



AGENDA AND MATERIAL

## ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

**TUESDAY, DECEMBER 1, 2009  
6:00 P.M.**

FATHER KENNETH BURNS, C.S.C. BOARD ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO

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**Note:** The Chief Executive Officer will preside until the Election of the Chairperson of the Board in accordance with Section 208-4 of the Education Act.

### **A. ROUTINE MATTERS**

1. Meeting Called to Order - *John Crocco, Director of Education/Secretary-Treasurer* -
2. Opening Prayer & Blessing - (*Most Rev.*) *James M. Wingle D.D.* -
3. Notre Dame College School Liturgical Dancers & Jazz Band -
4. Roll Call -
5. Approval of Agenda -
6. Declaration of Conflict of Interest -
7. Election Procedures A7
8. Election of Chairperson -
9. Election of Vice-Chairperson -
10. Chairperson's Remarks -
11. Vice-Chairperson's Remarks -

### **B. COMMITTEE AND STAFF REPORTS**

1. Board Committees B1

### **C. MOMENT OF SILENT REFLECTION FOR LIFE**

### **D. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ANNUAL ORGANIZATIONAL MEETING OF THE BOARD  
PUBLIC SESSION  
DECEMBER 1, 2009**

**TOPIC: ELECTION PROCEDURES**

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The Election Procedures report is presented for information.

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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 1, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO ANNUAL ORGANIZATIONAL  
MEETING OF THE BOARD  
DECEMBER 1, 2009**

**ELECTION PROCEDURES**

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Excerpt from Board By-Laws

**ANNUAL ORGANIZATIONAL MEETING**

1. The first meeting of the Board in December of each year shall be designated as the annual organizational meeting and shall be held during the first week of December unless otherwise determined by the Board.
2. At such meeting at the appointed time the Chief Executive Officer, or in his/her absence a person designated by the members present, shall preside until the election of the Chairperson.
3. Where the annual organizational meeting follows a municipal election, the chief Executive Officer shall read the returns of the election to the Board as certified to him/her by the Municipal Clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance.
4. At the annual organization meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.
5. Election of Chairpersons & Vice-Chairperson
  - a) The temporary Chairperson shall name the scrutineers appointed for the election of the Chairperson.
  - b) The election of the Chairperson shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of votes results in a tie, in which case one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots to fill the position.

- c) The person elected Chairperson shall be Chairperson until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chairperson and the further conduct of the meeting. The Chairperson has the right to vote as any other trustee for the position of Vice-Chairperson.

6. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

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**BOARD COMMITTEES**

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**BACKGROUND INFORMATION**

The Board By Laws state:

“The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chairperson of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee.”

Appendix “A” lists the current 2009 members of the Ad Hoc Committees, Statutory, Standing and Liaison Committees, where there is Trustee representation, so that the membership can be updated as required for 2010.

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**2010 BOARD COMMITTEE MEMBERSHIP FORM**

Members to the committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board.

Trustees are requested to indicate their interest in serving on specific committees by submitting this form to the Chairperson of the Board through the Office of the Director of Education by the December 15, 2009 Board Meeting

**AD HOC COMMITTEES**

COMMITTEE	2009 MEMBERSHIP	2010 MEMBERSHIP
<i>St. Catharines Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i>	Kathy Burtnik Maurice Charbonneau Tony Scalzi	
<i>Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools Attendance Area Ad Hoc Committee</i>	John Dekker Frank Fera Ed Nieuwesteeg	

**STANDING COMMITTEES**

COMMITTEE	2009 MEMBERSHIP	2010 MEMBERSHIP
<i>Policy Committee</i>	Ed Nieuwesteeg Tony Scalzi Kathy Burtnik (ex-officio)	

**STATUTORY/OTHER ONTARIO MANDATED COMMITTEES**

COMMITTEE	2009 MEMBERSHIP	2010 MEMBERSHIP
<i>S.E.A.C.</i>	Gary Crole Frank Fera	
<i>S.A.L.E.P.</i>	Kathy Burtnik Frank Fera	
<i>Disciplinary Hearing Committee</i>	John Belcastro Gary Crole Frank Fera <i>Alternates</i> Maurice Charbonneau Tony Scalzi	

**OTHER LIAISON COMMITTEES**

COMMITTEE	2009 MEMBERSHIP	2010 MEMBERSHIP
<i>E.A.P.</i>	Maurice Charbonneau	
<i>Regional Catholic School Council/CPIC</i>	Maurice Charbonneau	

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