

NORMS FOR MEETINGS

References:

CEAY Constitution and Bylaws, Part 2, s5, Part 4, 5, Part 6, s.40, Part 8

CEAY Code of Conduct Declaration

CEAY In-camera Guidelines

Department of Education School Council Conflict Resolution Policy

- 1) **Opening prayer:** All our meetings are brought to order by an opening prayer in a spirit of Catholic unity and understanding.
- 2) **Time:** We meet once a year at the Fall AGM. The Executive members meet on a monthly basis during the school year. From time to time, the Executive may decide to invite other members to attend a meeting and an agenda will be sent to these individuals. We will set a start and end time for each meeting and be mindful of people`s time by staying on task.
- 3) **Agenda:** For Executive meetings, the agenda will be sent out a week prior to a meeting and will include supplemental documents. As much as possible, we should contact the Chair a minimum of two weeks before a meeting to add agenda items for discussion and ensure they fall within the scope of the Association`s Constitution and Bylaws.
- 4) **Confidentiality:** Confidential matters, whether they are discussed in in-camera or not, are to be held in confidence. An in-camera session or meeting should be requested when, but is not restricted to, discussing matters concerning specific students, parents, staff members or Association governance issues.
- 5) **Advocacy:** We advocate for the school, the children and parents, and support the Mission and Values & Beliefs statements of the Yukon Catholic Schools. Discussions outside of our meetings with school community members should be in a positive manner.
- 6) **Participation and Listening:** We have mutual respect for one another and encourage all members` participation by listening to each other and allowing time for each of us to share our views without interruption.
- 7) **Attendance and Quorum:** As an Association, we like to see all our members present for meetings and will set meeting dates to accommodate as many people as possible. We will adhere to the quorum for Executive meetings, however in rare cases when a quorum is not present, we will follow the Association bylaws to ensure that business continues and we are able to move forward with our mandate.
- 8) **Decision-making:** We will follow a consensus model in decision-making as described in our bylaws including taking decisions back to our councils for input when needed. Outside of meetings, we will set aside our own biases and communicate positively the decisions of the Association.
- 9) **Expectations:** We expect members to participate by attending and providing input at meetings, and to be familiar with, and follow, the Code of Conduct Declaration.
- 10) **Conflict Resolution:** We will ensure any conflicts brought forward have been addressed through the proper communication channels as per the Yukon Department of Education`s School Council Dispute Resolution policy.