



BYLAW

BL9

Processes for Development of Bylaws, Policies Procedures and Protocols

Board Received: November 26, 2018 Review Date: November 2022

Purpose

To outline the process to be followed in the development of Board Bylaws, Policies and Procedures.

For the purpose of this Bylaw, stakeholders are defined as: students; trustees; staff; employee groups; school councils, and the broader education community.

Definitions:

Frequency of Reports – Some policies require an annual report to the Board. For most policies a report to the Board would be recorded “as necessary” to address legislative changes, a change in practice or a significant breach of the Policy that will affect the Board.

Criteria for Success – statements to guide when the Policy and/or Procedure have been successfully applied.

Bylaws

These are rules and directives that the Board of Trustees follows with respect to conducting the business of the Board of Trustees.

Development Process

1. The need for a new Bylaw is identified by the Board or necessitated by a financial covenant.
2. A draft Bylaw shall be written by Trustees or Executive Council to address the identified need.
3. The Board may direct that the draft Bylaw be circulated to all stakeholders for input.
4. The draft Bylaw shall be modified and approved by the Board with consideration to stakeholder input, if sought and received.
5. Once approved by the Board, the new Bylaw shall be included in the Policy section of the Board’s Website.

Review and Revision Cycle

1. All Bylaws of the Board, with the exception of financial Bylaws, shall be reviewed on a four-year schedule.
2. All financial Bylaws are reviewed annually at the Inaugural Meeting of the Board in December.
3. The Board may direct that any proposed revisions to current Bylaws may be circulated to all stakeholders for input.
4. The Bylaw shall be modified and approved with consideration to the stakeholder input, if sought and received.
5. Once approved by the Board, the revised Bylaw shall be included in the Policy section of the Board’s Website.

Policies

These are a set of rules and directives that direct the Board of Trustees and the staff of the Board. The Policy Statement is a clear, concise statement of position or direction of the Board. The Procedure (if included) provides clear direction to staff in addressing the intent of the Policy Statement.

Development Process

1. The need for a new policy is identified by the Board.
2. A draft policy shall be written by Trustees or Executive Council to address the identified need.
3. The draft policy shall be circulated to all stakeholders for a minimum of 30 calendar days for input; Board designated holidays, statutory holidays and summer break not included
4. The draft policy shall be modified and approved by the Board after consideration of stakeholder input.
5. Once approved by the Board, the new policy shall be included in the Board Policy section of the Board's Website.

Review and Revision Cycle

1. All policies of the Board shall be reviewed on a four-year schedule.
2. Policies shall be circulated to all stakeholders for a minimum of 30 calendar days, for input with respect to revision; Board designated holidays, statutory holidays and summer break not included.
3. Policies shall be modified and approved after consideration of stakeholder input.
4. Once approved by the Board, the revised policy shall be included in the Policy section on the Board's website.

Procedures

These are a set of rules and directives that the staff of the Board follow with respect to operational and administrative functions.

Development Process

1. The need for a new procedure is identified by Executive Council
2. A draft procedure shall be written by Executive Council to address the identified need.
3. The draft procedures shall be brought to the Board for review. The Board will approve the circulation to stakeholders.
4. The draft procedure shall be circulated to all stakeholders for a minimum of 30 calendar days for input; Board designated holidays, statutory holidays and summer break not included
5. The draft procedure shall be modified and approved by Executive Council after consideration of stakeholder input and the final document brought to the Board for information.
6. Any new procedure shall be included in the Policy section of the Board's website.

Review and Revision Cycle

1. All procedures shall be reviewed on a four-year schedule.
2. The revised procedures shall be brought to the Board for review. The Board will approve the circulation to stakeholders.
3. Procedures shall be circulated to all stakeholders for a minimum of 30 calendar days, for input with respect to revision; Board designated holidays, statutory holidays and summer break not included.
4. The procedure shall be modified and approved by Executive Council after consideration of stakeholder input and the final document brought to the Board for information.
5. Any revised procedure shall be included in the Policy section of the Board's website.

Manuals/Forms/Resource Packages

1. Manuals, forms and resource packages shall accompany Policies and/or Procedures according to the four-year review cycle. These will be posted on the Board website and portal.
2. As “living documents”, manuals, forms and resource packages may be subject to minor revisions during the four-year review cycle. The Board will be informed of any changes.
3. Direct links to applicable manuals, forms and resource packages will be embedded into Policies and/or Procedures.

Protocols

1. Protocols are a system of rules that explain the correct conduct and procedures to be followed in formal situations. These documents outline common objectives and commitments shared within Grand Erie, and with outside agencies and organizations that are put in place to support students.
2. Review timelines are specific to each protocol.