

**BYLAWS
of the
PUBLIC SECTION
(Updated November 18, 2019)**

Membership: Membership shall be open to all public Boards of Education in Saskatchewan.

Meetings: A minimum of two general meetings shall be held each year. The first one shall take place in the fall, in conjunction with the SSBA Fall General Assembly. The second shall take place in late spring.

Executive meetings shall take place in September, February and April or at the call of the Chair with one week's notice to the Executive.

Table Officers' meetings shall be at the call of the Chair.

Executive: The Executive of the Public Section shall consist of a Chair, First Vice-Chair, Second Vice Chair and Members at Large representing all other Public Section boards.

The Chair shall preside over meetings of the Public Section. The Chair's duties shall include acting as its head, and, in conjunction with the executive director, its representative to the public and its spokesperson.

The First Vice Chair shall serve as Chair in the absence of the Chair. The Second Vice Chair shall serve as Chair in the absence of the Chair and First Vice Chair.

The Chair, First Vice Chair and Second Vice Chair shall serve as Table Officers.

Members at Large shall be elected or appointed by each member board not represented as Table Officers. Members at Large shall attend scheduled Public Section meetings as part of a leadership group, and shall serve as a liaison between the Section and member boards for the purpose of representing the views, concerns and interests of member boards of education.

Directors of Education for member Boards shall serve as ex-officio members of the Executive.

- Election of Executive:**
1. Elections shall be held each fall at the Public Section general meeting. The Chair, First Vice Chair and Second Vice Chair shall be elected by secret ballot. Members at large shall be designated by their respective board.
 2. Only trustees serving on member Boards of Education shall be eligible for election.
 3. Each member Board of Education shall have two votes which may only be exercised in person.

4. No Board of Education shall be allowed to have more than one trustee on the Executive.
5. The Chair shall be elected for a two-year term. The Chair shall not serve more than three consecutive terms.
6. Table Officers shall be elected for two-year terms, staggered to avoid double vacancies. Executive members at Large shall be elected or appointed annually by member boards of education.

Vacancies:

1. When a vacancy on the Executive occurs in mid-term, the Executive shall appoint a replacement for the remainder of the term of the position, except in the event the Chair becomes vacant.
2. When the Chair becomes vacant in mid-term, the First Vice Chair shall assume the duties of the Chair until the next fall general meeting of the Section. The position of First Vice Chair shall be assumed by the Second Vice Chair, and the position of Second Vice Chair shall be filled as in 1.(above).

Secretarial and Administrative Support:

1. Secretarial and administrative support to the Executive shall be provided by the Boards of Education from which the Chair and Vice Chairs are elected, or as approved in the annual work plan and accompanying budget.
2. Table Officers may submit meeting expenses not covered by their respective boards of education for payment from Public Section operating funds.

Duties of the Executive:

The Executive shall meet as required to oversee the activities of the Public Section and to:

1. Provide direction to the Executive Director.
2. In concert with the Executive Director, act as a spokesperson for the Section.
3. In concert with the Executive Director, liaise with other individuals and organizations to advocate for public education.

Minutes:

Meeting minutes shall be kept by the Executive Director or designate. Upon their approval, minutes of all general and executive meetings shall be circulated to all member Boards by the Executive Director.

**Financial
Accountability:**

A financial statement shall be presented at each fall general meeting.

A financial statement with planned revenue and expenditures for the next operating year shall be presented at each spring general meeting.

Invoices and financial payments shall be submitted by the Public Section Executive Director to the designated employee of the member division performing financial duties on behalf of the Public Section.

The Executive Director shall review and approve all invoices and expenditures except his/her own expenses. Expenses of the Executive Director shall be reviewed and approved by the Chair.

Quorums:

1. A quorum for executive meetings shall consist of a majority of the Executive members.
2. A quorum for general meetings shall consist of representation from a majority of all member Boards.

Motions:

1. Motions of all general and executive meetings shall be decided by a simple majority vote.
2. Each trustee present at a General meeting shall have one equal vote.
3. Motions need not be seconded.

**Bylaw
Amendments
or Additions:**

Additions or amendments to the bylaws of the Section shall require a two-thirds vote at a general meeting.