

**INTERNAL MANAGEMENT RULES
OF THE EXECUTIVE COMMITTEE**

Department responsible : General Administration	Approved by : _____ Director general
Effective date : June 14, 2001	Amended :
References : Resolution : 2000/2001-303 and 2000/2001-38	

Section 613 of the *Education Act for Cree, Inuit and Naskapi Native Persons* (CQLR, c. I-14), entitles the Executive Committee to make a resolution respecting its government and its internal management. The adoption of such internal rules was approved by the Council of Commissioners, as required by the law.

Members of the Committee and guests at the meeting shall comply with the internal management rules, decisions and resolutions of the Committee.

Participants should refrain from doing anything that could hinder the Committee and should maintain decorum and show respect for others.

1. MANDATE

1.1 [mandate](#) The Executive Committee assumes the powers delegated by the Council of Commissioners as provided in the Ordinance on delegation of powers. The Committee directs the affairs and activities of the School Board and sees that its ordinances, decisions, resolutions and contracts are faithfully and impartially observed and carried out.

In carrying out its mandate, in conformity with the Code of Ethics and Conduct for Commissioners, the Executive Committee respects the roles, responsibilities and functions of the staff at all levels and avoids intervening in the execution of their mandate.

2. COMPOSITION

2.1 [composition](#) The Executive Committee is composed of 5 members appointed as follows, including a President and vice-President designated as such by the Council of Commissioners :



- a) four members shall be appointed annually by resolution of the Council from among the Commissioners; and
- b) the fifth member shall be ex officio the Regional Councilor delegated by the Council of the Kativik Regional Government.

The Director-General and the Assistant Director-General are members of the Executive Committee but are not entitled to vote.

3. CHAIRPERSON

- 3.1 [chairperson](#) The Chairperson of the Executive Committee must devote all his time to the service of the School Board and shall not have any other remunerative employment or occupation or hold any other public office, except as member of the Education Committee of the Municipality which he represents or as Regional Councilor.

4. FREQUENCY OF REGULAR MEETINGS

- 4.1 [frequency of regular meetings](#) Meetings of the Executive Committee shall be held at least once a month, except in July and August, following a calendar adopted at the beginning of the school year. This calendar may be modified during the course of the year if required.

5. SPECIAL MEETINGS

- 5.1 [special meetings](#) In case of emergency, the Director-General may call a special meeting of the Executive Committee.

6. QUORUM

- 6.1 [quorum](#) The quorum of members required for a meeting to be valid is three (3) voting members.

7. USE OF OTHER MEANS OF COMMUNICATION

- 7.1 [regular meetings](#) Any Executive Committee member may, where the majority of members physically present at a meeting consent thereto, take part in and vote at the regular meeting by any means allowing all participants to communicate with each other orally, such as the telephone.



Such consent shall not be given unless there is a quorum of members physically present at the site of the meeting and the President is among them.

The minutes of such a meeting shall mention :

- a) the fact that the meeting was held with the aid of the means of communication indicated therein;
- b) the names of all members physically present at the site of the meeting and the names of those who consented to hold the meeting in this way;
- c) the name of the member who took part in the meeting thanks to that means of communication.

A member who takes part in and votes at a meeting through such means of communication shall be deemed to be present at the site where the meeting is held.

- 7.2 [special meetings](#) In case of special meetings, the members may, if all the members consent thereto, take part and vote at a special meeting by any means allowing all the members to communicate with each other orally, such as the telephone. They are from that time deemed to have attended the meeting.

The minutes of such a meeting shall mention the fact that the meeting was held with the aid of the means of communication indicated therein and that all members consented thereto.

8. VOTE

- 8.1 [vote](#) Each member of the Executive Committee has one vote; the President does not have a casting vote. A resolution must first be proposed by a member. A resolution is adopted by simple majority of votes by members present (50% + 1).

9. PUBLIC MEETINGS

- 9.1 [public meetings](#) Meetings are not opened to the public although the Executive Committee may from time to time invite people to attend. However, matters of a personal nature such as complaints against a teacher or applications for employment shall always be dealt with in camera.



10. AGENDA

The agenda is prepared by the Secretary-General in collaboration with the President and the Director-General. Items to be put on the agenda should be received at least 4 working days prior to the beginning of the meeting or as instructed by the Secretary-General.

- 10.1 [regular meetings](#) Any subject or matter may be dealt with at a regular meeting, even though not mentioned in the notice calling the meeting.
- 10.2 [special meetings](#) At a special meeting, only the subjects and matters mentioned in the notice calling the meeting may be dealt with, unless all the members are present at such meeting and consent to add a subject.

11. CHAIRPERSON OF THE MEETING

- 11.1 [chairperson of the meeting](#) The President of the Executive Committee shall chair the meetings. In his absence, the vice-President chairs the meetings. The Chairperson of the meeting shall assume the following duties :
- a) direct the meeting and make sure it runs smoothly, and ensure compliance with the rules, having all the powers to do so;
 - b) verify the regularity of the convocations, the quorum and the right of all persons present to attend the meeting;
 - c) in conformity with the adopted agenda, table items for discussion and provide, or ask that a participant provide, all necessary explanations;
 - d) make rules on the relevance of motions and procedural issues; making sure there are valid grounds for these decisions;
 - e) table motions for discussion, if required; call for a vote and declare the poll;
 - f) in case of disorder or extraordinary circumstances, suspend proceedings for a specified time;
 - g) close the meeting;



12. SECRETARY OF THE COMMITTEE

- 12.1 [secretary of the committee](#) The Secretary-General of the School Board acts as Secretary of the Committee. In his absence, the members present shall choose another Committee member or a third party to act as Secretary of a meeting. The Secretary shall assume the following duties:
- a) assist the President in his duties;
 - b) take notes and keep the minutes of the meeting;
 - c) issue certified true copies of the resolutions adopted by the Committee.

13. RIGHT TO SPEAK

- 13.1 [right to speak](#) Any member who wishes to speak shall ask to be recognized by the Committee. Only the Chairperson of the meeting may give the right to speak and withdraw it as needed for participants who are not members.

14. CONFLICT OF INTEREST

- 14.1 [conflict of interest](#) In conformity with the Code of Ethics and Conduct for Commissioners, a member who is in a conflict of interest must report it and specify the nature and value of the rights or interests involved and this will be recorded in the minutes. The member in a conflict of interest shall abstain from the discussion and vote on the matter at issue.

15. FINAL PROVISION

- 15.1 [final provision](#) These rules come into effect the day of their adoption.

