



Terms of Reference of the General Working By-Law Committee

Mandate

To review the Board's General Working By-Law from time to time and make recommendations for revisions that are consistent with the *Education Act* and regulations and any other revisions that the Committee may deem necessary and appropriate.

Committee Membership

Three (3) trustees, as approved by the Board.

Meeting Dates, Time and Location

All meetings to be scheduled at the Catholic Education Centre commencing at 7:00 p.m. on a date as agreed upon by the Committee.

Resource Person

Director of Education or designate.

Terms of Reference

1. A Chair and Vice Chair will be elected for a one year term, at the first meeting of the committee following the annual meeting of the Board of Trustees.
2. Meetings will be held in accordance with the General Working By-Law of the Board.
3. The Committee is responsible for regularly reviewing the Board's General Working By-Law and recommending any proposed amendments to the Board for its approval.
4. The Committee's minutes will be included in the appropriate session of the Board agenda.
5. Agendas, minutes and supporting documentation related to the General Working By-Law Committee will be kept with the Director of Education or designate.

Effective June 30, 2021