



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
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Michael B. Moher, Director of Education John Macri, Board Chairperson

ORGANIZATIONAL MEETING

Tuesday, December 7, 2004 at 7:30 p.m.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
(Mass Assumption Chapel at 6:45 p.m.)

AGENDA

1. Call To Order
2. Opening Prayer
3. Welcome – Michael Moher, Director of Education
4. Recording of Attendance
5. Election of Chair
 - i. Candidate(s) Comments
6. Election of Vice-Chair
 - i. Candidate(s) Comments
 - ii. Elected Vice-Chair's Comments
7. Chairperson's Address
8. Establishment of Committees
9. Next Regular Meeting of the Board
 - Tuesday, December 14, 2004
10. Closing Prayer
11. Adjournment

Attachment: Excerpt of Board By-Laws – Section 2.0 Organizational Meeting

- 1.1.12 AVICE-CHAIR@ means the Vice-Chair of the BOARD;
- 1.1.13 AYEAR@ means, unless qualified by the word Acalendar@, the period commencing on the first day of December, and ending on the last day of November next following;
- 1.1.14 AMAJORITY@ means more than 50%;
- 1.1.15 ASPECIAL COMMITTEE@ is a committee that is established by resolution of the BOARD for a specific purpose, case, or situation;
- 1.1.16 AVACANCY@ in the position of Chairperson or Vice-Chairperson occurs if the incumbent has his/her resignation from the position, or as a trustee, accepted by a majority of Trustees present at a meeting at which the resignation is presented, or if the incumbent becomes disqualified as a Trustee, dies, or is found to be incapable pursuant to a Certificate of Incapacity or Court Order;
- 1.1.17 "PRESIDING OFFICER" means the person chairing a meeting of the Board or a committee meeting of the Board, or a person defined in By-Law 2.2 Presiding Officer at Organizational Meeting.

2.0 ORGANIZATIONAL MEETING

2.1 Date of Organizational Meeting

Subject to any statutory requirement, the BOARD shall, at or before the last regular meeting in November in each calendar year, fix a day and time for an Organizational Meeting of the BOARD for the following YEAR;

- 2.1.1 provided that 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.

2.2 Presiding Officer at Organizational Meeting

The Presiding Officer at the Organizational Meeting shall be:

- 2.2.1 the Chief Executive Officer of the BOARD until the first of the persons below who is present is elected;
- 2.2.2 the CHAIR upon election to office, if present;
- 2.2.3 in the absence of the CHAIR, the VICE-CHAIR upon election to office, if present;

- 2.2.4 in the absence of the CHAIR and the VICE-CHAIR, a TRUSTEE present who shall have been elected by the TRUSTEES present; and
- 2.2.5 in the absence of the Chief Executive Officer, a senior official appointed by the TRUSTEES present.

2.3 **Preliminary Proceedings**

The Presiding Officer shall,

- 2.3.1 open the meeting with a prayer;
- 2.3.2 read any apologies;
- 2.3.3 in a year in which TRUSTEES are elected, read the returns of any elections;
- 2.3.4 attest that each TRUSTEE has taken a Declaration of Office and Oath of Allegiance;
- 2.3.5 call the Roll; and
- 2.3.6 declare the Board legally constituted.

2.4 **Election of CHAIR**

The Presiding Officer shall then proceed with the election of the CHAIR.

2.5 **Election of VICE-CHAIR**

The Presiding Officer shall then proceed with the election of the VICE-CHAIR.

2.6 **Procedures of Election of the CHAIR**

The election of the CHAIR shall be governed by the following procedures:

- 2.6.1 the presiding officer shall appoint two scrutineers approved by the Trustees;
- 2.6.2 every TRUSTEE shall be considered as eligible for nomination for the position of CHAIR and VICE-CHAIR;
- 2.6.3 *TRUSTEES who wish to stand for election to this office will rise and declare their candidacy;*
- 2.6.4 each candidate for office will have an opportunity to address the TRUSTEES for up to three minutes;
- 2.6.5 a blank ballot shall be distributed to each TRUSTEE and the TRUSTEE will mark the ballot for one candidate;
- 2.6.6 the CHAIR, in order to be elected, must receive the vote of the majority of TRUSTEES casting a vote;
- 2.6.7 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.

- 2.6.8 the scrutineers count the ballots and inform the Presiding Officer of the results;
- 2.6.9 the Presiding Officer lists the TRUSTEES and the number of votes received until the CHAIR is elected;
- 2.6.10 in the final ballot, where the CHAIR is elected, the Chief Executive Officer announces the name of the CHAIR;
- 2.6.11 a motion to destroy the ballots shall then be put to the assembly; however;
- 2.6.12 in the event of an equality of votes on the last ballot, the candidates shall draw lots to fill the position.

2.7 **Procedures for Election of Other Positions**

Where elections are required to fill other positions, the procedures of Section 2.6 shall be followed with the necessary changes.

3.0 **MEETINGS**

Meetings of the Board may be Regular, Special, or Emergency. No meeting shall continue in session past 11:00 p.m. A MEETING may be extended beyond the limits otherwise provided upon majority consent of TRUSTEES who are present and eligible to vote. The appropriate motion will be A I move that the Board/Committee continue past 11:00 p.m.@

3.1 **Regular Meetings of the BOARD**

Unless otherwise ordered by special motion:

- 3.1.1 shall be held at the business office of the BOARD at 7:00 p.m. in the evening of the second and fourth Tuesday in each month;
- 3.1.2 except in the months of July and August when regular meetings shall be held at the discretion of the Board;
- 3.1.3 if any such Tuesdays falls on a statutory, civic or school holiday, such meeting shall be held at the same hour on the next evening, being Wednesday evening.

3.2 **Special Meetings**

Special meetings of the BOARD shall be held:

- 3.2.1 at any time determined by resolution of the BOARD at the date and time so determined;