



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

**Procedure n° 2013-CA-08:**  
(Formerly policy #2003-CA-08)

**Corporate & Pedagogical Committees**

<b>Approved: November 26, 2003</b>	<b>Resolution n°</b>	<b>031126-CA-0072</b>
<b>Revised:</b>	<b>Resolution n°</b>	<b>CC-090623-CA-0152    CC-130925-CA-0018</b> <b>CC-140625-CA-0136    CC-141112-CA-0065</b> <b>CC-160427-CA-0078</b>
<b>Origin:</b>	<b>Secretary General</b>	

*NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.*

## 1.0 STATEMENT OF PRINCIPLE

The Council of Commissioners of the Sir Wilfrid Laurier School Board believes that a committee structure contributes to the exercise of its functions, the examination of specific matters and is part of an efficient process for decision making. Such a structure allows for strategic planning in the areas of policy development and project management. It establishes a procedure for recommendations to the Council of Commissioners or the Executive Committee for a decision or a mandate with regard to a specific course of action.

## 2.0 ESTABLISHMENT OF COMMITTEES

- 2.1 In accordance with the *Education Act*, the Council of Commissioners establishes the following committees:
  - 2.1.1 Governance & Ethics
  - 2.1.2 Audit
  - 2.1.3 Human Resources
  - 2.1.4 Advisory Committee on services for handicapped students and students with social maladjustment and learning disabilities (SEAC)
  - 2.1.5 Reconsideration of a Decision Committee (Appeals Review)
  - 2.1.6 Advisory Committee on Transportation
- 2.2 The committees described in section 2.1 shall provide for at least three (3) sittings every school year, with the exception of the Appeals Review Committee, which is called upon demand.
- 2.3 In addition, the Council of Commissioners establishes a Pedagogical Committee and a Corporate Committee.
- 2.4 The committees described in section 2.3 shall each provide for at least three (3) sittings per year.

- 2.5 The date, time and place of all committees will be approved by the Council of Commissioners annually at its regular meeting in June (Annex 1).

### 3.0 COMPOSITION OF COMMITTEES

- 3.1 All Commissioners and Parent Commissioners are expected to participate on both committees as described in section 2.3.
- 3.2 The Council of Commissioners will name Chairs and Vice-Chairs for the Pedagogical Committee and for the Corporate Committee annually at its regular meeting in August or September. An exception would be in a year when school elections take place then the naming of Chairs and Vice-Chairs would take place at the first meeting after the conclusion of the school elections.
- 3.3 The Director General is an ex-officio member of all committees but is not entitled to vote unless otherwise provided for.
- 3.4 A Director of a department, when invited to participate in either the Pedagogical Committee or the Corporate Committee, is a non-voting member.
- 3.5 The Chairs of the Council of Commissioners and the Executive Committee, as well as the Vice-Chairs of the Council of Commissioners and Executive Committee, are not eligible for the positions of Chairs or Vice-Chairs of either the Pedagogical Committee or the Corporate Committee.
- 3.6 The committees described in 2.1 will be integrated into the Pedagogical Committee and the Corporate Committee as follows:

<u>PEDAGOGICAL COMMITTEE</u>	<u>CORPORATE COMMITTEE</u>
Advisory Committee on services for handicapped students and students with social maladjustment and learning disabilities (SEAC)	Advisory Committee on Transportation Audit Governance & Ethics Human Resources

- 3.6.1 The Audit Committee must secure the assistance of at least one person who has the competency in accounting or financial matters.
- 3.6.2 The composition of the Advisory Committee on Services to Handicapped Students and Students with Social Maladjustments and Learning Disabilities (SEAC) is established by resolution #980401-0104 under the Provisional Council and modified by resolution #030827-ED-0012 and is comprised of:

- 9 parents of students concerned designated by the parents' committee;
- 9 parent alternates;
- 2 representatives of the teachers designated by their association;
- 1 representative of the non-teaching professional staff designated by their association;
- 1 representative of the support staff designated by their association;
- 2 representatives of the bodies which provide services to the students concerned designated by the Council of Commissioners, after consulting with those bodies;
- 1 school principal designated by the director general;
- the director general or his representative.

### 3.6.3 The Reconsideration of a Decision Committee (Appeals Review)

The composition of the Request for Reconsideration of a Decision Committee (Appeals Review Committee) is established by resolution #CC-141112-CA-0065 and is comprised of five (5) Commissioners and the Director General or his delegate. Resolution #000524-CA-0221 approved the addition of one (1) Parent Commissioner to the composition of the committee based on whether the request is received from the elementary or secondary sector.

### 3.6.4 The Advisory Committee on Transportation

The composition of the Advisory Committee on Transportation is comprised of two (2) Commissioners and two (2) alternate Commissioners to act as replacements in the case of absence

## 4.0 MEETINGS OF THE COMMITTEES

- 4.1 Committee members may participate to meetings either in person or by conference call or video conference. A member who participates to a meeting through those means is deemed to be present at the meeting.
- 4.2 Committee meetings should not be scheduled on the day of a meeting of either the Council of Commissioners, the Executive Committee or the Parents' Committee.
- 4.3 Quorum for the committees, as described in 2.3, is defined as seven (7) members.
- 4.4 The agenda will be made available to all committee members no later than 5:00 p.m. on the Friday preceding the meeting, unless otherwise advised.

## 5.0 RULES OF ORDER

- 5.1 The rules of order of the committees are as follow:
  - Wait for recognition from the Chair before speaking;
  - Have a timekeeper and time allocations for agenda items;
  - Respect the current agenda (no personal items);
  - Abstain from sending emails and surfing the Internet during meetings;
  - Notify absence at least 24 hours prior to meeting.

5.2 By-Law #BL2009-CA-17: Code of Ethics & Professional Conduct for Commissioner of the Sir Wilfrid Laurier School Board, are adhered to during a meeting of a committee.

**6.0 REMUNERATION OF COMMITTEES:**

6.1 The remuneration of Commissioners is established annually, in accordance with a decree adopted by the Gouvernement du Québec and a resolution from the Council of Commissioners on the disbursement of the remuneration.

Approved by resolution #CC-130925-CA-0026

Amended by resolutions #CC-140625-CA-1036, CC-141112-CA-0065

Amended by resolution#CC-160427-CA-0078

v. 2016-04-27

Month	Pedagogical Committee	Corporate Committee
<b>2017</b>		
August		
September	6	13
October	4	18
November	8	15
December		6
<b>2018</b>		
January	10	17
February	7	14
March	14	21
April	4	<b>18</b>
May	2	16
June	6	20
July		