



BYLAW

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Information Reports

Board Received: May 27, 2019 Review Date: May 2023

Context

To ensure that staff time and workload is respected, requests for reports must be approved by Board motion.

1. Reports

Reports shall be presented to the Board as required by the Board's By-laws, Policies, and Procedures. Other information reports are submitted through the Office of the Director of Education and Secretary of the Board. A schedule of reports that are to be presented to the Committee of the Whole and the Board Meetings shall be approved at the August Board meeting.

2. Reports for Trustees

- a) All Trustee requests for information for which the answers cannot be provided verbally or by drawing a copy of a report from Board files, shall be presented for approval through a Committee of the Whole or Board Meeting. Information reports prepared at the request of the Board shall be presented preferably at a Committee of the Whole Board prior to a Board meeting.
- b) Information provided by Executive Council members directly to a Trustee in response to their inquiry, shall be made available to all Trustees, if it is the opinion of the Director of Education and Secretary that said information would be of general interest to all Board members.