



103BP Policy and Bylaw Development

APPROVED: 2024.11.27 (2019.11.27) (2011.08.17)

AMENDED: 2024.11.05 (2019.11.20)

REVIEWED: 2024.11.27 (2019.11.20)

LEGAL REFERENCE:

- Education Act, Section 53

CROSS REFERENCE:

- [102BP Board Committees](#)

POLICY STATEMENT:

The Board establishes policies and bylaws to direct the operations of the school division.

GUIDING PRINCIPLES:

1. Changes to existing policies and bylaws can be initiated in the following ways:
 - 1.1 The Board, at their discretion, will forward suggestions or recommendations to the policy committee for further review;
 - 1.2 Parent groups, teachers, administrators, student councils, and others interested in the educational system are invited to submit, in writing, to the Board suggestions and recommendations in regard to new or existing policy at any time.
 - 1.3 The policy committee, at its discretion, may review existing policies.
 - 1.4 Bylaws and policies must be in harmony (not conflict).

2. Policy

Each policy will have two sections: policy statement and guiding principles. Each are defined as:

2.1 Policy Statement: The policy statement will provide a general statement of the identified policy area. It will express the Board's belief regarding the overall direction of the policy.

2.2 Guiding Principles: The guiding principles will provide concrete statements of the Board's direction with respect to the particular policy. These statements will provide clear direction

for the development of the administrative procedures. Where possible they will signify the level of importance each has with respect to other guidelines.

- 2.3. Policies are to be approved by Board motion. Any changes will require a further motion of the Board of Trustees.
- 2.4 All changes will be shared with stakeholders via the website, staff meetings, school councils, and school websites.

3. Bylaw

- 3.1 Bylaws codify the fundamental governing rules of the school division and are incorporating legal documents. Bylaws will usually be required to address legislative requirements and the bylaws would contain and be formatted towards addressing the requirements outlined in the respective legislation.
- 3.2 Bylaws are to be approved by Board motion. Any changes will require a further motion of the Board of Trustees.

4. For the purposes of interpretation with respect to policies and bylaws, the following wording shall apply:

- 4.1 The term "Shall" will refer to mandatory items;
- 4.2 The terms "Should" and "May" refers to discretionary items;
- 4.3 Where the term "The Board" is used, it shall refer to The Board of Trustees of Buffalo Trail Public Schools

5. The Board may choose to develop procedures that are specific to Board Governance and Operations (Section 1). These procedures will be identified as Board procedures that outline activities of the Board alone. Consideration for change will normally be Board or Trustee initiated.
6. Current policies and bylaws remain in effect until changes are approved after the THIRD reading, and (as applicable) all corresponding administrative procedures have been developed/revised and brought forward to the Board for information.

7. Reading of Policies and Bylaws

- 7.1 Every policy of the Board shall have three distinct separate readings before the policy or bylaw is passed.
- 7.2 Not more than two readings of a policy shall be introduced at any one meeting unless the Board unanimously agrees prior to the THIRD reading to give the policy or bylaw a THIRD reading.
- 7.3 The FIRST reading of a policy or bylaw shall be read verbally in full, unless the policy or bylaw have been in the possession of trustees prior to the meeting either through electronic communications, physical delivery, or inclusion in the meeting package.
- 7.4 For SECOND and THIRD readings:
 - 8.4.1 Where each Trustee has in their possession, a digital or printed copy of the policy or bylaw, the second or third reading may be by title and description only.
- 7.5 The Board of Trustees may seek consultation on changes before or after each reading at their sole determination:

- 7.5.1 The determination to do so will be by Board motion;
- 7.5.2 The motion will outline the process to be followed, timing, and interested parties to consult with; and
- 7.5.3 The Superintendent or designate will conduct the formal consultations process outlined by the motion and provide the results of the consultation before or with the following reading.

8. Purpose of Readings:

8.1 FIRST READING:

- 8.1.1 Proposal is presented for information and generative conversation.
- 8.1.2 Clarification and direction for additional information is given.
- 8.1.3 After approval, the proposed policy or bylaw may be referred to an appropriate ensuing meeting date.

8.2 SECOND READING:

- 8.2.1 Proposal, with appropriate changes, is presented as an action item.
- 8.2.2 Amendments may be made.
- 8.2.3 After SECOND READING the proposed policy or bylaw may be referred to an appropriate ensuing meeting date.

8.3 THIRD READING:

- 8.3.1 Merits of the proposal, including amendments, are debated.
- 8.3.2 Proposal and any amendments are approved or rejected.
- 8.3.3 After THIRD READING, the policy or bylaw is established and will become effective as outlined in Section 6 or will be effective in accordance with the Board motion.

9. Technical Amendments

Technical Amendments represent changes to existing policies that do not change the nature or purpose of the policy. The focus for a technical amendment is to ensure compliance with legislation or other Board policies, correct errors, or update based on timeliness of information (stale-dated). They do not substantively change the document and would not generally need consultation. A bylaw cannot be amended through a technical amendment.

- 9.1 The Superintendent will draft the change to Board Policies.
- 9.2 The Superintendent will distribute the technical amendments to the Board at a Board meeting.
- 9.3 The Board at their determination may approve the revised policy as a technical amendment by motion and with unanimous approval.

10. Administrative Procedures

Administrative Procedures are the responsibility of the Superintendent.

- 10.1 Administrative procedures will be developed to reflect the policies, bylaws, and guiding principles.
- 10.2 Administrative procedures shall be developed by the respective departments, supported by senior administration, and taken before the Board of Trustees for information purposes.

- 10.3 Administrative procedures shall be brought to the policy committee for input and feedback.
- 10.4 At any time, the Board of Trustees is encouraged to provide their perspective on the administrative procedures.
- 10.5 All changes will be shared with stakeholders via the website.