



The Leadership Committee for English Education in Québec

Rules of Procedure

June 2015

I. MISSION

The Leadership Committee for English Education in Québec hereafter referred to as the corporation or the LCEEQ is a collaborative professional learning community established for the purpose of promoting educational leadership in response to the needs of the English educational community of Quebec. The LCEEQ shall advise and make recommendations to the provincially appointed Assistant Deputy Minister of the Ministry of Education for the English sector.

II. MEMBERSHIP

Composition

The membership shall be comprised of twenty-nine (29) voting members, the Assistant Deputy Minister, a coordinator, a secretary and a representative of LEARN. Members shall be designated by the organizations which they represent. The membership representation, by organization, shall be as follows:

A.A.E.S.Q. (Association of Administrators of English Schools of Quebec)	2
A.C.E.S. (Administrators for Complementary Educational Services)	2
CEGEP's (English Colleges Steering Committee)	1
ADGESBQ (Directors General of School Boards)	1
School Board Educational Services Representatives	9
I.S.A.T. (Independent School Associations' Table)	2
P.R.O.C.E.D.E. (Provincial Organization of Continuing Education Directors, English)	2
Professionals' Associations (Non-teaching Educational Professionals / Consultants)	2
Q.P.A.T. (Quebec Provincial Association of Teachers)	4
Special-status Board Educational Services Representatives (Cree, Kativik, Littoral)	3
English-sector Universities (Faculties of Education)	1
Total Voting Members (Class "A" in the Incorporation Act):	29
Assistant Deputy Minister of the Ministry of Education for the English sector	1
M.E.L.S. / SSAACC (Ministère de l'Éducation, du Loisir et du Sport) (Secteur des services à la communauté anglophone, aux affaires autochtones et au Plan nord)	2
LEARN (Leading English Education and Resource Network)	1
Coordinator	1
Secretary	1
Total Non-voting Members (Class "B" in the Incorporation Act):	6
Total Number of Participants:	35

The Assistant Deputy Minister of the Ministry of Education for the English sector, the two representatives of the Ministry of Education / **SSAACC** (Ministère de l'Éducation, du Loisir et du Sport) (Secteur des services à la communauté anglophone, aux affaires autochtones et au Plan nord), the Coordinator, the Recording Secretary, and the representative of LEARN are non-voting members of the LCEEQ.

Duties

Members shall

- ⇒ attend meetings of the corporation and participate actively;
- ⇒ honour the mission and mandate of the corporation;
- ⇒ adhere to and support the plans and actions approved by the corporation;
- ⇒ respect confidentiality on items identified by the LCEEQ as being confidential.

Membership/Representation Review

Absence, without due cause, from a total of three meetings in the course of an academic year will result in a review of membership and/or representation by the **Chair of the Board**. Due cause shall be determined by the Chair of the Board. Breach of confidentiality on an item identified by the LCEEQ as being confidential will result in a review of membership and/or representation by the Chair of the Board.

Term of Office

The initial term of office for each member is two years; it is renewable without limit.

Appointments are normally made prior to the Annual Seminar. In exceptional circumstances a member may be replaced by the organization subject to notification to the Chair of the Board.

A vacancy, in the course of the term, may be filled by a nomination at the regularly scheduled meeting of the LCEEQ; the term of office of the filled vacancy will coincide with the original term of office.

III. MEETINGS OF THE MEMBERS

Regular Meetings

Normally the corporation shall meet a minimum of five (5) and a maximum of eight (8) times during the academic year; meetings shall consist of a full day.

The annual meeting schedule of the LCEEQ shall be set at the June meeting of the preceding academic year.

Special Meeting

An additional Special Meeting shall be held in April of each year for the purpose of an annual review process and to establish priorities for the following year.

Notice of Meetings

Notice of meetings, specifying the place, day and hour of the meeting, shall be given to each member by electronic mail a minimum of two weeks prior to the scheduled meeting; an Agenda and the Minutes of the previous meeting shall accompany the notice.

The LCEEQ members must notify the Chair of the Board at least thirty-six (36) hours prior to a scheduled meeting of their absence at the meeting; the Chair of the Board shall establish quorum and notify members if quorum cannot be met. Members may not be represented by a substitute if they are unable to attend a meeting.

Agendas

Planning for the following General Meeting shall be a standing item on the agenda of all corporation meetings. Agenda items shall be put forward by the members at that time. If an issue arises between meetings, the item should be forwarded to the Coordinator for consideration by the Steering Committee. This should be done three weeks prior to the scheduled date of the General Meeting where the item is to be considered. Generally, no additional items may be added to the agenda at the time of the meeting. Additional timely items may only be added at the meeting by approval of the Chair of the Board.

Quorum

Quorum shall be established at the beginning of the meeting and shall consist of fifty-percent (50%) of the members.

IV. OFFICERS

The officers of the LCEEQ shall be the Chair of the Board and the Vice-Chair.

Nominations for these positions will normally be received prior to the Annual Seminar in the year necessitating a new appointment for the subsequent academic year. A nomination must be seconded and accepted by the nominee.

In the event that there is only one nomination for a position, the individual will be acclaimed. If more than one individual is nominated for a position an election by closed ballot with a simple majority will be held at the Annual Seminar.

In the event of a tie for the position of Chair of the Board, Co- Chairs of the Board may be named contingent on their acceptance and that of the membership.

A vacancy in the position of Chair of the Board would be filled by the Vice-Chair for the duration of the term of office; a call to the LCEEQ for the nomination of a Vice-Chair would result; this position would be filled for the duration of the term of office.

A vacancy in the position of a Co- Chair of the Board, for the duration of the term of office, shall result in the remaining Co-Chair filling the position of Chair of the Board; a call to the LCEEQ for the nomination of a Vice-Chair would result if needed; that position of Vice-Chair would be filled for the duration of the term of office.

A vacancy in the position of Vice-Chair would result in a call to the LCEEQ for the nomination of a Vice-Chair; this position would be filled for the duration of the term of office.

Term of Office

The term of office of the LCEEQ officers shall be two years; the term may be renewed once. A member is, once again, eligible to be nominated and to assume the position of Chair of the Board or Vice-Chair after a two year absence from the position.

Duties

Chair of the Board

The Chair of the Board/Co-Chair of the Board shall:

- ⇒ be responsible for chairing meetings in accordance with the established rules of procedure to include a speaker list;
- ⇒ be responsible for the notice of meeting and finalization of the accompanying agenda and minutes;
- ⇒ be the official spokesperson for the LCEEQ
- ⇒ be the two signatories in the case of Co-Chair of the Board for the corporation or one of two signatories in the case of a Chair of the Board
- ⇒ be responsible, for all communications from and for the corporation;
- ⇒ be responsible for finalizing all matters related to employees of the corporation;
- ⇒ be responsible for finalizing the Annual Financial Report;
- ⇒ be responsible for finalizing the Annual Report.

Vice-Chair

The Vice-Chair shall assist the Chair of the Board in the performance of his/her duties and shall assume any and all the duties of the Chair of the Board in his/her absence.

In the event that Co-Chairs of the Board fill the officer positions and a Vice-Chair is nominated, the Vice-Chair shall assist the Co-Chairs in the performance of their duties and shall assume any and all the duties of the Co-Chairs of the Board in their absence.

V. SIGNATORY

The Chair of the Board and the Vice-Chair shall be the signatories for the LCEEQ. Signatory privilege may be delegated to the Coordinator by the Chairperson when considered appropriate.

VI. FINANCIAL YEAR

The fiscal year shall be from July 1st to June 30th.

VII. FINANCIAL REPORT

A budget, for the following fiscal year, shall be adopted annually by the membership. An Annual Financial Report for the preceding fiscal year shall be adopted at the June meeting.

VIII. ANNUAL REPORT

An Annual Report for the preceding year shall be adopted at the September meeting of the membership. The Report shall contain a brief overview of the LCEEQ's undertakings during the previous year. The Annual Report shall be distributed to the organizations represented on the LCEEQ by the membership.

IX. REMUNERATION

Members of the LCEEQ do not receive remuneration. The responsibilities of the Coordinator(s) and any other employees of the corporation are determined by the Chair of the Board. The remuneration of the employee(s) and the terms, covenants and conditions of their employment shall from time to time be reviewed and determined by the Chair of the Board and the Steering Committee and approved by the corporation.

X. CONFLICT OF INTEREST OR RESPONSIBILITIES

Any member of the corporation who delivers services for the corporation or who contracts personally with the corporation or who has a direct or indirect interest in a contract or any decision of the corporation must divulge his/her interest to the corporation. If the member is present at the time that the corporation deliberates and/or makes a decision on a specific contract or any decision that concerns or relates to the said contract, he/she must withdraw from the meeting and/or session for the time during which the subject is discussed and decided upon. This temporary withdrawal of the member does not modify the quorum of the meeting as the member is recorded as present for said meeting.

XI. COMMITTEE(S)

The LCEEQ may, from time to time, establish committees to fulfill its mandate.

Steering Committee

The Steering Committee is a standing committee of the LCEEQ; members are nominated by and from the membership of the LCEEQ. A vacancy, in the course of the term, may be filled by a nomination at the regularly scheduled meeting of the LCEEQ; the term of office of the filled vacancy will coincide with the original term of office.

Membership

The composition of the Steering Committee shall consist of:

- ⇒ the Chair of the Board and/or the Co-Chair;
- ⇒ the Vice-Chair;
- ⇒ a former Chair of the Board
- ⇒ two SSAACC representatives;
- ⇒ three representatives from the membership at large;
- ⇒ the Coordinator
- ⇒ the Assistant Deputy Minister (ex officio).

The Chair of the Board and/or the Co-Chair, the Vice-Chair, the former Chair of the Board and the three representatives of the membership at large are the directors of the corporation and have the right to vote.

Nominations for the positions of former Chair of the Board and the three representatives of the membership at large will normally be received prior to the Annual Seminar in the year necessitating a new appointment for the subsequent academic year. A nomination must be seconded and accepted by the nominee.

In the event that there are more nominations than positions available an election by closed ballot with a simple majority will be held.

Expenses for travel and accommodation related to Steering Committee meetings will be covered by the LCEEQ.

Meetings

The Steering Committee shall meet a minimum of five times during the academic year. The Committee may include, by invitation, other persons as the need arises.

Term of Office

The term of office of members of the Steering Committee shall be for the two year cycle; the term may be renewed. A vacancy during the two-year cycle may be filled by resolution of the corporation.

Duties

Members of the Steering Committee shall:

- ⇒ assist the Chair of the Board in the preparation and planning of regular meetings that are in keeping with and reflect the agenda set by the membership;
- ⇒ assist the Chair of the Board in the preparation and planning of the Special Meeting held annually in April for the purpose of an annual review process and the setting of priorities for the following year;
- ⇒ assist the Chair of the Board in reviewing and finalizing the Annual Financial and Annual Reports;
- ⇒ assist the Chair of the Board in decisions affecting employment by the LCEEQ to include responsibilities and terms of employment and remuneration;
- ⇒ receive and consider adoption, by the Steering Committee or the LCEEQ when deemed appropriate, all proposals and policies submitted by the Chairs of Sub-Committees;
- ⇒ assist the Chair of the Board in all other matters that he/she requests and requires.

Review Committee

The Review Committee is a standing committee of LCEEQ. The mandate of the Review Committee shall be to consider, on its own merit, each *Resource Development Project* funding application submitted to the LCEEQ. Consideration shall be determined by the use of the targeted criteria described in the Project Evaluation Rubric.

Membership of the Review Committee

The Committee shall number not less than 5 and not more than 6 members; the Coordinator, the Chair of the PD Sub-committee, shall be members in any given year; the remaining members shall be members of the LCEEQ. Members representing the organizations making up the LCEEQ will be identified and named as per the following rotation:

- Year one: AAESQ, ACES, ADGESBQ;
- Year two: Boards, Cégep, FPPE, ISAT;
- Year three: PROCEDE, QPAT, Universities.

Expenses for travel and accommodation related to Review Committee meetings will be covered by the LCEEQ.

Meetings

The Review Committee shall meet in accordance with the fulfillment of its mandate.

Term of Office

The term of office shall be for one year with the exception of the Coordinator and the Chair of the PD Sub-committee who are members of the Review Committee annually.

Duties

The Review Committee is responsible for follow-up. If the criteria for a particular funding application are not met, the Coordinator will contact the school or centre to suggest possible modifications to improve the project application submission. To complete the evaluation process, the Review Committee shall make its recommendation to the LCEEQ, and applicant(s) will be advised in writing of this decision.

Conflict of Interest

In the event that a project funding application is submitted by the organization represented on the Review Committee, that member shall withdraw from the process and review of same in order to eliminate a conflict of interest.

XII. MAKING, REPEALING OR AMENDING RULES OF PROCEDURE

In addition to the present Rules of Procedure, the Steering Committee may from time to time make further recommendations to add to the LCEEQ's Rules of Procedure for the regulation and management of the business and affairs of the LCEEQ and may likewise from time to time make recommendations to repeal or amend the present Rules of Procedure, but every such addition shall require ratification by the membership by resolution at a regularly scheduled meeting of the corporation.