



Rationale

The Forum is a formal advisory body that is mandated by the Board of Directors to provide insight and analysis on issues of significance to CISVA for consideration by the Board. As such it is imperative that governance for its composition and functioning be defined.

Structure

The Forum will be composed of 12 members, drawn from the following stakeholder groups:

- three pastors (one of whom is on the CISVA Board)
- three Education Committee members (one of whom is on the CISVA Board)
- three principals (one of whom is on the CISVAAA executive) and
- three teachers (one of whom is on the VCSTA executive).

The term of service will be three years. The Forum will communicate with the Board through its President, who is chosen by Forum members for a renewable one-year term.

The Superintendent's Office will provide resource personnel as appropriate. The Forum will be encouraged to draw on the expertise of people inside and outside CISVA to do its work more effectively.

Term of Office

Members are elected to a three-year term. Members can serve beyond three years provided they are re-elected by their stakeholder group. Members may serve a total of six years only.

Mandate

The Forum will assist the Board in developing policies that address the needs of CISVA. It will:

1. help identify and research issues of concern as instructed by the Board of Directors,
2. help develop recommendations that promote the long-term vitality and growth of the Catholic school community, and
3. work in conjunction with the relevant sub-committees of the Board as directed by the Board.

Procedure for Electing Members

The process for electing someone to the Forum will be co-ordinated by the Superintendent's Office working with each stakeholder group.

- **Pastors:** three Pastor Representatives will be elected through the office of the Vicar for Catholic Education.
- **Administrators:** three Principal Representatives will be elected from among the Principals
- **Education Committee:** three Education Committee representatives will be elected by delegates at the Annual General Assembly of CISVA
- **Teachers:** three Teacher Representatives will be elected through a process co-ordinated through the Vancouver Catholic Schools Teacher Association (VCSTA)

The Superintendent’s Office will send nomination forms to:

- The Vicar for Catholic Education to call for nominations to serve
- Principals to call for nominations from the Administrator stakeholder groups
- To Education Committee chairpersons to call for nominations from Education Committees
- To the VCSTA to call for nominations from the teachers’ community

Eligibility

Teachers and Principals nominated to the Forum should be individuals who have served in CISVA for at least five years. Pastors and Education Committee members nominated to the Forum should be individuals who have already served at least one term on their local education committee.

Balloting

Depending on the stakeholder group the election will be done through a ballot, consultancy, show of hands that ensures that constituents from the stakeholder community were made aware of the election process and method of election followed.

Results of the election must be communicated to members of the stakeholder group and to the Superintendent’s Office no later than 48 hours after the election has taken place.

When the ballots have been counted, the Board will announce the results, contact the elected members, and arrange a 1st meeting.

<i>Reference</i>	<i>Approved</i> Board of Directors
	<i>Date Approved</i> 16 February 2005
	<i>Date(s) Revised</i> 2 May 2017
<i>Cross-reference</i>	