



AGENDA AND MATERIAL

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

**TUESDAY, DECEMBER 6, 2011
6:00 P.M.**

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

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 – Debra McCaffery, Board Chaplaincy Leader -
3. Roll Call -
4. Approval of Agenda -
5. Declaration of Conflict of Interest -
6. Denis Morris Catholic High School Choir Performance -
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
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: ELECTION PROCEDURES

The Election Procedures report is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 6, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO ANNUAL ORGANIZATIONAL MEETING OF THE BOARD DECEMBER 6, 2011

ELECTION PROCEDURES

Excerpt from Board By-Laws

ANNUAL ORGANIZATIONAL MEETING – SECTION 7 BY-LAWS

- i. 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.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in his/her absence a person designated by the members present, shall preside until the election of the Chairperson.
- iii. At the inaugural meeting following a municipal election, the Director of Education / CEO 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 as set out in the *Education Act*.
- iv. At the inaugural 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.
- v. **Election of Chairperson & Vice-Chairperson**
 - (a) The Director of Education / CEO shall name the scrutineers appointed for the election of the Chairperson and Vice-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 (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

- (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 (in the manner set out with respect to the election of the Chairperson in section (v. (b) above) and the further conduct of the meeting. The Chairperson has the right to vote as any other trustee for the position of Vice-Chairperson. The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the Board.

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

The Election Procedures report is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 6, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
ANNUAL ORGANIZATIONAL MEETING OF THE BOARD
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: BOARD COMMITTEES

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committee for the year 2012:

- Notre Dame College and Associated Elementary Schools Areas, and Port Robinson Attendance Area Ad Hoc Committee
- Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools Attendance Area Ad Hoc Committee
- St. Catharines Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

Prepared by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: December 6, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO ANNUAL ORGANIZATIONAL
MEETING OF THE BOARD
DECEMBER 6, 2011**

BOARD COMMITTEES

BACKGROUND INFORMATION

Excerpt from Niagara Catholic District School Board By-Laws:

17. COMMITTEE MEETINGS

V. (b) Ad-Hoc Committees

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 held after the Annual Organizational Meeting of the Board.

Appendix "A" lists the requirements for the 2012 members of the Ad Hoc Committees, Statutory, Standing and Liaison Committees, where Trustee representation is required.

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 20, 2011 Board Meeting.

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THAT the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committee for the year 2012:

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Prepared by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: December 6, 2011

2012 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 20, 2011 Board Meeting**

STATUTORY COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2012 MEMBERSHIP
<i>Audit Committee</i> <i>O. Reg. 361/10, s. 7 (1). The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years.</i>	3 Trustees required	
<i>Niagara Catholic Parent Involvement Committee</i> <i>(N.C.P.I.C.)</i>	1 Trustee required	
<i>Special Education Advisory Committee</i> <i>S.E.A.C.</i>	2 Trustees required	
<i>Supervised Alternative Learning Committee</i> <i>S.A.L. Committee</i>	2 Trustees required	

STANDING COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2012 MEMBERSHIP
<i>Disciplinary Hearing Committee</i> <i>NOTE: All Trustees serve as alternates for this Committee only</i>	3 Trustees required	
<i>Policy Committee</i>	3 Trustees required	

AD HOC COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2012 MEMBERSHIP
<i>Notre Dame College and Associated Elementary Schools Areas, and Port Robinson Attendance Area Ad Hoc Committee</i>	3 Trustees required	
<i>Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools Attendance Area Ad Hoc Committee</i>	3 Trustees required	
<i>St. Catharines Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i>	3 Trustees required	

OTHER LIAISON COMMITTEES	TRUSTEE MEMBERSHIP MANDATED	2012 MEMBERSHIP
<i>E.A.P.</i>	1 Trustee required	