TRUSTEE who is eligible to vote on the matter, who is present at the MEETING by electronic means and who

**VOTING BY  
SECRET BALLOT**

chooses to vote, may at the time votes are being cast, cast his or her vote by means of a private telephone conversation with the scrutineer(s) who shall mark the vote on a paper ballot in the same form and manner as though the ballot had been marked in person by the voter, and the ballot shall then be included with the other ballots to be counted. The ballots cast electronically in this manner are subject to the same obligations of confidentiality on the part of the scrutineer(s) as those cast by voters physically present at the MEETING.