



## Bylaws

Includes November 14, 2016 Bylaw Amendment

### **Bylaw No. 1: Interpretation**

In these bylaws, unless the context otherwise requires:

- (a) "association" means the Saskatchewan School Boards Association as incorporated by a private Act of the Legislature of Saskatchewan.
- (b) "board of education" means a board of education or conseil scolaire francsaskois as established by the *The Education Act, 1995* of Saskatchewan or the education authority of an Indian Band based in Saskatchewan where that education authority:
  - (i) has been incorporated under *The Non-profit Corporations Act*;
  - (ii) has articles and bylaws which provide that it has powers and duties similar to those of boards of education established by *The Education Act, 1995*;
  - (iii) is an autonomous body separate from the Band Council and its responsibilities are exclusively educational;
  - (iv) has a Board of Directors which is elected by a process similar to that utilized to elect board of education members;
  - (v) operates its school(s) in a manner which meets the requirements of *The Education Act, 1995* and the regulations thereunder with respect to courses of study, qualifications of teachers, graduation requirements and operating schedules; and
  - (vi) has its operations supervised by a person who meets the qualifications for a director of education as contained in the regulations under *The Education Act, 1995* and whose credentials have been approved by the Department of Education, Training and Employment.
- (c) Deleted, November 2006.
- (c.1) "caucus group" means a group of school boards with common interests approved as a caucus group by Bylaw No. 9.1.

- (d) "council" means a group of trustees, by themselves or along with other persons sharing a special interest, who have been affiliated with the association under the provisions of Bylaw No. 9.
- (e) "delegate" or "convention delegate" means a trustee appointed under the provisions of Bylaw No. 11.
- (f) "executive" means the executive of the association elected under the provisions of these Bylaws.
- (g) 'general assembly' means a general assembly provided for in Bylaw No. 10.
- (g.1) Deleted, June 11, 2008 General Assembly.
- (g.2) " Research and Development Fund" means the fund established by the executive in the administrative policies of the association.
- (h) "school board" means a board of education.
- (i) "section" means a group of school boards designated a section by Bylaw No. 8.
- (j) "trustee" or "school trustee" means a person elected as a member of a school board.

## **Bylaw No. 2: Membership**

### 1. Members:

- (1) All boards of education, as defined in clause (b) of Bylaw No. 1, are eligible to become members of the Association.
- (2) Payment of the annual membership fee is required to become and remain a member.
- (3) A member who wishes to withdraw from membership in the Association shall provide at least 12 months' written notice to the Executive, and the effective date of the withdrawal from membership shall be December 31 of a year.

### 2. Affiliate Members:

- (1) The following are eligible to become affiliate members of the Association:
  - (a) the board of an historical high school as defined in *The Independent Schools Regulations*;

- (b) the board of an associate school within the meaning of section 6 of *The Independent Schools Regulations*;
  - (c) the board of an independent school within the meaning of *The Independent Schools Regulations* that meets the following criteria:
    - i. operated the independent school for a period of not less than five years; and
    - ii. meets the requirements of the Ministry of Education and the regulations with respect to courses of study, qualifications of teachers, operating schedules and supervision by the Ministry of Education.
- (2) Payment of the membership fee prescribed for affiliate members is required to become and remain an affiliate member of the Association.
- (3) An affiliate member who wishes to withdraw from membership shall provide at least 12 months' written notice to the Executive, and the effective date of the withdrawal from membership shall be December 31 of a year.
- (4) The membership of an affiliate member that is an associate school that ceases to have a subsisting agreement with a board of education terminates at the end of the year in which the agreement is terminated.
- (5) Affiliate members have all privileges of membership except the right to vote and hold office on the Executive.
3. Honorary Members:
- (1) The Minister of Education, the Deputy Minister of Education and directors of education and secretary-treasurers employed by member school boards are honorary members of the Association.
  - (2) Honorary members have the privilege of attending General Assemblies of the Association, but have no right to vote at general meetings or to be present during closed portions of Association meetings.
4. Honorary Life Member
- (1) The Executive may, by resolution, confer honorary life membership on any person, who meets the criteria established by the Executive, in recognition of the person's contribution to public education.

- (2) Honorary life members have the privilege of attending General Assemblies of the Association, but have no right to vote at general meetings or to be present during closed portions of Association meetings.
5. The membership year is the fiscal year of the Association.

### **Bylaw No. 3: Association Finance and Membership Fees**

#### **A. Operating Budget:**

1. The fiscal year of the Association is January 1 to December 31.
2. The proposed annual operating budget of the Association for the next fiscal year, recommended by the Executive, with explanatory notes, shall be provided to boards of education at least 30 days prior to the annual general meeting.
3. A budget resolution specifying the portion of the annual operating budget that is funded by membership fees shall be voted on by members at the annual general meeting prior to the commencement of the fiscal year to which the budget applies.
4. Voting on the budget resolution pursuant to section 3 shall be by formal ballot, and requires two-thirds majority of the votes cast to pass.
5. If the budget resolution as presented or amended does not pass on the first day of the annual general meeting, the Executive shall bring another budget resolution with a revised amount to be voted on the next day. In that case, the annual general meeting is deemed to continue for the purpose of that vote even if all of the other business to be conducted at the annual general meeting has been concluded on the first day of the meeting.

#### **B. Membership Fees**

##### **1. Annual Fee for Members:**

- (1) The annual membership fee for boards of education shall be calculated as follows:

$$\text{Membership Fee} = A \times \frac{B}{C}$$

A = the portion of the annual operating budget that is funded by membership fees

B = the weighted student enrolment of the member calculated in accordance with the following table using the count of students as of September 30 for the most recent year as provided by the Ministry of Education, including the student enrolment of any affiliate members:

1 <sup>st</sup> to 2000 <sup>th</sup> student	1.0 per student
2001 <sup>st</sup> to 3000 <sup>th</sup> student	0.9 per student
3001 <sup>st</sup> to 4000 <sup>th</sup> student	0.8
4001 <sup>st</sup> to 5000 <sup>th</sup> student	0.7
5001 <sup>st</sup> to 6000 <sup>th</sup> student	0.6
6001 <sup>st</sup> to 7000 <sup>th</sup> student	0.5
7001 <sup>st</sup> to 8000 <sup>th</sup> student	0.4
8001 <sup>st</sup> to 10,000 <sup>th</sup> student	0.3
10,001 <sup>st</sup> to 15,000 <sup>th</sup> student	0.2
15,001 <sup>st</sup> student and over	0.1

C = the sum of the weighted student enrolments calculated pursuant to B for all members, including any affiliate members

- (2) Notwithstanding subsection (1), the membership fee payable by a board of education shall be:
- (a) not less than \$20,000;
  - (b) not more than 6.5% of the portion of the annual operating budget that is funded by membership fees; and
  - (c) for a Board of Education that has the City of Lloydminster within the boundaries of its school division and that maintains membership in Alberta School Boards Association, calculated on the basis of only those students in the count who are resident of Saskatchewan.

2. Annual Fee for Affiliate Members:
  - (1) The annual membership fee for affiliate members shall be calculated in the same manner as membership fees are calculated for boards of education.
3. Membership fees are payable in full by January 1 of the year for which the membership fee is applicable.

#### **Bylaw No. 4: Executive**

1. The Executive of the Association is comprised of:
  - (a) a President;
  - (b) a Vice-president;
  - (c) one representative from each of the following constituencies:
    - (i) Northern;
    - (ii) Central;
    - (iii) Southern;
    - (iv) Catholic;
    - (v) Conseil scolaire fransaskois;
    - (vi) Urban Public;
    - (vii) Aboriginal.
2. Composition of each constituency is set out in Appendix "A" attached to and forming part of these Bylaws.
3. If a new board of education joins the Association, the Executive shall assign the board to a constituency, and Appendix "A" is deemed to be amended accordingly.

#### **Bylaw No. 4.1: Election of Executive**

1. A member of a school board may stand for nomination for more than one Executive position at the same time, but, if elected to one of the positions, is deemed to have withdrawn from nomination for election to other positions.

2. Advance nomination of a member of a school board for election to the Executive, except for representatives from the Catholic, Northern and Conseil scolaire fransaskois constituencies, shall:
  - (a) be received at the Association office no later than 4:30 p.m. on the first business day in November;
  - (b) be in writing, signed by a member of a school board who is making the nomination, and signed by the member of a school board who is being nominated; and
  - (c) include information and comply with the procedures approved by the Executive.
3. A list of candidates for election received pursuant to section 2 and other information in accordance with the nomination procedures shall be posted on the Association's website no later than one week following the date for close of nominations, and be included in the materials provided to members for the annual general meeting.
4. Voting in elections of the Executive is by secret ballot using the formal ballot.
5. Nominations shall be called for during the annual general meeting as follows:
  - (a) for President and Vice-president, within the first three hours of the opening of the annual general meeting; and the election to occur no earlier than 24 hours following the call for nominations.
  - (b) for constituency representatives to be elected during the annual general meeting, prior to speeches of candidates for election in the constituency.
6. Election of the President and Vice-president:
  - (1) All members of school boards are eligible for election for President and Vice-president, and are eligible for re-election.
  - (2) The President and Vice-president shall be elected by a majority of votes cast at an election for each of the positions during the annual general meeting.
  - (3) The President and Vice-President serve for a term of two years and until their successors are elected.
  - (4) The President and Vice-president shall take office at the conclusion of the General Assembly during which the annual general meeting is held.
  - (5) A candidate for election for President who is unsuccessful in that election is automatically a candidate for the position of Vice-president without having to

comply with the nomination requirements, unless the candidate, prior to commencement of the speeches by candidates for Vice-president, notifies the Executive Director that he or she does not wish to be a candidate for Vice-president.

7. Election of members of the Executive from constituencies:
  - (1) Members of the Executive from constituencies, and an alternate from each constituency, except the Catholic, Conseil scolaire fransaskois and Northern constituencies, shall be elected by a majority of votes cast at an election in the constituency to be held during the annual general meeting.
  - (2) Elections of members of the Executive from constituencies during the annual general meeting are to be conducted only after the results of the elections for the President and Vice-president have been announced.
  - (3) Members of school boards that are part of the constituency are eligible for election to the Executive from the constituency, and are eligible for re-election.
  - (4) The representative and alternate from each of the Catholic, Conseil scolaire fransaskois and Northern constituencies shall be elected or selected at a meeting of the constituency held no earlier than six weeks prior to the day of the annual general meeting.
  - (5) Members of school boards who are of aboriginal descent are eligible for election and to vote in the election of the representative to the Executive and alternate from the Aboriginal constituency, and shall be elected by a majority of votes cast in an election in the constituency to be held during the annual general meeting.
  - (6) Members of the Executive elected or selected in constituencies take office at the conclusion of the General Assembly during which the annual general meeting is held.
  - (7) Members of the Executive elected or selected from constituencies hold office as follows and until their successors take office:
    - (a) representatives from the Northern, Southern and Conseil scolaire fransaskois constituencies elected or selected in 2008 hold office for a term of one year, and in elections thereafter, for a term of two years; and
    - (b) representatives from the Catholic, Central, Urban Public and Aboriginal constituencies elected in 2008 hold office for a term of two years, and in elections thereafter, for a term of two years.
8. In any election to the Executive when there are more than two candidates for the position, if no candidate receives a majority of votes cast on the first ballot, the candidate receiving the lowest number of votes on the first ballot shall be dropped



from the list of candidates for the second ballot, and this provision applies for any subsequent ballots that may be necessary.

9. A member of the Executive from a constituency who wishes to be a candidate in an election for President or Vice-President but has one year remaining in his or her term is eligible for election as follows:
  - (a) if the member is successful in the election, the member is deemed to have vacated the position as constituency representative, and the alternate for the constituency shall take office and serve for the remainder of the term;
  - (b) if the member is not successful in the election, the member continues to serve on the Executive for the remainder of the term.
10. If a member of the Executive loses re-election or does not seek re-election in a school board election:
  - (a) that member of the Executive shall continue in office on the Executive until the conclusion of the annual general meeting in the year in which the school board election was held; and
  - (b) if the member of the Executive is in the first year of the term of office, that member shall continue in office on the Executive in accordance with clause (a), and the alternate for the constituency shall take office and serve for the remainder of the term, and, if the alternate loses re-election or does not seek re-election in a school board election, an election for the constituency representative shall be held at the annual general meeting in that year to serve for the remainder of the term of the vacant office.
11. If the President ceases to be a member of a school board or vacates office during a term:
  - (a) the Vice-President immediately assumes the office of President for the remainder of the term;
  - (b) the members of the Executive shall elect from amongst themselves, an Executive member to serve as Vice-President for the remainder of the term; and
  - (c) the alternate for the constituency from which the Executive member elected as Vice-President is a representative shall take office and serve for the remainder of the term.
12. If the Vice-President ceases to be a member of a school board or vacates office during a term, clauses 11(b) and (c) apply, with necessary changes, to fill the vacancy.

13. If a member of the Executive, who represents one of the constituencies, ceases to be a member of a school board or vacates office during a term, the Executive shall immediately declare that position to be vacant, and the alternate for that constituency shall fill that position for the remainder of the term, and, if there is no alternate, the Executive shall provide for the election or selection, as the case may be, of a representative to fill the position for the remainder of the term.

#### **Bylaw No. 4.2: Executive – Powers and Duties**

1. The Executive shall govern the Association and provide oversight of the business and affairs of the Association, and, subject to any special directions from members expressed in general meeting, may exercise all of the powers of the Association.
2. Without limiting the generality of the foregoing and, subject to any special directions from the membership by resolution passed at a general assembly, the Executive:
  - (a) shall do anything that it considers necessary for the promotion and attainment of the purposes and objectives of the Association;
  - (b) has the power to pay a reasonable per diem and travel and other expenses to members of the Executive and individuals that it may appoint for carrying out Association activities;
  - (c) may delegate any of its powers to the Executive Director or to any committee that the Executive may establish;
  - (d) may establish committees and appoint its own members or others to those committees, as it considers advisable;
  - (e) shall, by policy, specify who is authorized to bind the Association contractually; and
  - (f) shall adopt policies and approve procedures considered advisable and appropriate to its role in governing the Association and to give effect to these Bylaws.
3. A majority of the members of the Executive constitute a quorum for the purposes of a meeting of the Executive.
4. Questions arising at a meeting of the Executive shall be decided by a majority of votes cast, but in the case of a tie vote, the question shall be decided in the negative,

except that the Executive sponsorship of a bylaw amendment shall be decided by a two-thirds majority of the votes cast.

5. Executive meetings shall be called by the President or Executive Director on seven days' written notice to all members of the Executive stating the date, time and place of the meeting.
6. Notwithstanding section 5, if a matter of such significance arises that warrants a special Executive meeting, the Executive may waive notice required by section 5, by unanimous consent subscribed to in writing by each member of the Executive prior to the commencement of the meeting, and the consent shall be recorded in the minutes of the special meeting.
7. A special meeting of the Executive shall be called on the written request of any two members of the Executive directed to the President or Executive Director, and stating the business to be dealt with at the special meeting.

#### **Bylaw No. 5: Duties of the President and Vice-President**

- (a) The president shall preside at all meetings of the executive and shall open all conventions or other meetings of the association, and shall preside at those meetings until such time as the membership elects or appoints another person to act as chairperson of the meeting. If the president is unable to fulfill those functions, the vice-president shall act in the place of the president.
- (b) Deleted, June 11, 2008 General Assembly
- (c) The president is a member of all committees.
- (d) The president shall submit or cause to be submitted to each annual general meeting or convention of the association the report of the executive as to financial standing and general business of the association.
- (e) The president shall, following the annual convention of the association, appoint persons to standing committees in accordance with the association policy for the proper division of the work and business of the association.
- (f) The president may appoint persons to such special committees as may from time to time be deemed advisable in the interests of the association and prescribe their duties and functions.
- (g) The president shall name replacements, when needed, to the provincial bargaining committee and the Educational Relations Board.

## **Bylaw No. 6: Association Staff**

- (a) The executive shall employ such staff as it deems necessary for the satisfactory operation of the association.
- (b) The chief executive officer of the association shall be known as the Executive Director, and that person shall be responsible to the executive for the administration of all association functions and services.

## **Bylaw No. 7: Members' Council**

- (a) A Members' Council is established which is comprised of:
  - (i) not more than two members of each board of education that is a member of the Association, at least one of whom shall be the Chair of the board or a designate;
  - (ii) the Director of Education for each board of education that is a member of the Association or a designate; and
  - (iii) the Chair of each Section, or designate, and the Executive Director of each Section established pursuant to Bylaw No. 8.
- (b) The purposes of the Members' Council are:
  - (i) a forum for two-way communication between member boards of education and the Executive;
  - (ii) a forum for advocacy with MLAs and others;
  - (iii) an advisory group to help direct the work of the Association;
  - (iv) a forum for discussion and development of policy.
- (c) The Members' Council has no authority to make decisions which bind any board of education.
- (d) The Members' Council shall meet at least two times per year as scheduled by the Executive.
- (e) The Executive may call additional meetings of the Members' Council on written notice to member boards of education setting out the reasons for the meeting.
- (f) The Executive may cancel any regularly scheduled meeting of the Members' Council if it determines that there are not sufficient issues of substance to warrant the holding of the meeting.

## **Bylaw No. 8: Organization of Groups within the Framework of the Association**

### A. Section:

1. A group of members that shares a unique legal status or possesses a distinctive position within the legal framework for education in Saskatchewan, or a member that has a unique legal status, may apply to the Executive for approval as a Section of the Association.
2. The purpose of a Section is to:
  - (a) provide a forum for members of the Section to network and discuss issues unique to or of exclusive concern to the Section;
  - (b) liaise with the Executive on those issues; and
  - (c) advocate on those issues to government in a manner that is not inconsistent with these Bylaws and the approved terms of reference of the Section.
- 3(1) A Section may make submissions to government on issues unique to or of exclusive concern to the Section.
  - (2) Whenever practicable, the development of joint submissions by a Section and the Association and co-ordinated advocacy shall occur.
  - (3) The activities of a Section shall not be inconsistent with, and may supplement, the activities of the Association, and a Section may adopt a position that expands upon the position of the Association on the same or a similar issue to reflect the impact on the needs or interests distinct to the members of the Section.
4. The application of a group of members for establishment of a Section shall:
  - (a) clearly identify the unique legal status or distinctive position of the group of members;
  - (b) list the members, that would be eligible to be part of the Section, that support the application for establishment of a Section;
  - (c) specify the name proposed for the Section;
  - (d) provide draft terms of reference for the Section; and

- (e) include any other information that the Executive considers necessary to properly consider the application.
5. The terms of reference for a Section must relate directly to the unique legal status or distinctive position of the Section.
  6. Upon receipt of an application containing all of the required information, the Executive shall consider the application, and may require the applicant to provide additional information that the Executive considers necessary for consideration of the application.
  7. After consideration of an application to establish a Section, the Executive may recommend the establishment of a Section on any terms and conditions, including terms of reference, that it considers advisable, and that recommendation shall be presented to members as a bylaw amendment, sponsored by the Executive, at a general meeting of the Association.
  8. A Section may adopt a constitution not inconsistent with the Bylaws of the Association and the Act incorporating the Association, and provide for any officers of the Section that it considers advisable.
  9. If a Section wishes to employ any staff, it is the responsibility of the Section, at its own cost, to make arrangements that ensure that all legal requirements for employment of staff are complied with.
  10. The Association shall make provision for an annual meeting of a Section, and, may provide a Section with funds annually, as the Executive considers advisable, to assist the Section with its activities.
  11. The Executive may recommend that a Section be disestablished:
    - (a) if the Section, without reasonable explanation, fails to provide information that the Executive reasonably requests;
    - (b) if the Section engages in activities or adopts positions beyond its approved terms of reference after being notified by the Executive that the Section has acted beyond its approved mandate; or
    - (c) if a majority of the boards eligible to participate in the Section choose not to belong to the Section;and that recommendation shall be presented as a bylaw amendment, sponsored by the Executive, at a general meeting of the Association.

12. A Section shall:
  - (a) promptly provide the Executive with copies of correspondence to and from government departments or others outside the Association related to issues that the Section is advocating on;
  - (b) provide copies of minutes of Section meetings to the Executive;
  - (c) promptly provide the Executive with copies of briefs or submissions made to government; and
  - (d) report to the Executive as the Executive may require.
13. If the activities or positions adopted by a Section conflict with those of another Section, or, if any other dispute arises between Sections, either Section may notify the Executive, and the representatives of the Sections and the Executive shall meet to attempt to resolve the issue.
14. The Catholic Section established in the former Bylaws of the Association is continued.
15. The Public Section is established.

B. Caucus:

1. A group of members, who share a special interest and serve an identifiable need appropriately and directly connected to the aims and objectives of the Association, may apply to the Executive for approval as a Caucus of the Association.
2. The purpose of a Caucus is to:
  - (a) provide a forum for members of the Caucus to network and discuss issues related to the special interest and identifiable need that they share; and
  - (b) identify issues and provide information and advice on those issues to the Executive to support the Association's advocacy initiatives.
3. The application of members pursuant to this section shall:
  - (a) clearly identify the special interest and identifiable need of the members;
  - (b) list the members that would be eligible to be part of the Caucus;
  - (c) specify the name proposed for the Caucus;

- (d) provide draft terms of reference of the Caucus; and
  - (e) include any other information that the Executive considers necessary to properly consider the application.
4. Upon receipt of an application containing all of the required information, the Executive shall consider the application for approval as a Caucus, and may require the applicants to provide additional information that the Executive considers necessary for consideration of the application.
  5. The Executive may approve the establishment of a Caucus on any terms and conditions that it considers advisable, and the Caucus shall conduct itself in accordance with the approved terms of reference.
  6. The Executive shall, in approval of an application to establish a Caucus, specify the term of the Caucus.
  7. The Association shall make provision for a meeting of a Caucus at the Fall General Assembly, and, provide a Caucus with funds annually, as the Executive considers advisable, to assist the Caucus with its activities.
  8. A caucus group in existence on the day before this Bylaw becomes effective is continued.

C. Council:

1. A group of school board members, who share a special interest and serve an identifiable need appropriately and directly connected to the aims and objectives of the Association, may apply to the Executive for approval as a Council of the Association.
2. The purpose of a Council is to:
  - (a) provide a forum for members of the Council to network and discuss issues related to the special interest or identifiable need that they share; and
  - (b) identify issues and provide information and advice on those issues to the Executive to support the Association's advocacy initiatives.
3. The application of school board members pursuant to this section shall:
  - (a) clearly identify the special interest and identifiable need of the school board members;



- (b) list the criteria for eligibility of school board members who could be part of the Council;
  - (c) specify the name proposed for the Council;
  - (d) provide draft terms of reference of the Council; and
  - (e) include any other information that the Executive considers necessary to properly consider the application.
4. Upon receipt of an application containing all of the required information, the Executive shall consider the application for approval as a Council, and may require the applicants to provide additional information that the Executive considers necessary for consideration of the application.
  5. The Executive may approve the establishment of a Council on any terms and conditions that it considers advisable, and the Council shall conduct itself in accordance with the approved terms of reference.
  6. The Executive shall, in its approval of establishment of a Council, specify the term of the Council.
  7. The Association shall make provision for a meeting of a Council at the Fall General Assembly, and, provide a Council with funds annually, as the Executive considers advisable, to assist the Council with its activities.
  8. A Council in existence on the day before this Bylaw becomes effective is continued.

### **Bylaw No. 10: General Assemblies**

- (a) Two general assemblies of the association shall be held annually on dates determined by the Executive.
- (b) One of the general assemblies shall include the annual general meeting and convention of the Association.
- (c) The purposes of the other general assembly are primarily to provide professional development to members and discuss policy issues and, if determined by the Executive to be necessary, may include a business component.
- (d) The rules contained in the edition of Robert's Rules of Order Revised currently used by the Association shall govern all meetings of the Association in all cases to

which they are applicable, provided that they are not inconsistent with these bylaws or any special rules of order that the Association may adopt.

- (d.1) The Executive may call a special general assembly as it considers necessary on 7 days' notice to members specifying the reason for the general assembly and whether a business component will be included.
- (e) Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote at a general assembly. Absentee voting shall not be allowed.
- (f) Voting at general assemblies shall be by ballot except in the following instance when voting shall be by show of hands:
  - (1) on motions with respect to procedural matters unless, at the discretion of the chairman, a vote by show of hands is inconclusive.
- (g) Deleted, November 2006.
- (h) In the election of association officers, each candidate shall be permitted to name an agent to observe the counting of the ballots.
- (i) Deleted, November 2014.
- (j) Deleted, November 2006.

### **Bylaw No. 11: Delegates and Voting**

1. School board members who register and pay the registration fee are delegates at the general meetings of the Association.
2. Every member shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the member on questions for which a formal ballot is used, and the number of votes each accredited delegate is authorized to cast.
3. Formal ballots shall be used for:
  - (a) election of members to the Executive;
  - (b) adoption of the Association budget;
  - (c) votes on bylaw amendments and resolutions; and
  - (d) approval to the Executive to petition the Legislative Assembly for changes to the Act incorporating the Association.

4. The number of votes to which each board of education is entitled when a formal ballot is used shall be determined in accordance with the following table using the student count of the board of education as of September 30 for the most recent year as provide by the Ministry of Education:

<u>Student Count</u>	<u>Number of Votes</u>
1 to 2000 students	6
2001 to 3000 students	9
3001 to 4000 students	12
4001 to 5000 students	15
5001 to 6000 students	18
6001 to 7000 students	21
7001 to 8000 students	24
8001 to 10,000 students	30
10,001 to 15,000 students	45
15,001 students and over	51

5. Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote.
6. Absentee voting shall not be allowed.
7. On matters where voting is by show of hands, such as motions on procedural matters, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.
8. Delegates who are not accredited delegates may participate in General Assembly and general meeting discussions and debate.

### **Bylaw No. 12: Resolutions**

1. The President shall appoint a Resolutions and Policy Development Committee, comprised of at least three Executive members, to deal with matters relating to

resolutions and bylaw amendments presented to the membership and Association policy position statements.

2. The Executive, a school board or a group established pursuant to these Bylaws may submit a resolution to the Resolutions and Policy Development Committee for presentation to the annual general meeting of the Association or other general meeting at which the Executive decides to include a business component during which resolutions will be considered.
3. Every resolution shall be:
  - (a) in writing; and
  - (b) accompanied by a rationale explaining the background and reasons for the resolution.
4. All resolutions shall be submitted to the Resolutions and Policy Development Committee at least 30 days prior to the day of commencement of the general meeting at which they will be considered in accordance with the procedures established by the Committee and approved by the Executive, and the Committee will present those resolutions to the general meeting of the Association.
5. Where the Executive, a school board, or a group established pursuant to these Bylaws wishes to sponsor a resolution that directly relates to a matter that has arisen after the deadline for submission of resolutions pursuant to section 4, the resolution shall be submitted as an emergent resolution to the Resolutions and Policy Development Committee, in accordance with the procedures specified above, at least five days prior to the day the general meeting at which it will be considered commences, and the Committee will present the resolution to the general meeting of the Association.
6. If a resolution has not been presented by the Committee, a delegate representing the sponsor may, after all reported resolutions have been disposed of, and with the consent of the majority of the delegates present at the time, present the resolution to the general meeting.

### **Bylaw No. 13: Amendments to Bylaws**

1. The Bylaws of the Association may be amended only at the annual general meeting.
2. The Executive, a school board or a group established pursuant to these Bylaws may submit a Bylaw amendment to the Resolutions and Policy Development Committee for presentation to the annual general meeting of the Association.

3. Every Bylaw amendment shall be:
  - (a) in writing; and
  - (b) accompanied by a rationale explaining the background and reasons for the Bylaw amendment.
4. All Bylaw amendments shall be submitted to the Resolutions and Policy Development Committee at least 45 days prior to the day on which the annual general meeting commences in accordance with the procedures established by the Committee and approved by the Executive, and the Committee shall present those Bylaw amendments to the annual general meeting.
5. Notwithstanding the other provisions of this Bylaw, if events should occur which the Executive determine to be so significant that Bylaw amendments should be considered by members at any other time during the year, the Executive may sponsor Bylaw amendments to be voted on at a general meeting of the Association giving at least 20 days notice of the general meeting.
6. A vote, by formal ballot, of not less than two-thirds of the votes cast shall be required to adopt an amendment to the Bylaws of the Association.
7. Bylaw amendments take effect on the day following the conclusion of the General Assembly during which the general meeting at which the Bylaw amendments were adopted was held, unless the motion to adopt the Bylaw amendment specifies another time on which the Bylaw amendment is to come into effect.
8. The Executive shall periodically, at such times as it considers advisable, establish a committee to examine the mission, mandate and Bylaws of the Association.

## APPENDIX “A”

- (1) Northern constituency:
  - Northern Lights School Division No. 113
  - Ile-a-la Crosse School Division No. 112
  - Creighton School Division No. 111
  
- (2) Central constituency:
  - Englefeld Protestant Separate School Division No. 132
  - Saskatchewan Rivers School Division No. 119
  - Prairie Spirit School Division No. 206
  - Horizon School Division No. 205
  - North East School Division No. 200
  - Living Sky School Division No. 202
  - Northwest School Division No. 203
  
- (3) Southern constituency:
  - Prairie Valley School Division No. 208
  - South East Cornerstone School Division No. 209
  - Prairie South School Division No. 210
  - Chinook School Division No. 211
  - Good Spirit School Division No. 204
  - Sun West School Division No. 207
  
- (4) Catholic constituency:
  - St. Paul’s Roman Catholic Separate School Division No. 20
  - Regina Roman Catholic Separate School Division No. 81
  - Prince Albert Roman Catholic Separate School Division No. 6
  - Light of Christ Roman Catholic Separate School Division No. 16
  - Holy Trinity Roman Catholic Separate School Division No. 22
  - Christ the Teacher Roman Catholic Separate School Division No. 212
  - Holy Family Roman Catholic Separate School Division No. 140
  - Lloydminster Roman Catholic Separate School Division No. 89
  
- (5) Urban Public constituency:
  - Regina School Division No. 4
  - Saskatoon School Division No. 13
  - Lloydminster School Division No. 99
  
- (6) Conseil scolaire fransaskois constituency:
  - Conseil des écoles fransaskoises No. 310
  
- (7) Aboriginal constituency:
  - School board members of Aboriginal descent