



GENERAL SCHOOL ADMINISTRATION

Education Committee Meetings 108

Rationale

The CISVA Board recognizes the need for allocated time to help Education Committees to fulfill their role.

Policy

Education Committees will have a minimum of ten (10) meetings a year. These meetings will be open, except for in-camera sessions. The first meeting after the education committee elections must be held no later than June 15.

Procedure

1. At each meeting, following opening prayer, a suggested time of 15 minutes be devoted to Faith Formation. The Vice-Chairperson (or delegate) in consultation with the Pastor, will facilitate this Faith Formation component using *Youth Catechism of the Catholic Church (YouCat)*, and/or *The Catechism of the Catholic Church, Compendium of the Catechism of the Catholic Church*, Evangelization Leadership Team (ELT) resources and/or other appropriate resource material.
2. Each member is to receive minutes from each meeting as well as a monthly financial statement, which are to be kept in a binder.
3. Requests by non-members to speak at meetings must be in writing and received seven (7) days in advance.
4. A quorum shall be defined as a simple majority. In the event a quorum is not present, meetings may still be conducted. However, motions must be tabled for the next meeting when a quorum is not present.
5. Attendance by a non-voting representative of the teaching staff at committee meetings is strongly encouraged. The selection and role of that representative is to be determined in consultation with the Principal and the teaching staff.
6. The Principal is not a member of the Committee, but should be present for the entire meeting, although there may be occasions when in-camera sessions with or without the principal may be appropriate.

Reference:	Approved: CISVA Board of Directors
	Date Approved: pre 1996
	Date(s) Revised: September 2012
Cross-reference:	